



WORCESTER COUNTY COMMISSIONERS

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

Agenda for October 20, 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, to receive legal advice and to perform administrative functions.

Approval of Minutes

- a. Draft Closed Session Minutes for October 6, 2026
- b. Draft Open Session Minutes for October 6, 2026

Proclamations and Commendations

1. Employee Commendations – Lifesaving Actions and Military Achievement

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. MAHT Grant Extension Request
3. Waterway Improvement Fund Grant - Public Landing Dredging
4. Out of State Travel Request – Sheriff’s Office

5. Out of State Travel Request – Sheriff’s Office
6. Request to Advertise Public Hearing for a proposed FY27 Budget Amendment
7. Request to Hold a Public Hearing for the Requested Five-Year Capital Improvement Plan FY2028 to FY2032
8. Request to Award - Housing Rehabilitation Inspector
9. Snow Hill Commission on Aging HVAC-Funding Reallocation
10. Courthouse Boiler Conversion and Fuel Tank Removal

Administrative/Legislative Matters

11. Town of Ocean City MOU - Lewis Road
12. FY27 Vehicle Bid Recommendation for Purchase
13. Sunset Avenue Relief Sewer Award and Budget Amendment
14. FY26 Solid Waste Budget Transfer and Encumbrance Request
15. FY26 Water and Wastewater Budget Transfer and Encumbrance Request
16. Non-Disclosure Agreement Policy
17. Board Appointments

Public Hearings

18. 10:30am Public Hearing for FY27 Enterprise Fund Budget Amendment - Ocean Pines Belt Filter Press
19. 10:30am Public Hearing for FY27 Enterprise Fund Budget Amendment - AMI Meter Project
20. 10:30am Public Hearing for FY27 Enterprise Fund Budget Amendment - Assateague Pointe and Landings Wastewater Conveyance Evaluation

Late Additions

21. Request to Purchase Roads Mechanic Service Truck
22. FY28 Governor's Capital Budget Request

Press Questions and Commissioner Remarks

Adjournment

AGENDAS ARE SUBJECT TO CHANGE UNTIL THE TIME OF CONVENING

Hearing Assistance Units Available



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

To: Worcester County Commissioners
From: Kim Moses, Public Information Officer
Date: October 13, 2026
Subject: Draft Open Session Minutes for October 6, 2026

Summary: Staff is seeking approval of the October 6, 2026 open session meetings.

Fiscal Impact: Not Applicable

Funding Source: Not Applicable

Requested Action: Staff is seeking approval of the October 6, 2026 open session meetings.

Alternatives:

Coordinated With:

Attachment(s):

Minutes of the County Commissioners of Worcester County, Maryland

October 6, 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 Bertino, 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, and Human Resources Director Stacey Norton. Topics discussed and actions taken included the following: hiring four emergency communications specialist trainees, a maintenance worker IV for Recreation, a transfer station attendant, and a general laborer maintenance worker II within the Water and Wastewater Division; receiving legal advice from counsel; and performing administrative functions, including discussing potential board appointments.

Following a motion by Commissioner Bertino, seconded by Commissioner Mitrecic, the commissioners unanimously voted to adjourn their closed session at 9:44 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 Davida Washington 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 September 15, 2026.

The commissioners presented proclamations recognizing Economic Development Week, September 28–October 2, 2026, and Fire Prevention Week, October 4–10.

Commissioner Elder opened the floor to receive public comments. All public comments were related to item 26, a presentation by Maryland Broadband Cooperative President and CEO Drew Van Dopp regarding the AWS FastNet subsea fiber cable project and a proposed power feed equipment (PFE) facility at the Ocean City Municipal Airport to support the AWS subsea fiber cable.

Senator Mary Beth Carozza thanked the commissioners for coordinating the Maryland Broadband Cooperative presentation. She noted broadband challenges throughout her district and expressed interest in continuing efforts to increase access in underserved communities.

Christine Lieb of South Point supported expanding rural broadband but expressed concerns about Maryland Broadband Cooperative partnering with Amazon, potential impacts involving water, lighting and electricity, and the possibility of future expansion.

Wendy Green of Snug Harbor opposed the proposed infrastructure, despite being scaled down and urged the commissioners to honor the intent of the County's one-year moratorium.

Mark Nitkoski of Deer Point opposed the project and expressed concern about a lack of transparency, citing activity he observed in the area.

Melinda Sarvelas of Cropper Island Road in Newark opposed the project and expressed concern that the proposed infrastructure could lead to future data center development.

Jacky Green of Berlin opposed the project based on environmental and quality-of-life concerns. She referenced stewardship of the natural environment.

George Berrue of Berlin opposed the proposed project and expressed concern that it could lead to data center development. He discussed his efforts to raise oysters to improve bay water quality and emphasized protecting the area's natural resources.

Stephen Katsanos of South Point questioned what benefits the County would receive, characterized the project as a cable landing facility and requested access to the complete plan.

Diane Stelzner of South Point echoed concerns raised by other speakers regarding the proposed cable infrastructure and its potential impacts.

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

Upon a motion by Commissioner Mitrecic, seconded by Commissioner Abbott, the commissioners unanimously approved by consent agenda item numbers 2-25 as follows: approved the proposed 2027 Worcester County Fair dates; approved entering into the memorandum of understanding and accepting the grant from the Maryland Department of Health; accepted the Greenspace Equity Program grant; authorized an application for the Worcester County Arts Council Mini Grant; approved requests for out-of-state travel for Recreation and Parks, the Sheriff's Office, and Public Works; approved the requested over-expenditure for Granicus ADA compliance services; approved emergency elevator communication services and the associated over-expenditure; approved the purchase of building alarm cellular dialers and the associated over-expenditure; approved the requested over-expenditure for vehicle lift repairs; approved the requested over-expenditure for recycling baler repairs; authorized advertising the associated budget amendment; authorized scheduling a public hearing on the proposed disposal of County property; approved remodeling the document imaging area for GIS; approved the purchase of a wire tie system for Recycling; awarded the Mystic Harbour Wastewater Treatment Plant injection well rehabilitation project; awarded the FY27 crushed aggregate contract; awarded the engineering report for River Run to Pump Station C; awarded the Showell Park lighting and renovations project; approved the FY26 Commission on Aging over-expenditure; approved the requested funding reallocation for the Government Center cooling tower replacement; approved the requested change order for the Solid Waste Cell 1 pump station upgrades; and approved the requested bond waiver for the Town of Ocean City.

The public hearing for Rezoning Case No. 452 was postponed.

Upon a motion by Commissioner Mitrecic, seconded by Commissioner Purnell, the commissioners unanimously agreed to schedule a public hearing for a budget amendment to award construction of the Ocean Pines WWTP Biosolids Dewatering Project to M2 Construction LLC for \$5,382,284.00 and approved an intergovernmental loan from the General Fund to the Ocean Pines Service area in the amount of \$1,209,485.00.

Following up on the commissioners' September 15, 2026 request, Enterprise Fund Controller Quinn Dittrich reviewed payment options for the Bay Restoration Fee (BRF) associated with the Ocean Pines Wastewater Treatment Plant. He advised that the facility did not qualify for its customary 2026 exemption after weather-related conditions caused it to exceed State nutrient thresholds and that the County's appeal remained pending. The County was two quarters in arrears, totaling \$275,460, with the annual 2026 obligation projected at \$550,920. The Ocean Pines Advisory Committee recommended using service-area reserves rather than billing customers for the fee.

Upon a motion by Commissioner Bunting, seconded by Commissioner Mitrecic, the commissioners voted 6-1, with Commissioner Mitrecic voting in opposition, to follow the advisory committee's recommendation and use Ocean Pines Service Area reserve funds to pay the Bay Restoration Fee obligations. Chief Administrative Officer Weston Young advised that the County had written to Governor Wes Moore regarding the loss of the exemption and that State officials would follow up with the Maryland Department of the Environment.

Maryland Broadband Cooperative President and CEO Drew Van Dopp presented an overview of MDBC's history, broadband network, work in Worcester County, and involvement with the AWS FastNet project, Maryland's first subsea fiber cable connection to Ireland. The project is intended to expand international connectivity and add telecommunications infrastructure on the Eastern Shore.

Commissioner Fiori questioned when MDBC became involved in the project and why its involvement had not been discussed during earlier public meetings concerning data centers and cable landing infrastructure. Mr. Van Dopp explained that Global Linx is a member of MDBC and that the project evolved after AWS sought a less impactful alternative for the infrastructure needed to support the subsea cable.

Commissioner Fiori also questioned how the County could be assured that the proposed infrastructure would benefit Worcester County. Mr. Van Dopp discussed MDBC's contractual relationship with AWS and explained that AWS funded infrastructure that also resulted in assets benefiting MDBC's network. Commissioner Fiori asked whether Mr. Van Dopp would participate in a separate public meeting with residents. Mr. Van Dopp agreed, provided the meeting allowed for productive public discourse.

Commissioner Abbott asked about benefits to the broader Eastern Shore. Mr. Van Dopp stated that expanded infrastructure could improve regional connectivity and support businesses with substantial data-communications needs.

Commissioner Mitrecic discussed the County's past investment in expanding broadband to underserved areas and asked about the depth of the proposed subsea cable beneath Assateague Island. Mr. Van Dopp advised that his understanding was that the bore would be approximately 35 meters below the surface, subject to required permitting and engineering. Commissioner

Mitrecic stated that he had requested the presentation so residents could receive factual information directly from MDBC.

Commissioners Bunting, Purnell, and Elder discussed the significant improvements in rural broadband access in recent years and thanked MDBC and its partners for their work to expand service throughout Worcester County. Commissioner Elder noted that broadband availability had become increasingly important for residents working from home, students completing schoolwork, and property owners.

Commissioner Bertino left the meeting during the MDBC discussion.

The commissioners recessed for five minutes.

The commissioners conducted a public hearing on the proposed 2026 Worcester County Comprehensive Plan and Land Use Map. Development Review and Permitting Director Jennifer Keener explained that the plan, which had been developed beginning in 2023 with public, agency, municipal, and Planning Commission input, establishes the County's long-range framework for land use, transportation, housing, economic development, environmental protection, and other planning matters.

Commissioner Elder opened the floor to receive public comments. There being no public comments, Commissioner Elder closed the hearing.

Upon a motion by Commissioner Fiori, seconded by Commissioner Abbott, the commissioners voted 6-0, with Commissioner Bertino absent, to adopt Resolution No. 26-24 adopting the 2026 Worcester County Comprehensive Plan and Land Use Map as presented.

Worcester County Public Schools Chief Financial Officer Vince Tolbert reviewed the proposed FY28 Capital Improvement Plan (CIP). Upon a motion by Commissioner Mitrecic, seconded by Commissioner Fiori, the commissioners voted 6-0, with Commissioner Bertino absent, to accept the CIP for submission. Commissioner Abbott noted that the County's financial support for public education extends beyond salaries and benefits to include school capital projects.

Tourism and Economic Development Director Melanie Pursel advised that the County was awarded an FY27 Maryland Tourism Development Board Marketing Grant of \$114,749, a decrease from the FY26 grant of \$195,000, resulting in an \$80,251 shortfall.

Upon a motion by Commissioner Abbott, seconded by Commissioner Purnell, the commissioners voted 6-0, with Commissioner Bertino absent, to accept the grant and allocate \$80,251 from FY26 surplus funds to maintain the planned FY27 tourism advertising program.

Pursuant to the recommendation of Procurement Officer Ed Welch and Public Works Director Dallas Baker and upon a motion by Commissioner Bunting, seconded by Commissioner Mitrecic, the commissioners voted 6-0, with Commissioner Bertino absent, to award the Ocean Pines Wastewater Treatment Plant flow equalization tank no. 1 cleaning project to Chesapeake Turf LLC for an amount not to exceed \$162,375.

Pursuant to the recommendation of Mr. Welch and Mr. Baker and upon a motion by Commissioner Abbott, seconded by Commissioner Purnell, the commissioners voted 6-0, with

Commissioner Bertino absent, to award engineering services for the Ocean Pines force main replacement from Pump Station N to Pump Station L to EA Engineering, Science, and Technology, Inc. for \$233,794.38.

Pursuant to the recommendation of Recreation and Parks Director Kelly Rados and upon a motion by Commissioner Abbott, seconded by Commissioner Bunting, the commissioners voted 6-0, with Commissioner Bertino absent, to schedule a public information meeting on the proposed Northern Worcester Athletic Complex master plan.

Mr. Baker reviewed the proposed MD 611 Shared Use Path design project. Upon a motion by Commissioner Fiori, seconded by Commissioner Abbott, the commissioners voted 5-0-1, with Commissioner Bertino absent and Commissioner Bunting abstaining, to award the design contract for \$1,542,208.33 to Rummel, Klepper & Kahl, LLC (RK&K), contingent upon concurrence from the State Highway Administration. Commissioners Abbott, Bunting, and Elder raised concerns regarding the contract cost.

Budget Officer Kim Reynolds reviewed year-end FY26 General Fund budget transfers and encumbrances, including \$166,366 in budget transfers and \$4,578,253 in encumbrances for approved projects and other outstanding obligations. Upon a motion by Commissioner Bunting, seconded by Commissioner Abbott, the commissioners voted 6-0, with Commissioner Bertino absent, to approve the transfers and encumbrances as presented.

Pursuant to the recommendation of Human Resources Director Stacey Norton and upon a motion by Commissioner Fiori, seconded by Commissioner Mitrecic, the commissioners voted 6-0, with Commissioner Bertino absent, to replace certain individually priced AFLAC voluntary benefits with group plans effective January 1, 2027.

The commissioners reviewed and discussed various board appointments.

Upon a nomination by Commissioner Mitrecic, the commissioners voted 6-0, with Commissioner Bertino absent, to appoint Bud Davis to the Administrative Charging Committee.

Commissioner Mitrecic requested that staff review the County's boards and commissions, including how frequently they meet and attendance, to determine whether any boards may no longer be necessary. Commissioner Elder suggested that the incoming Board of County Commissioners be given an opportunity to consider potential changes.

Commissioner Fiori requested that staff establish criteria to determine when major projects or issues should be considered during evening meetings to provide greater opportunities for public attendance and comment.

The commissioners answered questions from the press.

Upon a motion by Commissioner Abbott, seconded by Commissioner Mitrecic, the commissioners voted 6-0, with Commissioner Bertino absent, to adjourn at 12:10 p.m. to meet again on October 20, 2026.

**Worcester County Government**

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To: Worcester County Commissioners
From: Kim Moses, Public Information Officer
Date: October 13, 2026
Subject: Employee Commendations – Lifesaving Actions and Military Achievement

Summary: The County Commissioners are scheduled to present two commendations, one to Water & Wastewater Superintendent Lee R. Beauchamp in recognition of his promotion from Master Sergeant to Operational Sergeant Major of the 198th Expeditionary Signal Battalion of the Delaware National Guard in October, and one to County Jail Sgt. Randy Isaacs, Cpl. Dennis Dimaio, and Cpl. John Znamirowski for their lifesaving actions to help save an inmate's life on September 22, 2026.

Fiscal Impact: Not Applicable

Funding Source: Not Applicable

Requested Action:

Alternatives:

Coordinated With:

Attachment(s): One PDF with two separate commendations



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

COMMENDATION

WHEREAS, we commend Water & Wastewater Superintendent Lee R. Beauchamp upon his promotion from Master Sergeant to Operational Sergeant Major of the 198th Expeditionary Signal Battalion of the Delaware National Guard in October; and

WHEREAS, Operational Sergeant Major represents the highest enlisted rank awarded by the Delaware National Guard and reflects Lee's exceptional leadership, experience, responsibility, and commitment to military service. In his new role, Beauchamp will assume significant leadership responsibilities within the approximately 700-soldier battalion.

NOW, THEREFORE, we, the County Commissioners of Worcester County, Maryland, hereby commend **Operational Sergeant Major Lee R. Beauchamp** for his distinguished military service and thank him for his service to Worcester County and our nation.

Executed under the Seal of the County of Worcester, State of Maryland, this 20th day of October, in the Year of Our Lord Two Thousand and Twenty-Six.



Theodore J. Elder, President

Madison J. Bunting, Jr., Vice President

Caryn G. Abbott

Anthony W. Bertino, Jr.

Eric J. Fiori

Joseph M. Mitrecic

Diana Purnell



COMMISSIONERS
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ERIC J. FIORI
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OFFICE OF THE
COUNTY COMMISSIONERS

Worcester County

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21863-1195

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

COMMENDATION

WHEREAS, on September 22, 2026, Worcester County Jail personnel responded to a critical medical emergency involving a female inmate housed in a medical cell, where Sgt. Randy Isaacs, Cpl. Dennis Dimaio, and Cpl. John Znamirowski immediately initiated lifesaving measures, including CPR and use of an automated external defibrillator (AED), until emergency medical services arrived; and

WHEREAS, there is nothing of greater value than human life. Through their training, swift response, teamwork, and unwavering commitment to the safety and well-being of those entrusted to their care, Sgt. Isaacs, Cpl. Dimaio, and Cpl. Znamirowski helped save her life.

NOW, THEREFORE, we, the County Commissioners of Worcester County, Maryland, do hereby commend **Sgt. Randy Isaacs, Cpl. Dennis Dimaio, and Cpl. John Znamirowski** for their professionalism, teamwork, and dedication to preserving human life.

Executed under the Seal of the County of Worcester, State of Maryland, this 20th day of October, in the Year of Our Lord Two Thousand and Twenty-Six.



Theodore J. Elder, President

Madison J. Bunting, Jr., Vice President

Caryn G. Abbott

Anthony W. Bertino, Jr.

Eric J. Fiori

Joseph M. Mitrecic

Diana Purnell



Worcester County Government

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To: Worcester County Commissioners
From: Jennifer K. Keener, DRP Director
Date: October 09, 2026
Subject: MAHT Grant Extension Request

Summary: I am requesting County Commissioner approval to send the attached letter with our proposed drawdown schedule to the state for an extension of the 50% spend down requirement on the Maryland Affordable Housing Trust (MAHT) Plumbing Poverty Program (PPP) Grant to avoid de-obligating our remaining funds.

Fiscal Impact: N/A

Funding Source: N/A

Requested Action: Approval of Extension

Alternatives:

Coordinated With:

Attachment(s):



WORCESTER COUNTY

DEPARTMENT OF DEVELOPMENT REVIEW AND PERMITTING
GOVERNMENT CENTER ONE WEST MARKET STREET, ROOM 1201
SNOW HILL, MARYLAND 21863
TEL: 410.632.1200

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

MEMORANDUM

TO: Weston S. Young, Chief Administrative Officer
FROM: Jennifer K. Keener, AICP, Director
DATE: October 8, 2026
RE: Extension request – Plumbing Poverty Program Grant, Maryland Affordable Housing Trust

I am requesting County Commissioner approval to send the attached letter with our proposed drawdown schedule to the state for an extension of the 50% spend down requirement on the Maryland Affordable Housing Trust (MAHT) Plumbing Poverty Program (PPP) Grant to avoid de-obligating our remaining funds.

Due to yet another set of delays with the resignation and rehiring of a program inspector and the number of outstanding inspections on the waitlist, we will be unable to meet our 50% drawdown by the October 31, 2026, deadline. The Housing Review Board reviewed another round of applicant cases at their August 5, 2026, meeting, and recommended approval for funding several MAHT grants.

In 2025, Worcester County was awarded a \$300,000 grant to conduct activities such as renovation of incomplete bathrooms and/or kitchens; installation or replacement of wells and/or septic systems; connection to public water and sewer systems; and activities that improve water quality (water treatment, replacement of rusty pipes, etc.). To date we have expended and/or awarded \$55,897.50 in grant funds to seven individuals under this grant. We have four projects awaiting estimate revisions and bid reviews (an estimated \$95,849.84), and fifteen more cases on the waitlist to be inspected that could potentially be served by both MAHT and CDBG funds.

October 20, 2026

Administrator, Maryland Affordable Housing Trust
Division of Neighborhood Revitalization
Maryland Dept. of Housing & Comm. Development
7800 Harkins Road
Lanham, MD 20706

Dear Ms. Campbell,

On behalf of the Worcester County Commissioners, I am writing to request a waiver for the MAHT program procurement policy for processing a 50% draw within the first year of the grant cycle. We have a signed grant agreement for June 2025. Shortly thereafter, we lost our program inspector which was not replaced until May 2026. He reduced our application backlog from 15 to 8. Shortly thereafter, we were notified by the inspector that they will no longer be able to serve our program due to the volume of work and their existing workload. We are currently in the process of soliciting bids for a new inspector. That list has continued to grow and today we still have 15 applicants to be served with inspections.

We have spent the following for this grant:

As of 03-31-2026	\$24,072.00
As of 06-30-2026	\$10,973.00
As of 9-30-2026	\$1,250.00

Earmarked and approved by the Housing Review Board as of today: \$19,602.50

Earmarked and need approval by the Housing Review Board as of today: \$95,849.84

Total: \$151,747.34

We are requesting an extension January 31, 2027, to complete the required expenditure of 50% of grant funds to allow us time to hire and coordinate program activities with our new inspector. With 15 current applicants and the rate at which we are continually receiving applications, we will spend the remaining funds by the end of the grant cycle. This waiver will allow the Worcester County Housing Rehabilitation Program to resume offering critical repairs to homes occupied by the neediest citizens of our County.

Your consideration in this matter is greatly appreciated.

Sincerely,

Theodore J. Elder
President, Worcester County Commissioners

**Worcester County Housing Rehabilitation Program
MAHT Grant Estimated Drawdown Schedule**

To date, Worcester County has expended or awarded \$55,897.50 in grant funds to seven projects under this grant.

Minimum of 50% Drawdown:

Projects in need of re-bid or scope of work adjustments prior to review and approval by Housing Review Board and County Commissioners (for awards over \$25,000):

Fleming:	est. \$1,553.83
Hall:	est. \$36,037.77
Harmon:	est. \$27,501.38
Truitt:	est. \$30,756.86

Total: est. \$95,849.84

*Note: actual funding may vary upon award of bid.

Total drawdown: \$151,747.34

Timeframe for completion: January 31, 2027

Minimum of 80% Drawdown:

\$88,252.66 due by March 2027.

In August 2026, there were eight (8) applications pending inspection, and the inspector was scheduling one to two inspections per week to clear up the waitlist.

Shortly thereafter, we were notified by the inspector that they will no longer be able to serve our program due to the volume of work and their existing workload. We are currently in the process of soliciting bids for a new inspector.

Bid awards estimated by: November 2026 through no later than March 2027

Final Draw:

Remaining \$60,000 by close of grant cycle (June 25, 2027).



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To: Worcester County Commissioners
From: Kelly Rados, Director of Recreation and Parks
Date: October 09, 2026
Subject: Waterway Improvement Fund Grant - Public Landing Dredging

Summary: The Recreation & Parks Department received an award letter and Grant Agreement for the FY27 Waterway Improvement Fund Grant for the Public Landing Dredging project. The grant is in the amount of \$325,000 and the project includes design and construction for a maintenance dredge of the marina basin and entrance. Waterway Improvement Fund Grants are 100% reimbursable.

We are asking for review and approval signature for this grant in order to move forward.

Fiscal Impact: Grant Funding

Funding Source: Waterway Improvement Grant

Requested Action: Acceptance of grant and approval signature.

Alternatives:

Coordinated With:

Attachment(s): FY27 WIF Grant Award Letter

WIF Grant Agreement



*Wes Moore, Governor
Aruna Miller, Lt. Governor
Josh Kurtz, Secretary
David Goshorn, Deputy Secretary*

July 1, 2026

Mr. Jacob Stephens
Worcester County Recreation and Parks
6030 Public Landing Road
Snow Hill, MD 21863

Re: Fiscal Year 2027 Waterway Improvement Fund Grant
Grant DG-2304Q-27, Public Landing Dredging \$325,000.00

Dear Mr. Stephens:

I am pleased to inform you that your jurisdiction's request for Fiscal Year 2027 Waterway Improvement Funds (WIF) for the above-referenced project(s) has been approved by the Maryland General Assembly.

Boating contributes significantly to Maryland's state and local economies and is the largest outdoor recreation industry in our state, representing more than \$4 billion in economic activity and supporting 17,000 jobs. Since its inception in 1966, the Waterway Improvement Fund has been essential for public boating access and safety. Over \$469.5 million has been provided for state and local projects. More than 4,900 (4,936) capital projects have been completed at nearly 400 public boating access sites and within navigable channels statewide. The Waterway Improvement Fund (WIF) is an essential source of revenue for programs and projects which ensure that Maryland residents and visitors continue to benefit from Maryland's vast boating opportunities within the Chesapeake Bay and tributaries. Through the WIF grants and valuable partnerships like ours, together we are able to fund dredging of navigable recreational boating channels, safe public access facilities, and other projects that improve public access to recreational boating opportunities.

For your consideration, please go to our [Waterway Improvement webpage](#) and review our Waterway Improvement Fund Grants Manual, where you will find all terms and conditions associated with this grant award. Program staff will be in touch soon regarding the next steps, including entering into a formal grant agreement with your local government.

Program staff are available to help you incorporate resiliency into your project design (if applicable) to address concerns related to nuisance flooding, storm surge, and future sea level rise. Please reach out to Jillian Seagraves at jillian.seagraves@maryland.gov if you would like to discuss ideas and solutions to extend the life of your project design.

If you have any questions regarding your grant, please contact your assigned Regional Grant Administrator.

Southern Region: Anne Arundel, Calvert, Charles, Prince George's and St. Mary's Counties
Contact Jennifer Jackson jenniferl.jackson@maryland.gov 410-897-2153

Eastern Region: Caroline, Dorchester, Kent, Queen Anne's, Somerset, Talbot, Wicomico and Worcester Counties Contact Matt Negley matt.negley@maryland.gov 443-433-6284

Western/Central Region: Allegany, Baltimore City and County, Carroll, Cecil, Frederick, Garrett, Harford, Howard, Montgomery, and Washington Counties
Contact Jillian Seagraves jillian.seagraves@maryland.gov 443-924-0405

Dredging: Statewide

Contact Isaac Wilding isaac.wilding@maryland.gov 443-458-8217

On behalf of the Department, I want to thank you and your staff for your time and support in helping to make these important funded projects possible.

Sincerely,

A handwritten signature in black ink that reads "Carla Fleming". The script is elegant and cursive, with the first letters of the first and last names being capitalized and prominent.

Carla Fleming, Program Director
Boating Access & Capital Waterway Improvement

STATE OF MARYLAND
DEPARTMENT OF NATURAL RESOURCES
WATERWAY IMPROVEMENT FUND GRANT AGREEMENT

GRANT #: DG-2304Q-27

THIS GRANT AGREEMENT, entered into this ____ day of _____, 20____,
by and between

STATE OF MARYLAND
DEPARTMENT OF NATURAL RESOURCES
580 Taylor Ave., Annapolis, MD 21401
hereinafter ("Department")

and

WORCESTER COUNTY GOVERNMENT
6030 Public Landing Road, Snow Hill, MD 21863
hereinafter ("Grantee")
Federal ID # **52-6001064**

WHEREAS, funding has been appropriated by the General Assembly to the Waterway Improvement Fund to be disbursed as grants for the purpose of assisting in waterway improvements by expanding and enhancing access to public boating opportunities and improving boating safety pursuant to MD.CODE ANN., Natural Resources II, §8-707 et seq., (2012 Replacement Volume as amended) ("the Fund"); and

WHEREAS, the purpose of these grants is to assist jurisdictions by providing project grant funds; and

WHEREAS, the Grantee has applied to the Department for grant assistance funding for **Public Landing Dredging**; and

WHEREAS, the Department has determined such grant assistance shall be provided to Grantee if Grantee agrees to the provisions contained herein.

NOW, THEREFORE, in consideration for the receipt of a Grant for the Fiscal Year 2027, in the amount of **Three Hundred Twenty Five Thousand dollars and Zero cents (\$325,000.00).**

The Grantee agrees to the following provisions:

1. **Term:** This Grant Agreement shall become effective on **July 1, 2026** and shall expire on **June 30, 2033.**

2. **Scope:** The Grantee is responsible for supervision of and the technical accuracy and coordination of all work pursuant to this Grant Agreement as set forth in the attached Scope of Work. Attachment # A is hereby incorporated into this Grant Agreement and made an integral part of this Grant Agreement.

3. **Key Personnel:** The parties agree that the following named individuals are considered to be essential to the work being performed under this Grant Agreement, and that they are designated as Key Personnel who shall be made available to the fullest extent required to carry out the work under this Grant Agreement:

Jacob Stephens, Deputy Director
Phone: 410-632-2144, Email: jstephens@co.worcester.md.us

The parties designate the following named individuals as Grant Agreement Representatives for the purpose of any notices required under this Grant Agreement. The parties agree that each will promptly notify the other, in case of substitution of a Grant Agreement Representative, or change in the Representative's contact information.

Jacob Stephens, Deputy Director
Phone: 410-632-2144, Email: jstephens@co.worcester.md.us

Matt Negley, Regional Administrator
Phone: 443-433-6284, E-mail: matt.negley@maryland.gov

Isaac Wilding, Dredging Coordinator
Phone: 443-458-8217, E-mail: isaac.wilding@maryland.gov

4. **Payment:** The Grantee shall submit a reimbursement request to the Department for expenses authorized for the work under this Grant Agreement on the attached Request for Reimbursement form, in accordance with the payment schedule in the attached Scope of Work. The request will include invoices and a copy of paid canceled check(s) or certification that payment has been made for reimbursement of the State's share of the project.

Reimbursement shall be due and payable within 30 days of receipt by the Department. The grantee agrees that no claim or charges for damages shall be made by it for any delays or hindrances from any cause during the term of this Grant Agreement. Under no circumstances is the Department responsible for payment of any charges due to late payment of invoices.

5. **Deliverables:** The Grantee shall generally submit status/progress reports to the Department at the same time as the billing submissions required under paragraph 4 above. All deliverables will be submitted directly to the Department Contact, **Isaac Wilding**. Final deliverable work products, including the Final Reports, any geographic or mapping related efforts, and those items listed in the Scope of Work as expected final deliverables, shall be submitted to the Department Contact.

6. **Project Management:** The design, construction, and management of the project will be by or under the supervision of the Grantee in accordance with the latest edition of the

Waterway Improvement Fund Grants Manual incorporated by reference into this Grant Agreement. Plans and specifications, including all contract documents and any subsequent changes, must be completed by a Maryland Registered Professional Engineer unless approved otherwise in advance by the Department Contact. All plans, specifications and proposed changes must be submitted for review and approval by the Department Contact. All necessary Federal, State and local permits and approvals must be secured by Grantee prior to start of construction.

7. **Request for Bids:** The Grantee shall publicly advertise the project for bids or use another procurement method approved in advance by the Department Contact. Proposals will be received and compiled by the Grantee. The Department reserves the right to have a representative present at the bid opening.

a. Project contracts with a value of \$250,000 or more which the State provides 25% or more of the funding shall be advertised as prevailing wage contracts (COMAR 21.11.11).

b. The Grantee will prepare a tabulation of bids and/or other method of procurement and submit the same for approval to the Department with comments and recommendations prior to the award of any contract.

8. **Publication:** The Grantee shall post signs about the project, in a prominent location, identifying the project as a “Public Facility” and shall place a permanent sign, approved by the Department, acknowledging funding by the Waterway Improvement Fund. All press releases and grant related events shall be coordinated with DNR, Waterway Improvement and Infrastructure.

9. **Fee Approval:** The Grantee shall obtain prior approval from the Department for any fees or modifications to existing fees charged for the use of the funded facility. All Maryland registered boaters shall have equal access and fees charged to State funded boating facilities. Any requests for exceptions to this policy must be submitted in writing. The Department reserves the right to deny such requests.

10. **Facility Access:** Any facility funded in whole or in part with Waterway Improvement Fund Grants must remain accessible and open for use by the general boating public. The Department shall approve changes in use of a funded facility before it is removed from public access and use, such as through sale, donation or commercial use of the facility. If the change in use is approved by the Department, the Grantee must replace the public access location with a facility open to the general boating public with equal value at the nearest approved location at no cost to the Department. The Grantee may be required to repay the Department for the current value of the funded facility in proportion to the total cost contribution originally paid by the State. The Department may require two independent appraisals to determine the amount to be reimbursed to the Waterway Improvement Fund.

11. **Maintenance and Repair:** Unless previously approved by the Department, the Grantee agrees to operate and maintain the proposed project. Future maintenance funds are not guaranteed by the Department. The Grantee agrees that it shall if necessary, unless previously approved by the Department:

- a. Provide without cost to the State of Maryland, all necessary lands, easements, rights-of-way, and dredge disposal site(s) required for the project;
- b. Hold and save the State of Maryland free from damages that may result from the construction of the project;
- c. Accomplish, without cost to the State of Maryland, alterations and relocations as required in sewer, water supply, drainage and other utility facilities and
- d. Shall assure that the facility shall be designed and constructed for persons with disabilities pursuant to the Annotated Code of Maryland and the Americans with Disability Act (ADA).

12. **Compliance with Applicable Law:** The Grantee hereby represents and warrants that:

- a. The Grantee is qualified to do business in the State of Maryland and that they will take such action as, from time to time hereafter, may be necessary to remain so qualified;
- b. The Grantee is not in arrears with respect to the payment of any monies due and owing the State of Maryland, or any department or unit thereof, including but not limited to the payment of taxes and employee benefits, and that they shall not become so in arrears during the term of this Grant;
- c. The Grantee shall comply with all federal, State, and local laws, regulations, and ordinances applicable to its activities and obligations under this Grant; and
- d. The Grantee shall obtain, at its expense, all licenses, permits, insurance, and governmental approvals, if any, necessary to the performance of its obligations under this Grant.

13. **Unused Funds:** The Department reserves the right to revert any unexpended or unencumbered balance from this grant not used during the project period specified in the scope of work. Grant projects four years or older are subject to immediate reversion by the Department.

14. **Subject to Audit:** The Department retains the right to audit and inspect the records of the Grantee pertaining to this Grant for a period of 3 years after the conclusion of the Grant. Grantee shall permit any duly authorized representative of the State to inspect and audit all records and documents of Grantee relating to this Grant. Should the Department determine that Grant funds have been expended for activities outside of the Scope of this Grant Agreement; the Grantee shall reimburse the Department for funds so identified.

15. **Default:** Default is Grantee's breach of any of the applicable covenants, agreements, or certifications contained in this Grant Agreement.

16. **Remedies Upon Default:**

a. Upon the occurrence of any default, the Department may require the defaulting party to:

- (i) repay the Grant, in whole or in part;
- (ii) recoup the amount of the Grant already paid from funds due the Grantee from any other current or future State grant or loan or any other funds, otherwise due and owing Grantee;
- (iii) withhold further payments under this Grant Agreement; or
- (iv) terminate this Grant Agreement.

b. In addition to the rights and remedies obtained in this Grant Agreement, the State may at any time proceed to protect and enforce all rights available to it. All rights and remedies survive the termination of this Grant Agreement.

17. Termination:

a. The Department may terminate this Grant Agreement for any reason in accordance with this clause in whole, or from time to time in part, whenever the Department shall determine that such termination is in the best interest of the Department. The Department will pay all reasonable costs associated with this Grant Agreement that the Grantee has incurred up to the date of termination and all reasonable costs associated with termination of the Grant Agreement. However, the Grantee shall not be reimbursed for any anticipatory profits or other costs that have not been earned up to the date of termination.

b. The Parties may mutually agree to terminate this Grant Agreement without cause. Termination of the Grant Agreement will not release the party(ies) from any prior commitments, obligations, or transactions, occurring prior to the effective date of termination or any non-cancellable obligations that may extend beyond the termination dates.

18. Disposition of Property: The Grantee may not sell, lease, exchange, give away, or otherwise transfer or dispose of any interest in the real or personal property acquired by Grantee with Grant funds except as provided in #10 and as approved by the Department. This includes transfer or disposition to a successor on the merger, dissolution, or other termination of the existence of the Grantee. The Grantee shall give the Department written notice at least sixty (60) calendar days before any proposed transfer or disposition. If the Department permits transfer or disposition, Grantee may be required to repay the State that percentage of the proceeds allocable to the Grant that was used to acquire the property as determined by the Department in its sole discretion.

19. Appropriations: If the Federal and/or State government fails to appropriate funds or if funds are not otherwise made available for continued performance for any period of this Grant Agreement, this Grant Agreement must be canceled automatically as of the beginning of the period for which funds were not appropriated or otherwise made available. The Grantee may not recover anticipatory profits or costs incurred after termination.

20. **Insurance.** For any item of real or personal property acquired by Grantee with Grant funds that has an original fair market value of Five Thousand Dollars (\$5,000) or more, the Grantee shall, at its own expense, and for the reasonable useful life of that item, obtain and maintain all risk or fire and extended coverage insurance or such similar insurance coverage as may be appropriate for the full value of the item, or in amounts as may be commercially reasonable under the circumstances from time to time. Each such policy shall:

- a. name the State as an additional loss payee thereunder;
- b. by its terms, be considered primary and non-contributory with respect to any other insurance (if any) provided by the State;
- c. by its terms, be cancelable only on at least thirty (30) days prior written notice to the Grantee; and
- d. be issued by a reputable insurer authorized to issue such policy in Maryland.

The Grantee shall, on request, provide the Department with satisfactory evidence of its compliance with this requirement. Proceeds of insurance required by this paragraph may be applied as the Department, in its sole discretion, shall determine, toward replacement of the real or personal property or toward the partial or total repayment of the Grant to the State. Provided the Grantee has adequate financial resources, as determined in the sole discretion of the Department, the Grantee may self-insure the property.

21. **Indemnification.** The Grantee shall be responsible for, and shall defend, indemnify, and hold harmless the State of Maryland, its officers, agents, and employees, whether or not the State be deemed contributory negligent, from all suits, actions, liability, or claim of liability (including reasonable attorney's fees) arising out of:

- a. Grantee's involvement in the Project, including its construction;
- b. Grantee's use, occupancy, conduct, operation, or management of the Project;
- c. any negligent, intentionally tortuous, or other act or omission of the Grantee or any of its agents, contractors, servants, employees, subtenants, licensees, or invitees in connection with the Project; and
- d. any injury to or death of any person or damage to any property occurring in, on, or as a direct or indirect result of Grantees involvement in the Project or any of the Grantees activities in connection therewith.

22. **Nondiscrimination and Equal Employment Opportunity:** The Grantee agrees:

- a. Not to discriminate in any manner against an employee or applicant for employment because of race, color, religion, creed, age, sex, marital status, national origin, ancestry, or physical or mental handicap unrelated in nature and extent so as reasonably to preclude the performance of such employment;
- b. To include a provision similar to that contained in subsection (a), above, in any contract under this Grant except a contract for standard commercial supplies or raw materials; and
- c. To post and to cause contractors to post in conspicuous places available to employees and applicants for employment, notices setting forth the substance of this clause.
- d. Not to discriminate against any person on the basis of race, color, creed or national origin, in the use of any property or facility acquired or developed pursuant to this Grant Agreement.

23. **Drug and Alcohol Free Workplace:** The Grantee shall comply with the State of Maryland's policy concerning a drug and alcohol free workplace, as set forth in the Governor's Executive Order 01.01.1989.18 and COMAR 21.11.08 and the Drug-Free Workplace Act of 1988, and its implementing regulations codified at 29 CFR 98, Subpart F.I. as amended.

24. **Amendment:** This Grant Agreement may be amended only in a writing executed by the parties.

25. **Assignment:** The Grantee may not assign this Grant Agreement without the prior written approval of the Department. When so approved, this Grant Agreement shall bind the Grantee's successors and assigns.

26. **Entire Agreement:** This Grant Agreement, including the Attachment(s), represents the complete and final understanding of the parties. No other understanding or representations, oral or written, regarding the subject matter of this Grant Agreement, shall be deemed to exist or to bind the parties at the time of execution.

27. **Maryland Law:** The laws of Maryland shall govern the interpretation and enforcement of this Grant Agreement.

This document may be executed in multiple counterparts, each of which shall be deemed an original, and all of which together shall constitute one and the same instrument. Signatures, including notary signatures, provided by electronic means including, by way of example and not of limitation, facsimile, Adobe, PDF, and sent by electronic mail, or via an electronic signature program, shall be deemed to be original signatures.

IN WITNESS WHEREOF, the parties have executed this Grant Agreement by causing the same to be signed on the day and year first above written.

Signatory for the Grantee:

Worcester County

GRANTEE WITNESS

Grantee Authorized Signature Name
Name:
Date:

State of Maryland
Department of Natural Resources

DEPARTMENT WITNESS

Eric Luedtke, Director
Capital Projects
Date:

Approved as to form and legal sufficiency
March 2022
Office of the Attorney General, Department of Natural Resources

ATTACHMENT A

GRANT #: DG-2304Q-27SCOPE OF WORKPROJECT TITLE: Public Landing Dredging

DESCRIPTION: Work includes: engineering services and construction phase services for needed dredging in and around the Public Landing Marina canal. Nearby material placement site on Public Landing Road has been used in the past. If approved, the same location will be pursued.

Examples of final deliverables for the project include photographs, as-builts, post dredge survey (if applicable), final reimbursement, etc. The final reimbursement with appropriate back-up documentation shall be submitted to DNR no later than thirty days after the end date of the grant period.

To assure that projects are on task to meet milestone target dates, generally reimbursement requests and status reports will be submitted to the Department Contact in accordance with the WIF Grantee Checklist and WIF Reimbursement Form located on DNR's Waterway Improvement website (<https://dnr.maryland.gov/boating/pages/grants.aspx>). The Grantee Checklist does not apply to MFFR grants.

**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

To: Worcester County Commissioners
From: Carrie Tingle
Date: October 08, 2026
Subject: Out-of-state travel request

Summary: Send 2 Deputies to PA for SWAT team leader training 11/1/26-11/6/26

Fiscal Impact: 3,902

Funding Source: 100.1101.030.7000.040

Requested Action: OOS travel approval

Alternatives: n/a

Coordinated With: Sheriff Crisafulli

Attachment(s): OOS travel request form, supporting documentation

Worcester County Sheriff's Office

Matthew Crisafulli
Sheriff



Nathaniel Passwaters
Chief Deputy

October 7, 2026

To: Worcester County Commissioners

From: Sheriff Matthew Crisafulli / Finance Admin Carrie Tingle

RE: FY27 Out-of-State Travel Request

Please accept this request for out-of-state travel:

Out of State Travel Request

WCSO	2	100.1101.030.7000.040
Department	# of Attendees	GL Account Code
Abington, PA	11/01/2026	11/6/20_2 6
Destination	Depart	Return

Purpose of Travel: This request is to send 2 Deputies to SWAT team leader development training. Depart 11/1/26, training 11/2/26-11/6/26, return 11/6/26.

Estimated costs – per attendee:

Airfare: N/A

Lodging: 645 + taxes/fees (129/night per GSA)

Meals: 460 (1 travel day x 60; 5 training days x 80 per GSA)

Registration: 746

Car Rental: County vehicle

Other Transportation: N/A

Other: 100.00 (unforeseen costs)

TOTAL: 1,951 x 2 = 3,902

NATIONAL TACTICAL OFFICERS ASSOCIATION TRAINING ANNOUNCEMENT

SWAT Team Leader Development

11/2/2026 thru 11/6/2026

Abington, PA

Co-Hosted By Abington Police Department

Course Overview

This course is designed for law enforcement personnel who are responsible for deploying in the capacity as a SWAT Team Leader or as a supervisor who is responsible for the training and deployment of tactical teams. The focus of this training will be on pre-incident training, planning, organizing, and the tactical decision-making process used in the resolution of high-risk operations. Also included in the curriculum is an overview of SWAT training topics including selection and testing, training issues and liability, national SWAT standards and critical incident reviews. Practical applications will consist of scouting and planning warrants, small team planning, tactics used in the resolution of critical incidents, and the review of tactical incidents and videos. Attendees will participate in-group discussions, write operations orders, and develop training plans, plus critique and evaluate tactics and decisions based on a principle based SWAT decision-making process.

*** It is highly recommended that students bring a laptop computer to class.

[CLICK HERE TO REGISTER FOR THIS COURSE ONLINE](#)

NTOA Individuals Members: \$746.00	Non-Member (includes 1-year individual membership)Online: \$801.00
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Registration Deadline	10/26/2026
Course #	20264120
Prerequisites	Sworn full-time law enforcement personnel
Training Location	Abington Public Safety Training Facility 2200 Florey Lane Abington, PA 19001
Student Equipment	Please see preface for a detailed student equipment list.
Start Time	0800
Co-host Point of Contact	Officer Ryan Brown rbrown@abingtonpa.gov
Nearest Airport	Philadelphia
Hotel Suggestions	Hampton Inn 1500 Easton Road Willow Grove, PA 19090 Phone #:2156593535

Cancellation Policy:

Due to limited seating, we request that you cancel at least 30 days before a scheduled class start date. This gives us the opportunity to find a replacement for your seat.

- Cancellations made 30 days or more in advance of the course start date will receive a 100% refund.
- Cancellations made 7 - 29 days in advance will receive a full refund less a \$150 processing fee.
- Cancellations made less than 7 days in advance will NOT receive a refund.
- Substitutions are acceptable at any time.
- No refunds will be given for no shows.

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SWAT TEAM LEADER DEVELOPMENT

DAY TO DAY / HOUR TO HOUR AGENDA

DAY ONE

Hours:	Instruction:
0800-0830	Course Administration
0830-0930	NTOA Tactical Response and Operations Standards for Law Enforcement
0930-1100	Recruitment, Selection, and Testing of SWAT Personnel
1100-1200	Lunch (not provided)
1200-1400	Team Leader Legal Liability Concepts
1400-1600	SWAT Team Structure and Leadership
1600-1700	Incident Debrief

DAY TWO

Hours:	Instruction:
0800-0830	Group Review and Discussion
0830-1030	Survival for the Tactical Team Leader
1030-1200	Strategy, Training, and Mission Planning
1200-1300	Lunch (not provided)
1300-1500	Team Leaders and the OODA Loop
1500-1700	Incident Debrief

DAY THREE

Hours:	Instruction:
0800-0830	Group Review and Discussion
0830-1030	Less Lethal Tactical Decision-Making
1030-1200	Incident Debrief
1200-1300	Lunch (not provided)
1300-1500	High-Risk Warrant Service
1500-1700	High-Risk Warrant Service Exercise and Briefings



SWAT TEAM LEADER DEVELOPMENT

DAY FOUR

Hours:	Instruction:
0800-0830	Group Review and Discussion
0830-1130	Resolution of Barricaded Suspects
1130-1230	Lunch (not provided)
1230-1400	Incident Debrief
1400-1700	Hostage Rescue

DAY FIVE

Hours:	Instruction:
0800-0930	Incident Debrief
0930-1230	Hostage Rescue Exercise and Briefings
1230-1330	Lunch (not provided)
1330-1500	Principle Based Decision-Making Review
1500-1630	Course Exam
1630-1700	Course Closeout



SWAT TEAM LEADER DEVELOPMENT

COURSE OUTLINE

- I. Preface
 - A. Course Overview
 - B. Instructional Goals
 - C. Agenda
 - D. Outline
 - E. Co-Host Logistics

- II. NTOA Tactical Response and Operations Standards for Law Enforcement
 - A. Purpose of Standardization
 - B. Scope of Standards
 - C. Defining Tactical Law Enforcement Operations
 - D. Tactical Capabilities
 - E. Common Terminology

- III. Recruitment, Selection, and Testing of SWAT Personnel
 - A. Recruiting for SWAT
 - B. Testing Factors
 - C. Essential Job Functions
 - D. Retention of SWAT Personnel
 - E. Legal liability

- IV. Team Leader Legal Liability Concepts
 - A. Understanding Civil Liability and Awareness on How to Avoid Civil Litigation
 - B. Defining Qualified Immunity
 - C. Understanding the Seven General Theories of Liability
 - D. Understanding Use of Force Case Law
 - E. Understanding the Importance of Training

- V. SWAT Team Structure and Leadership
 - A. Understanding the Mission of SWAT
 - B. Understanding Team Composition, Roles, Command and Control
 - C. Understanding the Importance of Leadership during Incidents, Past Problems and other Issues



SWAT TEAM LEADER DEVELOPMENT

- VI. Survival for the Tactical Team Leader
 - A. Officer-Down Principles and Tactics
 - B. Understanding the Tactical Decision-Making Process and How It Applies to SWAT Incidents
 - C. Understanding Mission Based Movement and Increasing Officer Safety
 - D. Training the Proper Tactical and Warrior Mindset

- VII. Strategy, Training, and Mission Planning
 - A. Developing Training Plans
 - B. SWAT Tactical Doctrine
 - C. Tactical Planning
 - D. Developing Tactical Plans and the Planning Process

- VIII. Team Leaders and the OODA Loop
 - A. Mindset
 - B. Understanding Law Enforcement Crises
 - C. Boyd's OODA Loop
 - D. Tactical Decision-Making Process
 - E. Understanding how the OODA Loop related to SWAT Movement and Operations

- IX. Less Lethal Tactical Decision-Making
 - A. Review and Understand the Less Lethal Decision-Making Process
 - B. Less Lethal Projectiles and How They Work
 - C. Chemical Agents and their Use, Type, and Tactical Considerations
 - D. Flash Sound Diversionary Devices

- X. High-Risk Warrant Service
 - A. Criteria for SWAT
 - B. Risk Assessment
 - C. Mission Planning
 - D. Tactical Options



SWAT TEAM LEADER DEVELOPMENT

- XI. Resolution of Barricaded Suspects**
 - A. Response to Barricaded Suspect Situations
 - B. Risk Assessment
 - C. Defining Roles
 - D. Tactical Options
 - E. Duties and Responsibilities

- XII. Hostage Rescue Overview**
 - A. Response to Hostage Situations
 - B. Risk Assessment
 - C. Force Options
 - D. Crisis Negotiations Team (CNT) Strategies and Considerations
 - E. Tactical Operations Center (TOC) Considerations

- XIII. Hostage Rescue Tabletop Exercise**

- XIV. Principle Based Decision-Making Review**
 - A. Understanding the Safety Priorities and Decision-Making Process
 - B. Understand the Importance of Time Tested Concepts Related to Time, Suspects, and Tactics
 - C. Understanding the Basics of Call-Outs, Tactical Response to Barricades, Warrants, and Hostage Situations
 - D. Understand the Role of the SWAT Team Leader for Developing the Team and Meeting Operational Challenges

- XV. Team Leader Course Exam**



SWAT TEAM LEADER DEVELOPMENT

CO-HOST LOGISTIC REQUIREMENTS

CLASSROOM

- Adequate seating for up to 34 students with tables, good ventilation
- Marker board & markers
- Flip chart with paper

AUDIO VISUAL

- LCD Projector for computer presentation
- Large projection screen (minimum of 6'x6' screen size)
- Speaker system to connect to laptop for audio
- Extension cord and power strip
- AV table or cart

OTHER

- Access to copier



SWAT TEAM LEADER DEVELOPMENT

STUDENT EQUIPMENT LIST

INDIVIDUAL

- Law Enforcement I. D.
- This course is conducted entirely in the classroom
- Laptop is helpful to the student, but not mandatory. Student notebooks will be made available via Dropbox.
- Business casual dress may be worn
- SWAT call-out forms and briefing forms
- After Action Report forms

STUDENT RECOMMENDED READING LIST (STUDENTS ARE ENCOURAGED TO BRING TO CLASS FOR DISCUSSION & REVIEW):

- "Leadership and Training for the Fight: A Few Thoughts on Leadership and Training by a Former Special Operations Soldier" by MSF Paul R. Howe
- "Sound Doctrine: A Tactical Primer" by Charles Sid Heal



SWAT TEAM LEADER DEVELOPMENT

STUDENT NOTEBOOK CONTENTS

TAB	DESCRIPTION
Preface	Overview, Instructional Goals, Agenda, Outline, Student & Co-host Logistic Requirements
1.	NTOA Tactical Response & Operational Standards for Law Enforcement
2.	Recruitment, Selection, and Training of SWAT Personnel
3.	Team Leader Legal Liability Concepts
4.	SWAT Structure and Leadership
5.	Survival for the Tactical Team Leader
6.	Strategy, Training, and Mission Planning
7.	Team Leaders and the OODA Loop
8.	Less Lethal Tactical Decision-Making
9.	High-Risk Warrant Planning
10.	Resolution of Barricaded Subjects
11.	Hostage Rescue Operations
12.	Principle Based Decision-Making Review



Worcester County Government

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

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To: Worcester County Commissioners
From: Carrie Tingle
Date: October 08, 2026
Subject: Out-of-state travel request

Summary: To send 3 Deputies to SC for new K9 evaluation

Fiscal Impact: 1,731

Funding Source: 100.1101.030.

Requested Action: OOS travel approval

Alternatives: n/a

Coordinated With: Sheriff Crisafulli

Attachment(s):



Worcester County Sheriff's Office

TRAINING REQUEST

Date: 9/30/2026 To: Captain Edgar

VIA: Chain of Command

From: Captain Edgar

Course Title: K9 /Selection

Course Location: Belton, SC Location type: ☐ In-State
City, State (if applicable)

☒ Out-of-State

☐ Virtual

Date(s) Start: 11/16/2026 End: 11/18/2026

Estimated costs (per person):

Registration Fee:	_____
Lodging:	<u>\$ 339.00</u>
Flight:	_____
Vehicle Rental:	_____
Other Transportation:	_____
Meal(s):	<u>\$ 238.00</u>
Other (fuel, tolls, misc.):	_____
Total Estimated Cost Per Person:	<u>\$ 577.00</u>
Total Number of Attendees:	<u>3</u>
Total Estimated Cost of Training:	<u>\$ 1,731.00</u>

Admin Use Only: _____

Provide mandatory justification on page 2 and attach course documentation.

Signature Captain Katie Edgar 9/30/2026
 Date

☒ Approved ☐ Denied Reason: _____

Supervisor Signature Captain Katie Edgar 9/30/2026
 Date



Worcester County Sheriff's Office

TRAINING REQUEST CONTINUATION

Justification:

New K9 Handler, Lawrence Bonneville, K9 Supervisor Cpl. Dennis, and Training Assistant Deputy Vrooman will be going to High Drive K9 in Belton, SC to test numerous dogs for selection process of a dual purpose narcotics/tracking and aggression dog. Process could take a couple days depending on amount of dogs tested, numerous disciplines required, and any potential weather hindrance that may delay testing.

**Worcester County Government**

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To: Worcester County Commissioners
From: Kim Reynolds, Budget Officer
Date: October 15, 2026
Subject: Request to Advertise Public Hearing for a proposed FY27 Budget Amendment

Summary: Request to advertise a public hearing for a proposed FY27 budget amendment. The proposed budget amendment encompasses approved over-expenditures and approved encumbrances. Please see attached memo for detail.

Fiscal Impact: \$4,920,073

Funding Source: FY26 Surplus Funds

Requested Action: Approval of advertising to hold a public hearing

Alternatives:

Coordinated With:

Attachment(s):



Worcester County Administration

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

TO: Weston S. Young, Chief Administrative Officer
County Commissioners
FROM: Kim Reynolds, Budget Officer
DATE: October 12, 2026
RE: FY27 Request to Advertise Public Hearing for the FY27 Budget Amendment

A budget amendment is proposed for the FY27 operating budget to include approved encumbrances and over expenditures through October 6, 2026.

The total cost of these approved over-expenditures, along with associated encumbrance expenses, have been outlined below. The FY2026 Fund Balance is proposed to be designated to cover these items totaling \$4,920,073.

- \$97,893 Volunteer Fire & EMS – West OC EMS Supplement approved over-expenditure.
- \$59,446 Other General Government – Maintenance contract cameras approved over-expenditure.
- \$4,327 Maintenance – Replace broken hydraulic pump approved over-expenditure.
- \$50,000 Volunteer Fire & EMS – Fire/EMS instructor costs for Worcester Technical HS classes approved over-expenditure.
- \$6,000 Public Works – Capital Project Manager computer equipment and office furniture approved over-expenditure.
- \$7,031 Other Gen Govt – Granicus Captioning Software for meeting room approved over-expenditure.
- \$7,680 Various Buildings– Cellular communications upgrades (POTS lines) approved over-expenditure
- \$6,192 Various Buildings – Burglar and Fire Alarm Upgrades approved over-expenditure
- \$5,000 Public Works – Fleet vehicle lift repair approved over-expenditure.
- \$18,000 Recycling – Building grounds maintenance approved over-expenditure.
- \$80,251 Tourism - Supplemental Advertising funds approved over-expenditure.
- \$4,578,253 Encumbrance expenditures

Requesting approval to advertise holding a Public Hearing on November 17, 2026, to amend the FY27 operating budget.

Attachments:

Approved FY27 over expenditures
Approved encumbrances

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

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

Tuesday, November 17, 2026, at 10:40 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 previously approved over-expenditures and encumbrances added to the FY27 budget.

Copies of the detailed budget are available in the County Commissioners' Office, Room 1103 of the County Government Center in Snow Hill or online at www.co.worcester.md.us.

**WORCESTER COUNTY
2027 REQUESTED OPERATING BUDGET AMENDMENT**

Increase in the following expense line items:

• 100.1105.130.7080.020	Fire & EMS - WOC EMS Supplement	\$
97,893		
• 100.1090.070.9010.040	Maintenance contract for cameras	\$ 59,446
• 100.1201.6540.080	Replace broken hydraulic pump	\$ 4,327
• 100.1105.197.7080.030	Fire/EMS instructor Tech school classes	\$ 50,000
• 100.1203.200.6110.090	Public Works computers & printers	\$ 3,000
• 100.1203.200.6110.290	Public Works office equipment	\$ 3,000
• 100.1090.020.6130.060	Granicus software for ADA compliance	\$ 7,031
• 100.1090.070.6110.245	Govt. Center elevator upgrades	\$ 960
• 100.1090.050.6110.245	Courthouse elevator upgrades	\$ 2,880
• 100.1090.080.6110.245	St. Attorney building elevator upgrades	\$
960		
• 100.1301.300.6110.245	Health Dept SH elevator upgrades	\$ 960
• 100.1603.320.6110.245	Berlin Library elevator upgrades	\$ 960
• 100.1603.335.6110.245	OC Library elevator upgrades	\$ 960
• Various expense accounts	County Buildings burglar & fire alarms	\$ 6,192
• 100.1203.200.6130.020	Public Works vehicle lift repair	\$ 5,000
• 100.1206.6550.020	Recycling grounds maintenance	\$ 18,000
• 100.1803.200.6900.052	Advertising Supplemental Advertising	\$ 80,251
• Various expense accounts	Total Encumbrances approved	\$4,578,253

Decrease the following expense line items:

• 100.1803.200.6160.150	Tourism Advertising State Grant	\$ 80,251
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Decrease the following revenue line items:

• 100.1803.200.5705	State Grant Tourism	\$ 80,251
• 100.1985.5975	Transfers Surplus designated for encumbrances and over-expenditures	\$4,920,073

RESOLUTION NO. 26-____
RESOLUTION BUDGET AMENDMENT
FOR FISCAL YEAR 2027

Recitals

- A. Worcester County Code CG Section 4-201, 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 IT 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:

a. Increase the following expense line items:

• Fire & EMS – WOC EMS Supplement	\$ 97,893
• Maintenance contract for camera upgrade	\$ 59,446
• Replace broken hydraulic pump	\$ 4,327
• Fire/EMS instructor Tech school classes	\$ 50,000
• Public Works computers & printers	\$ 3,000
• Public Works office equipment	\$ 3,000
• Granicus software for ADA compliance	\$ 7,031
• Govt. Center elevator upgrades	\$ 960
• Courthouse elevator upgrades	\$ 2,880
• St. Attorney building elevator upgrades	\$ 960
• Health Dept SH elevator upgrades	\$ 960
• Berlin Library elevator upgrades	\$ 960
• OC Library elevator upgrades	\$ 960
• County buildings burglar & fire alarms	\$ 6,192
• Public Works vehicle lift repair	\$ 5,000
• Recycling grounds maintenance	\$ 18,000
• Advertising supplemental advertising	\$ 80,251
• Total Encumbrances approved	\$4,578,253

b. Decrease in the following expense line items:

• Tourism Advertising State Grant	\$ 80,251
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c. Decrease in the following revenue line items:

• State Grant Tourism	\$ 80,251
• Transfer Surplus designated for encumbrances and over-expenditures	\$4,920,073

AND BE IT RESOLVED that this Resolution will become effective
November 17, 2026.

PASSED AND ADOPTED this 17th day of November, 2026:

Attest:

Weston S. Young
Chief Administrative Officer

Worcester County Commissioners

Theodore J. Elder Jr.
President

Madison J. Bunting, Jr.
Vice-President

Joseph M. Mitrecic
Commissioner

Anthony W. Bertino,
Commissioner

Diana Purnell
Commissioner

Eric Fiori
Commissioner

Caryn Abbot
Commissioner



Worcester County Administration

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

TO: Worcester County Commissioners
FROM: Kim Reynolds, Budget Officer *Kimberly Reynolds*
DATE: June 23, 2026
RE: FY27 Over-expenditure request West OC EMS Budget

Administration is requesting approval for an over-expenditure of \$97,893 in the West OC EMS Supplement Account (General Ledger Account 100.1105.130.7080.020). A recently discovered spreadsheet formula error resulted in an understatement of the funding required for this account.

If approved, the budget adjustment will be formally incorporated through a fall budget amendment request. To prevent similar issues in future budget cycles, this expenditure will be established as a separate budget line item, ensuring accurate funding calculations and improved transparency.



DEPARTMENT OF
INFORMATION TECHNOLOGY

Worcester County

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

APPROVED

WSY 08/04/26

To: Weston Young, Chief Administrative Officer

From: Brian Jones, IT Director

Re: Over Expenditure Request

Date: July 21, 2026

The county is nearing completion of the county-wide camera system installation. Since the initial approval, several departments have requested additional cameras, significantly increasing the number of devices connected across our seven servers.

Our original maintenance budget of **\$161,000** was based on an early estimate of the existing cameras and servers, prior to these additional requests. Due to the substantial expansion of the system, the updated maintenance quote is **\$220,445.28**, resulting in a shortfall of **\$59,445.28**. I am requesting approval for this over-expenditure, which will be funded from **GL Account 100.1090.070.9010.040**. The amount of \$161,000 was approved in the FY27 budget.

I also recommend awarding the maintenance contract to **Absolute Security**, as they possess extensive knowledge of our system and are familiar with the placement of all cameras and servers.

The benefits of entering a maintenance contract include:

1. All parts and labor are covered (server replacements alone cost approximately \$40,000 each).
2. Access to a loaner program for all hardware when needed.
3. 24/7 service and repair availability.
4. Annual inspection of all hardware and software.



ABSOLUTE Total Care Plan

CUSTOMER: Worcester County IT Dept.

Attn: Brian Jones

Address – 1 West Market St.

Address – Snow Hill, Md. 21863

Dear CUSTOMER,

Please find enclosed the contract to provide our Total Care Plan for your IP Camera Systems. **Absolute**, Total Care Plan is designed to provide complete parts and labor coverage, 24 hours a day, 7 days a week, guaranteeing you the response and correction times required for an automation system.

Contained in this contract is the following documentation:

- Total Care Customer Protection Plan—Schedule of Services
- List of Equipment(s) Protected and Services
- Coverage Description
- Acceptance Page
- Contract and Proposal, Terms and Conditions

The design of our **ABSOLUTE** Total Care Customer Protection Plan evolved from the computer industry, with the primary mission of keeping your IP Camera System online, resolving problems quickly. Our **ABSOLUTE** Total Care Plan, combined with our in-depth technical infrastructure, enables our company to meet both your service needs—and expectations.

Please contact me if you have any questions regarding our proposal or any of the supporting documentation. If this Agreement is acceptable, please have the documents executed by an authorized company official and returned to my attention. Upon receipt, a fully executed copy of the contract will be returned to you for your files.

Sincerely,

Absolute Security Group, LLC.

ABSOLUTE 24/7 Protection Plan Summary

Our company is an experienced Security Systems Integrator, with more than 20 years of experience in servicing Security Hardware and low-voltage systems such as Access Control, Security/Intrusion Alarm, CCTV Camera Video and Fire Alarm Systems. We have an established track record of providing high quality service and equipment for a broad range of satisfied clients. Our 24/7 Protection Plan goes one step beyond most service plans—with more features designed to minimize system downtime, making it easier for you to perform your other daily job functions. The key features include:

1. Feature: All Parts and Labor Included, 100%

All materials and labor required to support this Agreement are included—including an annual Preventive Maintenance Inspection.

Benefit

Under our Agreement, you can safely budget for the maintenance of your system. There will be no budgetary surprises associated with the normal service of your system.

2. Feature: Loaner Program

If we can't fix the problem in the field, we will replace any defective equipment with loaner equipment from our service pool. Proper inventory planning and product standardization enable us to guarantee that the maximum time your system will be down will be 48 hours or less from the time the problem is reported. In most cases, with this policy, problems are corrected within 24 hours.

Benefit

Responding to a service problem is not enough to resolve it and resolving it quickly is all that matters. Our loan program guarantees loaner replacement of any defective equipment—reducing the amount of time your system is down.

3. Feature: Available 24 Hours a Day, 7 Days a Week

Technical service support from our technicians is available around the clock.

Benefit

Your system never sleeps. No matter what time of the day or week your system experiences problems, our technicians can respond, and respond quickly, keeping your downtime and inconvenience to a minimum.

4. Feature: Annual Inspection

Benefit: An annual inspection will provide preventive maintenance to help prolong the service and life of your system.

ABSOLUTE Total Care Plan Schedule of Service

Availability:	Seven days a week, 24 hours a day.
Response Time Range:	Six to Eight working hours following receipt of a service call. The call must be placed by an authorized person.
Response Status:	Priority response.
Defect Correctable Response Time:	Defective equipment will be replaced with loaner equipment from our Service Pool. Resolution of the problem will be within 48 hours following the receipt of a service call.
Parts Coverage:	All Parts are covered as part of this plan, 100%.
Labor Coverage:	All Labor is covered under this plan, 100%.
Loaner Program:	We maintain a service pool of loan equipment specifically designed to support our Protection Plan clients. If our field technicians cannot repair a piece of faulty equipment at your location, then we will replace it with a loner, keeping your system up and running. The defective equipment will be repaired at our facility and returned to your site accordingly.
Items Not Covered:	This includes damage caused by misuse, abuse, accident, disaster, fire, flood, water, wind, lightning, and Acts of God. In addition, items designed to fail to protect the equipment, such as power and/or lightning suppressors, lock cylinder rekeying and broken keys are also not covered by this plan, as well as those services specifically excluded by paragraph 10.C of the Contract and Proposal, Terms and Conditions.
Inspection Schedule:	Annually

Equipment/Services to Be Covered

All designated Equipment installed by Absolute Security Group, LLC.

Future Additions/Amendments:

Both parties to this Service Agreement Plan expressly agree that this Service Agreement Plan can be amended from time to time on an as needed basis to include Additional Equipment and Services that may be added to the system or systems covered by this Agreement. Such future additions/amendments will be specified and additional premium amounts (if any) agreed to only in writing, and only when presented as part of an Absolute Security Group Estimate and Sales Contract.

Once both parties have signed and accepted an Absolute Security Group Estimate and Sales Contract that specifically sets forth in writing that Additional Equipment and Services are to be covered by this Service Agreement Plan, and specifically specifies additional premium amounts (if any) that will be charged, then that Additional Equipment and Service will be deemed covered by this Service Agreement Plan from that point forward until the expiration or renewal of this Service Agreement Plan, and the Sales Contract which specifies the additions will be deemed part of this Service Agreement Plan.

ABSOLUTE

Total Care Protection Plan Investment Information

Equipment Location(s) – Including most of Worcester County Bldgs. but excluding the Schools and the Board of Education Bldg.

Maintenance Plan**Term of Contract:**

- Date Begin:
January 1st. 2026
- Date End:
December 31st. 2031

> whenever
Approved

Billing Period:

Annually

Amount per Period:

\$220445.28

The data contained in all pages of this proposal has been submitted confidentially and contains trade secrets and/or privileged or confidential commercial or financial information. Such data shall be used or disclosed only for evaluation purposes. If this contract is awarded

to Absolute Security Group, Inc., the Customer shall have the right to use or disclose the data herein to the extent provided in the contract.

AUTOMATIC RENEWAL; ACCELERATION ON DEFAULT; LATE FEES AND INTEREST: Unless otherwise set forth the initial term of this Agreement ("Agreement") shall be five (5) years, with the first (1st) payment in the amount ("Amount") likewise set forth and being payable in advance upon the completion of installation and, in all events, in advance of the commencement of operation of the Systems or the completion of services rendered under this and any other agreement between Customer and the Company. Unless the Company shall receive written notice of cancellation given pursuant to the provisions hereof at least thirty (30) days prior to the expiration of the initial and any renewal term, or unless this Agreement is otherwise terminated as stated herein, this Agreement shall automatically renew for successive one (1) year periods following the expiration of the initial term. A pro rate will be due and payable for any partial period service is rendered. Any failure by Customer to pay the payments provided by this Agreement when due shall give Company the right, in addition to and without waiving any other right or remedy under this Agreement or applicable law, to avail itself of any legal remedy, including without limitation, those rights set forth herein and the right to accelerate and declare immediately due and payable one hundred percent (100%) of the entire Amount there after payable under this Agreement until the end of the full initial term or renewal term as the case may be. Any delinquent accounts for amounts due the Company under this Agreement shall be subject to a late payment fee of twenty-five and no/100 dollars (\$25.00) per month and subject to interest charges of one and one-half percent (1 1/2 %) per month, or eighteen percent (18%) per annum until paid, all of which Customer must pay along with any past due amounts before services are resumed.

PROPOSAL ACCEPTANCE

The specifications, conditions, prices, and Proposal and Contract, Terms and Conditions which have been executed separately, and which govern this **ABSOLUTE** 24/7 Plan are accepted as indicated by the signatures below. Absolute Security Group, Inc. is authorized to perform the maintenance services as specified within this proposal, with payment made as outlined in this document.

ACCEPTED BY (Please type or print except where otherwise indicated.)

X

Customer Signature

Date

Customer Name (Print)

Title

ABSOLUTE SECURITY GROUP, LLC.

X Stephen T. Smith

7/21/26

Absolute Security Group, LLC

Date

Representative
Stephen T. Smith

Senior Sales

Name (Print)

Title

Sole Source Justification & Disclosure Statement

This form must accompany the Purchase Requisition whenever a sole source purchase is requested. The Worcester County Financial Rules requires all County departments to practice competitive bidding. Purchase Requisitions for goods and services that are to be purchased from a specific vendor must be accompanied by a written justification explaining the circumstances that make alternatives unacceptable. The justification must be signed by the principal investigator, the Department Head and the Procurement Officer.

The individual signing the justification must disclose, in writing, whether or not he/she has a potential or actual conflict of interest. County employees are not to make or participate in any purchasing decision that places them in a conflict of interest between their official job duties and any other interest or obligation. County employees who have a business relationship or financial interest with the suggested vendor, or who have received or anticipate receiving gifts or special favors from the suggested vendor must disclose the conflict of interest. Anyone who has a conflict of interest cannot participate in the decision to sole source the purchase.

The Worcester County Procurement Officer or his designee will determine whether the justification is appropriate. Sole source justifications are to be supported by factual statements that will pass an audit. It is the significant features of a product or service that make it a sole source.

Department Information Technology_____

Date 7/22/2026_____

Vendor Absolute Security Group_____

Product or Service Requested for Sole Source Maintenance contract for camera hardware and software.

Purchasing threshold: \$2,000 to \$25,000 ☐ over \$25,000 ☒ CHECK ONE

Sole Source Justification

Please check all applicable categories (1a. through 1e) below and provide additional information where indicated.

☐ a. The requested product is an integral repair part or accessory compatible with existing equipment or system software that is currently in use by the County.

Existing Equipment: _____

Manufacturer/Model Number: _____

Age: _____ Current Value: _____

Provide Details _____

☒ b. The requested product has unique design design/performance specifications or quality requirements which are essential to perform my job requirements and are not available in comparable products.

Justification We are requesting an over expenditure for our camera solution to cover the additional cameras and servers required. This must be done by only approved sources. Absolute had detailed knowledge of our solution.

Other Products reviewed _____

☐ c. The requested product is essential in maintaining compliance with established County standards.

(Check applicable category below and provide details)

☒ Requested product is being used in continuing County department operations

☐ Other County departments have used this product to address similar tasks.

☐ I have standardized the requested product and the use of another brand/model would require considerable time and cost to evaluate.

Provide Details _____

☒ d. The requested product is one with which I (or my staff) have specialized training and/or extensive expertise. Retraining would incur substantial cost in time and/or money.

Provide Details The Digital Watchdog hardware is already in place and several county offices. _____

☒ e. The requested service is provided by a vendor that has unique or specialized qualifications or significant previous experience in the same or similar task and whose employment on this project will result a more efficient or cost effective result.

Justification Absolute is trained in maintaining our current system which was won via an RFP. _____

Previous Experience _____

☒ f. Time is of the essence and only one known source can meet the Department's needs within the required time.

Justification **We would like to move on this contract ASAP.** _____

☐ g. Other factors (provide detailed explanation in #1 below)

Provide Details _____

Attached other sheets as needed.

List below the names of each individual who was involved in making the recommendation to sole source this purchase. Each individual must sign the Disclosure Statement on the next page.

Name/Title or Position Brian Jones -Director of IT _____

Name/Title or Position _____

Disclosure Statement For Proposed Sole Source Purchase

Disclosure Statement

I/we are aware that Worcester County procurement regulations require procurements to be done competitively whenever practicable. I am requesting a sole source procurement based on the above criteria. The above statements are complete and accurate, based on my professional judgment and investigations. I also certify that no personal advantage, gain or privilege has (or will) accrue to my immediate family or myself through the purchase from this vendor, nor is a family member employed by or an officer of this vendor.

1. Please list any other income or gifts you received from this company during the past 12 months.

None

2. Please list any financial interests (stocks, shares, investments, etc.) you may have in this company.

none

3. Is there any type of professional or other business relationship between you and this company?

none

4. Please provide any additional information you believe should be disclosed at this time.

none

I certify that the above information is true and a signed copy of this Sole Source Justification document will be kept on file and available for audit in my department:

Signature of Requester

Br. an Jones

Signature of Department Head

Edward Welch

Signature of Procurement Officer

Printed Name and Title

Br. an Jones Draufus
BT

Printed Name and Title

Edward Welch, Procurement Officer

Printed Name and Title

Date

7/20/26

Date

07/22/26

Date

I



**Absolute
Security**

Group, LLC

Powered by Zeus 

ABSOLUTE Total Care Plan

CUSTOMER: Worcester County IT Dept.

Attn: Brian Jones

Address – 1 West Market St.

Address – Snow Hill, Md. 21863

Dear CUSTOMER,

Please find enclosed the contract to provide our Total Care Plan for your IP Camera Systems. **Absolute**, Total Care Plan is designed to provide complete parts and labor coverage, 24 hours a day, 7 days a week, guaranteeing you the response and correction times required for an automation system.

Contained in this contract is the following documentation:

- Total Care Customer Protection Plan—Schedule of Services
- List of Equipment(s) Protected and Services
- Coverage Description
- Acceptance Page
- Contract and Proposal, Terms and Conditions

The design of our **ABSOLUTE** Total Care Customer Protection Plan evolved from the computer industry, with the primary mission of keeping your IP Camera System online, resolving problems quickly. Our **ABSOLUTE** Total Care Plan, combined with our in-depth technical infrastructure, enables our company to meet both your service needs—and expectations.

Please contact me if you have any questions regarding our proposal or any of the supporting documentation. If this Agreement is acceptable, please have the documents executed by an authorized company official and returned to my attention. Upon receipt, a fully executed copy of the contract will be returned to you for your files.

Sincerely,

Absolute Security Group, LLC.

ABSOLUTE 24/7 Protection Plan Summary

Our company is an experienced Security Systems Integrator, with more than 20 years of experience in servicing Security Hardware and low-voltage systems such as Access Control, Security/Intrusion Alarm, CCTV Camera Video and Fire Alarm Systems. We have an established track record of providing high quality service and equipment for a broad range of satisfied clients. Our 24/7 Protection Plan goes one step beyond most service plans—with more features designed to minimize system downtime, making it easier for you to perform your other daily job functions. The key features include:

1. Feature: All Parts and Labor Included, 100%

All materials and labor required to support this Agreement are included—including an annual Preventive Maintenance Inspection.

Benefit

Under our Agreement, you can safely budget for the maintenance of your system. There will be no budgetary surprises associated with the normal service of your system.

2. Feature: Loaner Program

If we can't fix the problem in the field, we will replace any defective equipment with loaner equipment from our service pool. Proper inventory planning and product standardization enable us to guarantee that the maximum time your system will be down will be 48 hours or less from the time the problem is reported. In most cases, with this policy, problems are corrected within 24 hours.

Benefit

Responding to a service problem is not enough to resolve it and resolving it quickly is all that matters. Our loan program guarantees loaner replacement of any defective equipment—reducing the amount of time your system is down.

3. Feature: Available 24 Hours a Day, 7 Days a Week

Technical service support from our technicians is available around the clock.

Benefit

Your system never sleeps. No matter what time of the day or week your system experiences problems, our technicians can respond, and respond quickly, keeping your downtime and inconvenience to a minimum.

4. Feature: Annual Inspection

Benefit: An annual inspection will provide preventive maintenance to help prolong the service and life of your system.

ABSOLUTE Total Care Plan Schedule of Service

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Response Time Range:	Six to Eight working hours following receipt of a service call. The call must be placed by an authorized person.
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Defect Correctable Response Time:	Defective equipment will be replaced with loaner equipment from our Service Pool. Resolution of the problem will be within 48 hours following the receipt of a service call.
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Labor Coverage:	All Labor is covered under this plan, 100%.
Loaner Program:	We maintain a service pool of loan equipment specifically designed to support our Protection Plan clients. If our field technicians cannot repair a piece of faulty equipment at your location, then we will replace it with a loner, keeping your system up and running. The defective equipment will be repaired at our facility and returned to your site accordingly.
Items Not Covered:	This includes damage caused by misuse, abuse, accident, disaster, fire, flood, water, wind, lightning, and Acts of God. In addition, items designed to fail to protect the equipment, such as power and/or lightning suppressors, lock cylinder rekeying and broken keys are also not covered by this plan, as well as those services specifically excluded by paragraph 10.C of the Contract and Proposal, Terms and Conditions.
Inspection Schedule:	Annually

Equipment/Services to Be Covered

All designated Equipment installed by Absolute Security Group, LLC.

Future Additions/Amendments:

Both parties to this Service Agreement Plan expressly agree that this Service Agreement Plan can be amended from time to time on an as needed basis to include Additional Equipment and Services that may be added to the system or systems covered by this Agreement. Such future additions/amendments will be specified and additional premium amounts (if any) agreed to only in writing, and only when presented as part of an Absolute Security Group Estimate and Sales Contract.

Once both parties have signed and accepted an Absolute Security Group Estimate and Sales Contract that specifically sets forth in writing that Additional Equipment and Services are to be covered by this Service Agreement Plan, and specifically specifies additional premium amounts (if any) that will be charged, then that Additional Equipment and Service will be deemed covered by this Service Agreement Plan from that point forward until the expiration or renewal of this Service Agreement Plan, and the Sales Contract which specifies the additions will be deemed part of this Service Agreement Plan.

ABSOLUTE
Total Care Protection Plan Investment Information

Equipment Location(s) – Including most of Worcester County Bldgs. but excluding the Schools and the Board of Education Bldg.

Maintenance Plan

Term of Contract:

- Date Begin:
January 1st. 2026
- Date End:
December 31st. 2031

*whenever
APPROVED*

Billing Period:

Annually

Amount per Period:

\$220445.28

The data contained in all pages of this proposal has been submitted confidentially and contains trade secrets and/or privileged or confidential commercial or financial information. Such data shall be used or disclosed only for evaluation purposes. If this contract is awarded

to Absolute Security Group, Inc., the Customer shall have the right to use or disclose the data herein to the extent provided in the contract.

AUTOMATIC RENEWAL; ACCELERATION ON DEFAULT; LATE FEES AND INTEREST: Unless otherwise set forth the initial term of this Agreement ("Agreement") shall be five (5) years, with the first (1st) payment in the amount ("Amount") likewise set forth and being payable in advance upon the completion of installation and, in all events, in advance of the commencement of operation of the Systems or the completion of services rendered under this and any other agreement between Customer and the Company. Unless the Company shall receive written notice of cancellation given pursuant to the provisions hereof at least thirty (30) days prior to the expiration of the initial and any renewal term, or unless this Agreement is otherwise terminated as stated herein, this Agreement shall automatically renew for successive one (1) year periods following the expiration of the initial term. A pro rate will be due and payable for any partial period service is rendered. Any failure by Customer to pay the payments provided by this Agreement when due shall give Company the right, in addition to and without waiving any other right or remedy under this Agreement or applicable law, to avail itself of any legal remedy, including without limitation, those rights set forth herein and the right to accelerate and declare immediately due and payable one hundred percent (100%) of the entire Amount there after payable under this Agreement until the end of the full initial term or renewal term as the case may be. Any delinquent accounts for amounts due the Company under this Agreement shall be subject to a late payment fee of twenty-five and no/100 dollars (\$25.00) per month and subject to interest charges of one and one-half percent (1 1/2 %) per month, or eighteen percent (18%) per annum until paid, all of which Customer must pay along with any past due amounts before services are resumed.

PROPOSAL ACCEPTANCE

The specifications, conditions, prices, and Proposal and Contract, Terms and Conditions which have been executed separately, and which govern this **ABSOLUTE** 24/7 Plan are accepted as indicated by the signatures below. Absolute Security Group, Inc. is authorized to perform the maintenance services as specified within this proposal, with payment made as outlined in this document.

ACCEPTED BY (Please type or print except where otherwise indicated.)

X Theodore J. Elder
Customer Signature

8/4/26
Date

Theodore J. Elder
Customer Name (Print)

President
Title

ABSOLUTE SECURITY GROUP, LLC.

X Stephen T. Smith
Absolute Security Group, LLC

7/21/26
Date

Representative
Stephen T. Smith

Senior Sales

Name (Print)

Title



Matthew Owens
Fire Marshal

Robert Korb, Jr.
Chief Deputy Fire Marshal

APPROVED

WSY 08/18/26

GOVERNMENT CENTER
ONE WEST MARKET STREET, ROOM 1302
SNOW HILL, MARYLAND 21863-1294
TEL: 410-632-5666
FAD: 410-632-5664

MEMORANDUM

TO: Weston Young, P.E. Chief Administrative Officer
Candace Savage, CGFM Deputy Chief Administrative Officer
FROM: Matt Owens, Fire Marshal
DATE: August 11, 2026
RE: Worcester Technical High School Fire/EMS Program Funding

Good morning!

This memo is regarding the Fire and EMS program currently offered through Worcester Technical High School. This program has long been supported by the volunteer fire and EMS companies throughout Worcester County, including Ocean City.

Currently, Worcester Technical High School is experiencing difficulty finding qualified instructors to teach these courses. Instructors are challenging to recruit because they must possess both the necessary technical skill set and the required instructor certifications. In the past, the Ocean City Fire Department has provided instructors; however, doing so comes at a cost. The cost for Ocean City Fire Department to provide these instructors is approximately \$50,000.00 a school year.

We have previously discussed the possibility of providing funding to allow Ocean City Fire Department to continue supplying instructors for this program. The Maryland Fire and Rescue Institute (MFRI) has also been contacted to determine whether they may be able to provide instructors, but we have not yet received a response. If Ocean City Fire Department provides the instructors, I have attached the cost estimate prepared by Chief Joshua Bunting for your review.

Also attached is information on students who have attended the Fire/EMS program at Worcester Technical High School beginning with the 2009–2010 school year.

Some notable graduates include:

- Joshua David Pruitt – Supervisor with the Worcester County 911 Center and volunteer with Snow Hill Volunteer Fire Company (formerly Showell Volunteer Fire Company)
- Hunter Cole Nelson – Deputy Sheriff with Worcester County Sheriff's Office and volunteer with Showell Volunteer Fire Company
- Brock Allen Payne – Volunteer with Stockton Volunteer Fire Company and current President of Stockton Volunteer Fire Company
- Tyler Scott Stierhoff – Paramedic with Ocean City Fire Department

- John Richard Adkins – Deputy Fire Marshal with Worcester County, volunteer with Snow Hill Volunteer Fire Company, and current President of Snow Hill Volunteer Fire Company
- Kyle Ailstock – Lieutenant and volunteer with Snow Hill Volunteer Fire Company
- Austin Andrew McGee – Deputy Sheriff with Worcester County Sheriff's Office and member of Pocumoke Volunteer Fire Company
- Andrew Michael Quillen – Fire Chief of Snow Hill Volunteer Fire Company and paramedic with Salisbury Fire Department
- Nathan Richard Thompson – Deputy Sheriff with Worcester County Sheriff's Office and member of Berlin Fire Company
- Noah Daniel King – Deputy Sheriff with Worcester County Sheriff's Office and member of Pocumoke Volunteer Fire Company
- Allen Martin Miller Jr. – Former Fire Chief of Pocumoke Volunteer Fire Company and paramedic with Ocean City Fire Department
- Michael Thomas Todd – Assistant Fire Chief with Ocean City Volunteer Fire Company and teacher with Worcester County Public Schools
- Benjamin Leeroy Cropper – Member of Ocean City Volunteer Fire Company and Deputy Sheriff with Worcester County Sheriff's Office
- James Michael Englishmen – Member of Pocumoke Volunteer Fire Company and paramedic with Ocean Pines Volunteer Fire Department
- Michael Andrew Knowles – Member of Ocean City Volunteer Fire Company and paramedic with Annapolis Fire Department
- Alexander Dixon Bean – Member of Ocean City Volunteer Fire Company, paramedic with Ocean City Fire Department, and former instructor for this program
- Justin Samuel Smith – Lieutenant with Snow Hill Volunteer Fire Company and paramedic with Annapolis Fire Department

I am sure I have unintentionally omitted others, but this list clearly demonstrates the tremendous impact this program has had and the number of graduates who have gone on to serve Worcester County and surrounding communities in fire, EMS, law enforcement, emergency communications, and other public safety professions.

Earlier this month, Tony Bevilacqua, Principal of Worcester Technical High School, advised that he typically sends letters to parents in August regarding the upcoming school year and the school's open house. Before doing so, he wanted to determine whether we are confident that an instructor will be available for the Fire/EMS program.

It appears that Worcester Technical High School will need to make a decision in the very near future regarding whether this program can continue. Considering the number of graduates who have become firefighters, EMTs, paramedics, law enforcement officers, 911 personnel, fire marshals, and other public safety professionals, I believe this program has proven to be an invaluable investment in the future of public safety in Worcester County.

I believe it is important that we make every reasonable effort to continue this program and ensure future students have the same opportunity to begin careers in public safety that so many of our current professionals have benefited from.

I'm asking for an over-expenditure for the Worcester County Fire Service in the amount of approximately \$50,000.00 for this school year for instructors for the Fire/EMS program at WTH. This money would allow the Ocean City Fire Department the ability to provide instructors for this course. Please let me know if you have any questions or if I can provide any additional information.

Thank you, Matt



OCEAN CITY FIRE DEPARTMENT
1409 Philadelphia Avenue, Ocean City MD 21842

MEMORANDUM

To: Tony Bevilacqua, WTHS
 Erica Hensley, WTHS
 Brian Phillips, WCBOE
 Matt Owens, WCFMO
 Chris Shaffer, WCES
 Jay Jester, MFRI & Worcester County Fire Chief's Association

CC: Terry Mcgean, OC City Manager
 Jennie Knapp, OC Budget Manager
 Billy Bounds, OCFD Battalion Chief-Training

From: Josh Bunting, Fire Chief 

Re: OCFD Instructor Support-WTHS Fire & EMS CTE Program

Thank you for the opportunity to meet this past month, regarding the Ocean City Fire Department's past and ongoing support of the Fire and EMS CTE Program at Worcester Tech. The program remains an outstanding opportunity to funnel qualified fire and ems personnel into OCFD and other County Fire Departments, and one we wholeheartedly wish to see succeed and grow. It's fantastic to hear that there are currently 12+ potential students interested in enrolling in the EMT certification coursework next year, should it be able to be provided.

Based on our discussions with representatives from Maryland Fire & Rescue Institute (MFRI), Worcester County Chief's Association, WTHS, Worcester FMO, and OCFD, we echo everyone's concerns about the availability of MFRI instructors in the area, and given the constraints that MFRI has going into next year, the group inquired about OCFD's ability to provide consistent lead/support instructors for the year in the event MFRI cannot, in order to be able to advertise for fall 2026 EMT coursework. As discussed, given staffing constraints for operational coverage for the Town, we are unable to "detail" an instructor from their normal operational shift, and would need to potentially fund personnel working supplemental to their regular shifts (on overtime) to be able to consistently fulfill the needed instructor hours.

I've provided an estimated cost breakdown to kick off funding discussions with Worcester County, calculated based on our average overtime instructor rate, along with associated program overhead to ensure course coordination and backfilling of instructors for emergent needs. Should we work out the funding, our Budget Administrator has established a payroll project code and WTHS/Worcester County would only be billed for the actual instructor hours

paid, depending on which instructors actually worked. I would also need to loop back in with OCFD staff to evaluate instructor availability to confirm.

We remain committed to the seeing the program achieve success; please let me know what the next steps are for the group to take to secure a funding source, or if we can support to move the program in a different direction.

Recommended Course Layout and Costing Estimate

Odd Year: Fire/Rescue/HazMat (Can do 1 or both semesters)		Instructional Hours	Estimated Support Instructor Hours	Total Semester Instructor Hours	Estimated Cost
Fall	Emergency Medical Responder (EMS-105)	78	91	169	8450
	Personal Protective Equipment & SCBA (FIRE-098)	12	24	36	1800
	HazMat Operations (HM-106)	45	47	92	4600
	Technical Rescue: Common Passenger Vehicle Rescue (RES-214)	36	83	119	5950
	Classroom Coverage Hours Above Coursework ¹	39	0	39	1950
	Program Administrative Oversight ²				2500
	Totals:	210	245	455	25250
Spring	Firefighter 1 (FIRE-101)	138	345	483	24150
	Firefighter Survival & Rescue (FIRE-206)	18	76	94	4700
	Engine Company Fireground Operations (FIRE-207)	24	51	75	3750
	Classroom Coverage Hours Above Coursework ¹	30	0	30	1500
	Program Administrative Oversight ²				2500
	Totals:	210	472	682	36600

Notes:

1: Overage for followup coursework, snow days, and/or additional supplemental 12 or 24 our course work retained based on class progress.

2: Program Admin Oversight: Cost estimate for Administrative oversight to ensure instructor/equipment/facilities are planned for and covered in the event of last-minute instructor issues.

Even Year: Emergency Medical Technician (EMT)		Instructional Hours	Estimated Support Instructor Hours	Total Semester Instructor Hours	Estimated Cost
Fall	Emergency Medical Technician (EMS-106)	207	349	556	27,800
	Classroom Coverage Hours Above Coursework ¹	3	0	3	150
	Program Administrative Oversight ²				2500
	Totals:	210	349	559	30,450
Spring ³	EMT Course Completion, Needed Remediation & Practicals	40	15	55	2750
	EMT National Registry Test Prep	20	5	25	1250
	NIMS 100, 200, 700, 800 (Online)	14	0	14	700
	1-Day Curated Field Experiences: -WorWic Paramedic Program -MSP Aviation -AGH/PRMC ER -County EMS Agency -Private EMS Agency -Dispatch Center -OCFD	30	10	40	2000
	6-Week Internship Placements w/ Home EMS Agency (OCFD or other)	60	0	0	0
	Classroom Coverage Hours Above Coursework ¹	46	0	46	2300
	Program Administrative Oversight ²				2500
	Totals:	210	30	180	11500

Notes:

1: Overage for follow-up coursework, snow days, and/or additional supplemental 12 or 24 our course work retained based on class progress.

2: Program Admin Oversight: Cost estimate for Administrative oversight to ensure instructor/equipment/facilities are planned for and covered in the event of last-minute instructor issues.

3: Spring Semester, EMT Year must be scheduled in Afternoon, to best facilitate agency ride along scheduling. All other semesters should be scheduled for AM session.

Fire Science								
		Agencies (Career/Volunteer)	Overall DATA					
09-10 Passing students	Firefighter I		# of Students	Firefighter	EMT Hazmat	Year - Range	# of Years	Averages
3 students out of ?	Bargar II, Mark Alan		Total	113	113	2010-2026	16 years	14 students average per year
	Johnson, Hunter Scott		Pre-COVID	101	99	2010-2020	10 years	10 students average per year
	Law, Allen Michael		Post-COVID	12	14	2020-2026	6 years	2 students average per year
								8 student average shortage per year since COVID
10-11 Passing students	EMT Hazmat							
7 students out of ?	Boston, Brandon Michael		Key					
	Cathell, Matthew Alan		Confirmed Fire/EMT					
	Miller, Kirk Robert		Note: We could only carry this so far.					
	Northam, Ashley Morgan	Stockton Vol, Pocomoke EMS Full-Time						
	Northam, Shelby Paige							
	Owen, Joel Sawyer							
	Timmons, Marvin Wayne	Volunteer-Ocean City (Current)						
10-11 Passing students	Firefighter I							
13 students out of ?	Baker, Colby Heath							
	Barfield, Joshua Bowman							
	Boston, Brandon Michael							
	Cathell, Matthew Alan							
	Fairman, Tyler John	Pocomoke Vol, Salisbury Fire Full-time						
	Layman, Gabrielle Suzanne							
	Miller, Kirk Robert							
	Northam, Ashley Morgan	Pocomoke EMS						
	Northam, Shelby Paige	Pocomoke EMS, now Virginia Beach EMS						
	Owen, Joel Sawyer							
	Tilghman Jr., Daniel Edward	Maryland State Police						
	Timmons, Marvin Wayne	Ocean City Vol						
	Travers, Andrew Kyle							
11-12 Passing students	EMT Hazmat							
12 students out of ?	Goggins, Daniel Seth	Ocean City Vol (past), Salisbury FD, Washington DC Fire Full-time						
	Howser, Jacob Andrew	Deceased, Pocomoke Volunteer Line-of-Duty Death						
	James, Matthew Michael	Ocean City Vol (past)						
	King, Andrew Thomas							
	Kinhart, Zachary Lynn							
	Kirstein, Joshua Ryan	Ocean City Vol (past), LEO in Kentucky						
	Nichols, Ty Everett							
	Pruitt, Joshua David	Worcester County Emergency Services						
	Rush, Alana Marie	Newark Vol, Pocomoke EMS Full-time						
	Rzepkowski, John Daniel	Bishopville VFC, Ocean City Career, Now MSP-Aviation Paramedic						
	Travers, Richard Charles							
	Wallace III, Melvin Paul							
11-12 Passing students	Fire Fighter I / Rescue Technician							
11 students out of ?	Goggins, Daniel Seth	Ocean City Vol (past), Salisbury FD, Washington DC Fire Full-time						
	James, Matthew Michael	Volunteer-Ocean City (past)						
	King, Andrew Thomas	Volunteer-Ocean City (past)						
	Kinhart, Zachary Lynn							
	Kirstein, Joshua Ryan	Ocean City Vol (past), LEO in Kentucky						
	Nichols, Ty Everett							
	Pruitt, Joshua David	Worcester County Emergency Services						
	Rush, Alana Marie	Newark Vol, Pocomoke EMS Full-time						

	Rzepkowski, John Daniel	Bishopville VFC, Ocean City Career, Now MSP-Aviation Paramedic							
	Travers, Richard Charles								
	Wallace III, Melvin Paul								
12-13 Passing students	EMT Hazmat								
24 students out of ?	Adkins, John Richard	Snow Hill VFC, Worcester Fire Marshal's Office							
	Ailstock, Kyle Compton	Snow Hill VFC, Berlin Fire Full-time							
	Blome, Zachary Gerald								
	Brandenberg, Allen Benjamin								
	Bunting, Colby James	Berlin VFC, Salisbury Fire Full-time							
	Carey, Alexander Wilson								
	Cropper, Drake Warren	Ocean City Volunteer-Hired OC Career 2025							
	Gibson, Colleen Elizabeth								
	Gibson, Tialonda Monaque								
	Jerscheid, Timothy Stephen	Stockton VFC							
	Knopp, Jakob Andrew	OC Vol, Now MSP							
	Lawson, Nathan Edward	Berlin VFC, active duty AirForce							
	McIntosh, Austin Ridgely								
	Nelson, Hunter Cole	Showell VFC, Worcester Sheriff's Office							
	Payne, Brock Allen	Stockton VFC							
	Quillen, Andrew Michael	Snow Hill VFC (Chief) Salisbury Fire Full-time							
	Savage, Adam Christopher	Bishopville VFC (Asst. Chief)							
	Stephens, Jordan Andrew								
	Stierhoff, Tyler Scott	Ocean City VFC, Salisbury Fire Full-time							
	Summers, Sean Richard								
	Tilghman, Travis William	Berlin Volunteer Fire Company							
	Webb III, Joshua Burton								
	White, Aspen McKayla								
12-13 Passing students	Fire Fighter I / Rescue Technician								
25 students out of ?	Adkins, John Richard	Snow Hill VFC, Worcester Fire Marshal's Office							
	Ailstock, Kyle Compton	Snow Hill VFC, Berlin Fire Full-time							
	Blome, Zachary Gerald								
	Brandenberg, Allen Benjamin								
	Bunting, Colby James	Berlin VFC, Salisbury Fire Full-time							
	Carey, Alexander Wilson								
	Cropper, Drake Warren	Ocean City Volunteer-Hired OC Career 2025							
	Daye, Adam Michael								
	Gibson, Tialonda Monaque								
	Jerscheid, Timothy Stephen	Stockton VFC							
	Knopp, Jakob Andrew	OC Vol, Now MSP							
	Lawson, Nathan Edward	Berlin VFC, active duty AirForce							
	McGee, Austin Andrew								
	McIntosh, Austin Ridgely								
	Moseley, Christopher Michael								
	Nelson, Hunter Cole	Showell VFC, Worcester Sheriff's Office							
	Payne, Brock Allen	Stockton VFC							
	Quillen, Andrew Michael	Snow Hill VFC (Chief) Salisbury Fire Full-time							
	Savage, Adam Christopher	Bishopville VFC (Asst. Chief)							
	Stephens, Jordan Andrew								
	Stierhoff, Tyler Scott	Ocean City VFC, Salisbury Fire Full-time							
	Summers, Sean Richard								
	Tilghman, Travis William	Berlin Volunteer Fire Company							
	Webb III, Joshua Burton								
	White, Aspen McKayla								

13-14 Passing students	EMT Hazmat								
9 students out of?	Case, Fletcher Barnes								
	Cropper, Christian Stephen	Showell VFC							
	Haynie, William Elijah								
	Holland, Gabriel Lucas	Pocomoke VFC (Asst. Chief), MoCo Fire Full-time							
	Martin, Lloyd Christopher								
	Sauer, Nathaniel Mark	OC Vol (Past), Now Prince George's Co. Fire Full-time							
	Thompson, Nathan Richard	Berlin VFC, Worcester Sheriff's Office							
	Trimble, Allison Elizabeth	Berlin VFC							
	Wiley, Allison Paige								
13-14 Passing students	Fire Fighter I / Rescue Technician								
9 students out of?	Bargar, Adam John								
	Boston, Christopher Ryan	Showell VFC, Salisbury Fire Full-time							
	Case, Fletcher Barnes								
	Cropper, Christian Stephen	Showell VFC							
	Holland, Gabriel Lucas								
	Kvarda, James Carl	Berlin Fire Company Full-time							
	Martin, Lloyd Christopher								
	Sauer, Nathaniel Mark								
	Thompson, Nathan Richard	Berlin VFC, Worcester County Deputy Sheriff							
14-15 Passing students	EMT Hazmat								
18 students out of?	Cane, Ryan DeWayne								
	Cropper, Benjamin Leeroy	OCVFC, Worcester Sheriff							
	DeShong, Dylan Wayne								
	Frisina, Anthony Edward								
	Gears, David Joseph	Showell VFC							
	Hall, Tyler Wayne	Showell VFC (Asst. Chief)							
	Hearn, Travis Glen	OCFD Full-time							
	King, Noah Daniel	Pocomoke VFC, Worcester Sheriff							
	Lasley, Alexander Lee	Bishopville FD, Berlin, Ocean Pines							
	McIntosh, Nevin Sean								
	Miller Jr, Allen Martin	OCFD F/T, was Pocomoke Fire Chief							
	Northam Jr, William Patrick								
	Ridgley, Chelsea Jean								
	Saxon, Dustin Jarrett								
	Sharpley, Jordan Nicholas	Pocomoke VFC							
	Short, Kirby E								
	Todd, Michael Thomas	OCVFC (Asst. Chief), Worcester Co. School teacher							
14-15 Passing students									
17 students out of?	Fire Fighter I / Rescue Technician								
	Cropper, Benjamin Leeroy	OCVFC, Worcester Sheriff							
	Frisina, Anthony Edward								
	Gears, David Joseph	Showell VFC							
	Hall, Tyler Wayne	Showell VFC (Asst. Chief)							
	Hearn, Travis Glen	OCFD Full-time							
	Johnson, Jerred Alexander								
	King, Noah Daniel	Pocomoke VFC, Worcester Sheriff							
	Lasley, Alexander Lee	Bishopville FD, Berlin, Ocean Pines							
	Miller Jr, Allen Martin								
	Northam Jr, William Patrick								

	Ridgley, Chelsea Jean								
	Roberts, Logan Daniel								
	Sackadorn, Noah Roy	OC Public Works							
	Saxon, Dustin Jarrett								
	Sharpley, Jordan Nicholas	Pocomoke VFC							
	Stever, Tyler Scott								
	Todd, Michael Thomas	OCVFC (Asst. Chief), Worcester Co. School teacher							
15-16 Passing students									
11 students out of?	EMT Hazmat								
	Baker, Ki' Ondre Lee								
	Barnes, Carlie Madison								
	Bush, Jonathon James								
	Elliott, Mason Taylor								
	Englishmen, James Michael	Pocomoke VFC, Ocean City Fire Full-time							
	Gabell, Grant Hunter								
	Giampa Jr, Frank James								
	Littleton, Bailey Andrew	Ocean Pines FD Full-time							
	Mills, Cody Michael								
	Patterson, Tyler Cordner								
	Powell, Leah Kay								
15-16 Passing students	Fire Fighter I / Rescue Technician								
7 students out of?	Baker, Ki' Ondre Lee								
	Bush, Jonathon James								
	Elliott, Mason Taylor								
	Englishmen, James Michael	Pocomoke VFC, Ocean City Fire Full-time							
	Gabell, Grant Hunter								
	Giampa Jr, Frank James								
	Littleton, Bailey Andrew	Ocean Pines FD Full-time							
16-17 Passing students									
8 students out of?	EMT Hazmat								
	Bradford, William Dewey								
	Hearne Jr, Jason Thomas								
	Knowles, Michael Andrew	Ocean City VFC, BWI Airport?							
	Northam, Rachael Madison								
	Sinclair, Tyler Matthew	Berlin VFC (past), now Parsonsburg VFD							
	Tanner, Kyle Hurley	Ocean City VFC							
	Tilghman, Meghan Faith								
	Waters, Jordan Savanna								
FY16 MFRI Students	Adult, Some Portion of Program								
	Kvarda, James	Berlin Fire Company Full-time							
	Nyguen, Kevin								
	Hoeffner, Christopher								
	Taylor, Wesley								
	Bailey, Brandon	Berlin VFC, Baltimore City Fire Full-time							
	Pollack, Brandon								
16-17 Passing students									
9 students out of?	Fire Fighter I / Rescue Technician								
	Ball, Justin Matthew								
	Bradford, William Dewey								
	Knowles, Michael Andrew	Ocean City VFC, BWI Airport?							

	Nock, Andrew Preston								
	Northam, Rachael Madison								
	O'Riley Jr, Scotty Alan								
	Sinclair, Tyler Matthew	Berlin VFC (past), now Parsonsburg VFD							
	Tanner, Kyle Hurley	Ocean City VFC							
	Tilghman, Meghan Faith								
17-18 Passing students									
4 students out of?	EMT Hazmat								
	Gill, Brandon Bache	Ocean Pines VFC, DOD Firefighter							
	Harrington, Christian Merryman								
	Lodanski, Matthew John								
	Mumford, Patrick Jones	Ocean City VFC, Berlin Fire Full-time							
17-18 Passing students									
3 students out of?	Fire Fighter I / Rescue Technician								
	Gill, Brandon Bache	Ocean Pines VFC, DOD Firefighter							
	Habeger, Jacob Scott								
	Lodanski, Matthew John								
18-19 Passing students									
5 students out of ?	EMT Hazmat								
	Bean, Alexander Dixon	Ocean City Full-time & Volunteer Cadet Coordinator							
	Ford, Taylor Marie								
	Miles, Malik Lamonta								
	Mitchell, Nicholas William								
	Smith, Justin Samuel	Snow Hill VFC, Berlin Part-time, Annapolis Fire Full-time							
18-19 Passing students									
4 students out of ?	Fire Fighter I / Rescue Technician								
	Bean, Alexander Dixon	Ocean City Full-time & Volunteer Cadet Coordinator							
	Ford, Taylor Marie								
	Miles, Malik Lamonta								
	Smith, Justin Samuel	Snow Hill VFC, Berlin Part-time, Annapolis Fire Full-time							
FY18 MFRI Students	Adults, Some Portion of Program								
	Carro, Rebecca								
	Eberly, Camden								
	Hearne, Miranda								
	Domzalski, Robert								
	Fuchsluger, Jacob	Ocean City VFC, US Navy Academy Officer							
	Braniff, Connor	Ocean City VFC (Past, was A/C)							
19-20 Covid No Class									
20-21 No class not enough students									
21-22 Passing students									
4 students out of 11	EMT Class								
	Bradford, Nathan								
	Connor, Colbourne								
	Shoemaker, Jessica	Ocean City Fire Full-time, Volunteer Cadet Instructor							
	Trimble, Austin	Berlin VFC, Full-time AA County Fire/EMS							

FY22 MFRI Students	Adults, Some Portion of Program								
	Coulbourne, Taylor								
	Bradford, Caleb								
	Kamps, Joseph	Pocomoke VFC							
	Mitchell, Ashley								
	Simpson, Derrick								
	Winkler, Zachary								
22-23 No class not enough students									
23-24 Passing Students	Fire Fighter 1								
5 students out of 9	Grisbach, Steven	Ocean Pines VFD							
	McDermott, Shane	Ocean Pines VFD							
	Pruitt, Riley	Showell VFD, Salisbury FD F/T							
	Simpson, Leah	Berlin FD, Salisbury FD F/T							
	Tyre, Connor	Berlin FC							
23-24 Passing Students									
5 students out of 9	HAZMAT								
	Grisbach, Steven	Ocean Pines VFD							
	McDermott, Shane	Ocean Pines VFD							
	Pruit, Riley	Showell VFD, Salisbury FD F/T							
	Simpson, Simpson	Berlin FD, Salisbury FD F/T							
	Tyre, Connor	Berlin FC							
23-24 Passing Students	EMR								
4 students out of 5	McDermott, Shane	Ocean Pines VFD							
	Pruit, Riley	Showell VFD, Salisbury FD F/T							
	Simpson, Leah	Berlin FD, Salisbury FD F/T							
	Ritchey, McKinley	Somerset Co EMS							
FY24 MFRI Students	Adults, Some portion of Program								
	Nichols, Chelsea	Berlin VFC, OCFD F/T							
	Downes, Daniel	Ocean City Full-time							
24-25 No class not enough students									
25-26 Passing Students	EMR								
5 out of 7	Cowger, Wyatt	Pocomoke VFD							
	Platt, Mateo								
	Stephen, Grant								
	Weaver, Seryna								
	Wolff, Liam								
25-26 Passing Students	Fire Fighter 1								
7 out of 11	Bounds, Kirby	Ocean City Volunteer							
	Bradley, Jonathan								
	Corbin, Andrew								
	Cowger, Wyatt								
	Palombi, Giovanni	Stockton VFC							
	Stephen, Grant								
	Weaver, Seryna	Snow Hill VFC							
Non Students	Glenn, Jon	Pocomoke VFC							

	Miles, Greg	Salisbury Airport						
	Carman, Edgar	Snow Hill VFD						
	Brown, Ashley	Ocean Pines VFD						

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



APPROVED

WSY 08/04/26

DALLAS BAKER JR., P.E.
 DIRECTOR

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

JANA POTVIN
 DEPUTY DIRECTOR

MEMORANDUM

TO: Weston Young P.E., Chief Administrative Officer
 Candace Savage, CGFM, Deputy Chief Administrative Officer
FROM: Dallas Baker Jr., P.E., Director *Dallas Baker Jr*
DATE: July 16, 2026
SUBJECT: Maintenance Division's FY-27 Over-Expenditure Request

Public Works is requesting Commissioner approval to overspend the Maintenance Division account 100.1201.6540.080 – Vehicle Operating Expenses Heavy Equipment Maintenance by \$4,326.63 to replace a broken hydraulic pump in a man lift. The approved FY 27 budget for routine heavy equipment maintenance allocated \$3,000 for the entirety of the fiscal year which is insufficient for this unanticipated repair. In addition, if the funds are depleted this early in the fiscal year, the Maintenance Division will lack the necessary resources to properly maintain their equipment in safe working order.

This repair is necessary to maintain operational readiness and ensure compliance with workplace safety requirements. The over-expenditure was driven by unforeseen equipment failure rather than discretionary spending. The emergency repair could not have been reasonably anticipated during the budget planning process and was necessary to prevent extended equipment downtime, maintain safe operations, and avoid potentially higher repair or replacement costs.

Please let me know if there are any questions.

Attachment

Cc: Kim Reynolds
 Jana Potvin
 Michael Hutchinson

Zachary Parker

From: Steve Leto <sleto@toyotaliftne.com>
Sent: Tuesday, June 30, 2026 10:20 AM
To: Zachary Parker; Bill Calderhead
Subject: Haulette quote

Hey Zack, Here is the quote to repair the hauler the haulette.

Pump price. 2221.63
Hydraulic oil. 165.00
Brake cleaner. 20.00
Labor. 1920.00

Total. 4326.63

As discussed the labor time is a loose quote as I have not done one of these repairs.

Steve Leto | *Field Technician*



236 Quigley Boulevard, New Castle DE 19720
Office: 302-322-2700 **Mobile:** 610-936-0229

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



DEPARTMENT OF
INFORMATION TECHNOLOGY

Worcester County

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

To: Weston Young, Chief Administrative Officer

From: Brian Jones, Director of IT

Re: Over Expenditure

Date: September 10, 2026

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

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

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

THIS IS NOT AN INVOICE

Order Form
Prepared for
Worcester County MD

Granicus Proposal for Worcester County MD

ORDER DETAILS

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

ORDER TERMS

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



PRICING SUMMARY

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

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

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

**FUTURE YEAR PRICING**

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

PRODUCT UPDATES

FOR INFORMATION ON RECENT AND UPCOMING PRODUCT ENHANCEMENTS ACROSS THE GRANICUS PORTFOLIO, PLEASE REFER TO THE SEMIANNUAL UPDATE INFORMATION ON THIS WEBPAGE:
: [HTTPS://GRANICUS.COM/SEMIANNUAL-UPDATES/](https://granicus.com/semiannual-updates/)

PRODUCT DESCRIPTIONS

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



TERMS & CONDITIONS

- This quote, and all products and services delivered hereunder are governed by the terms located at <https://granicus.com/legal/licensing>, including any product-specific terms included therein (the "License Agreement"). If your organization and Granicus has entered into a separate agreement or is utilizing a contract vehicle for this transaction, the terms of the License Agreement are incorporated into such separate agreement or contract vehicle by reference, with any directly conflicting terms and conditions being resolved in favor of the separate agreement or contract vehicle to the extent applicable.
- If submitting a Purchase Order, please include the following language: The pricing, terms and conditions of quote Q-569607 dated 09 Sep 2026 are incorporated into this Purchase Order by reference and shall take precedence over any terms and conditions included in this Purchase Order.
- This quote is exclusive of applicable state, local, and federal taxes, which, if any, will be included in the invoice. It is the responsibility of Worcester County MD to provide applicable exemption certificate(s).
- Any lapse in payment may result in suspension of service and will require the payment of a setup fee to reinstate the subscription.
- AI SYSTEM USAGE: Notwithstanding anything to the contrary in any contract between Client and Granicus, Client's use of AI functionality contained in any Granicus product or service will be subject to the terms set forth in the AI Addendum located here: <https://granicus.com/wp-content/uploads/AI-Functionality-All-Products.pdf> Any conflict between the terms of the contract and the AI Addendum will be resolved in favor of the Addendum. If Client is not willing or able to accept the terms set forth in the Addendum, Client is not permitted to access or use any AI functionality absent separate written agreement between Client and Granicus.
- It is the customers responsibility to communicate any changes or provide updated schedules. Any meeting convened outside of the established meeting schedule shall require a minimum of forty-eight (48) hours' prior written notice to all relevant parties. The presence of a director at such meetings is not guaranteed. All such meetings will be shot in wide-screen format.

SWAGIT Product Specific Terms

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

1. AVIOR Broadcaster Hardware.

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

2. EASE Encoder Hardware.

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

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

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



BILLING INFORMATION

Billing Contact:		Purchase Order Required?	[] - No [] - Yes
Billing Address:		PO Number: <i>If PO required</i>	
Billing Email:		Billing Phone:	

If submitting a Purchase Order, please include the following language:

The pricing, terms, and conditions of quote Q-569607 dated 09 Sep 2026 are incorporated into this Purchase Order by reference and shall take precedence over any terms and conditions included in this Purchase Order.

AGREEMENT AND ACCEPTANCE

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

Worcester County MD	
Signature:	
Name:	
Title:	
Date:	

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



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 21, 2026
SUBJECT: Elevator Emergency Communication

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

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

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

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

Upgrading the elevator emergency communication systems to cellular technology will:

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

Attachments

Cc: Kim Reynolds
Jana Potvin
Michael Hutchinson



Equipment Repair Proposal

Worcester Co. States Attorney Cellular Gateway

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

Delaware Elevator Service, Inc. Commitment:

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

Initial Project Scope:

Cellular Gateway

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

Service Office Address:

2210 Allen Dr., Salisbury, MD, 21801

Applicable Code Comments:

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

Warranty:

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

Schedule:

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

Payment Terms:

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

Conditions:

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

Disputes:

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

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

Clarifications:**Acceptance:**

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

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

PRICING/CONTRACT ACCEPTANCE:

Summary	Description of Price	Price
Repair	Agreement to Scope	\$650.00
Printed Name (Customer)		
Signature (Customer)		
Date Accepted (Customer)		

BILL TO INFORMATION:

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



Equipment Repair Proposal

Worcester Co. Berlin Library Cellular Gateway

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

Delaware Elevator Service, Inc. Commitment:

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

Initial Project Scope:

Cellular Gateway

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

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

Service Office Address:

2210 Allen Dr., Salisbury, MD, 21801

Applicable Code Comments:

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

Warranty:

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

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

Schedule:

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

Payment Terms:

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

Conditions:

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

Disputes:

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

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

Clarifications:

Acceptance:

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

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

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

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



Equipment Repair Proposal

Worcester Co. Government Center Cellular Gateway

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

Delaware Elevator Service, Inc. Commitment:

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

Initial Project Scope:

Cellular Gateway

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

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

Service Office Address:

2210 Allen Dr., Salisbury, MD, 21801

Applicable Code Comments:

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

Warranty:

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

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

Schedule:

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

Payment Terms:

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

Conditions:

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

Disputes:

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

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

Clarifications:

Acceptance:

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

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

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

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



Equipment Repair Proposal

Worcester Co. Health Department Cellular Gateway

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

Delaware Elevator Service, Inc. Commitment:

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

Initial Project Scope:

Cellular Gateway

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

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

Service Office Address:

2210 Allen Dr., Salisbury, MD, 21801

Applicable Code Comments:

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

Warranty:

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

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

Schedule:

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

Payment Terms:

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

Conditions:

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

Disputes:

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

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

Clarifications:

Acceptance:

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

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

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



Equipment Repair Proposal

Worcester Co. Library Cellular Gateway

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

Delaware Elevator Service, Inc. Commitment:

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

Initial Project Scope:

Cellular Gateway

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

Service Office Address:

2210 Allen Dr., Salisbury, MD, 21801

Applicable Code Comments:

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

Warranty:

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

Schedule:

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

Payment Terms:

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

Conditions:

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2. This quotation is subject to change or withdrawal by us prior to acceptance by you.
3. The work shall be performed for the agreed price plus any applicable sales, excise or similar taxes as required by law. In addition to the agreed price, you shall pay to us any future applicable tax imposed on us, our suppliers or you in connection with the performance of the work described.
4. Unless otherwise agreed in writing, it is understood that the work shall be performed during our regular working hours of our regular working days. If overtime work is mutually agreed upon and performed, an additional charge therefore, at our usual rates for such work, shall be added to the contract price. The performance of our work hereunder is conditioned on you performing the preparatory work and supplying the necessary data specified on the front of this proposal or in the attached specification, if any.
5. Should Delaware Elevator Service, Inc. be required to make an unscheduled return to your site to begin or complete the work due to your request, acts or omissions then such visits shall be subject to additional charges at our then current billing rates.
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7. Under no circumstances shall either party be liable for special, indirect, liquidated, or consequential damages in contract, tort, including negligence, warranty or otherwise, notwithstanding any indemnity provision to the contrary. Notwithstanding any provision in any contract document to the contrary, our acceptance is conditioned on being allowed additional time for the performance of the Work due to delays beyond our reasonable control. Your remedies set forth herein are exclusive and our liability with respect to any contract, or anything done in connection therewith such as performance or breach thereof, or from the manufacture, sale, delivery, installation, repair or use of any equipment furnished under this contract, whether in contract, in tort (including negligence), in warranty or otherwise, shall not exceed the price for the equipment or services rendered.
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PRICING/CONTRACT ACCEPTANCE:		
Summary	Description of Price	Price
Repair	Agreement to Scope	\$650.00
Printed Name (Customer)		
Signature (Customer)		
Date Accepted (Customer)		

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



Equipment Repair Proposal

Worcester Co Courthouse Cellular Gateways

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

Delaware Elevator Service, Inc. Commitment:

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

Initial Project Scope:

Cellular Gateway

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

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

Service Office Address:

2210 Allen Dr., Salisbury, MD, 21801

Applicable Code Comments:

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

Warranty:

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

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

Schedule:

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

Payment Terms:

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

Conditions:

1. Work not included in this proposal will be executed upon Owner request and after receiving a fully executed Change Order notice from the Owner.
2. This quotation is subject to change or withdrawal by us prior to acceptance by you.
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4. Unless otherwise agreed in writing, it is understood that the work shall be performed during our regular working hours of our regular working days. If overtime work is mutually agreed upon and performed, an additional charge therefore, at our usual rates for such work, shall be added to the contract price. The performance of our work hereunder is conditioned on you performing the preparatory work and supplying the necessary data specified on the front of this proposal or in the attached specification, if any.
5. Should Delaware Elevator Service, Inc. be required to make an unscheduled return to your site to begin or complete the work due to your request, acts or omissions then such visits shall be subject to additional charges at our then current billing rates.
6. Delaware Elevator Service, Inc. shall not be liable for any loss, damage or delay due to any cause beyond our reasonable control including, but not limited to, acts of government, strikes, lockouts, other labor disputes, fire, explosion, theft, floods, water damage, weather damage, extreme weather, traffic conditions, epidemic, pandemic, quarantine (including Covid-19), sabotage, cyber security, national emergency, act of terrorism, earthquake, riot, civil commotion, war or insurrection, vandalism, misuse, abuse, mischief, or acts of God or nature.
7. Under no circumstances shall either party be liable for special, indirect, liquidated, or consequential damages in contract, tort, including negligence, warranty or otherwise, notwithstanding any indemnity provision to the contrary. Notwithstanding any provision in any contract document to the contrary, our acceptance is conditioned on being allowed additional time for the performance of the Work due to delays beyond our reasonable control. Your remedies set forth herein are exclusive and our liability with respect to any contract, or anything done in connection therewith such as performance or breach thereof, or from the manufacture, sale, delivery, installation, repair or use of any equipment furnished under this contract, whether in contract, in tort (including negligence), in warranty or otherwise, shall not exceed the price for the equipment or services rendered.
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9. To the fullest extent permitted by law, you agree to hold us harmless. and defend us and indemnify us against any claim or suit for personal injury or property damage arising out of this contract unless such damage or injury arises from our sole negligence.
10. Any increase in the cost of materials or labor arising from the imposition of any tariff by the Federal Government, execution of any trade agreement by Federal Government, or the effectuation of any State or Federal Government policy change(s), will be passed along to Purchaser and/or Owner at direct cost. Evidence of said increase in cost to be produced upon written request.

Disputes:

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

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

Clarifications:

Acceptance:

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

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

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



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 25, 2026
SUBJECT: Upgrade of Alarm System Communications

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

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

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

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

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

Please let me know if there are any questions.

Attachments

Cc: Kim Reynolds
Jana Potvin
Michael Hutchinson



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

Proposal

Client Information

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

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

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

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

Recurring Charges

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



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

Proposal

Client Information

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

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

ABSOLUTE SECURITY GROUP, LLC.

SUBSCRIBER:

SECURITY CONSULTANT

ACCEPTED BY

TITLE

EMAIL

DATE

DATE

PRIMARY PHONE

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

Proposal

Client Information

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

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

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

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

Recurring Charges

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



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

Proposal

Client Information

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

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

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

Proposal

Client Information

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

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

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

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

Recurring Charges

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



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

Proposal

Client Information

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

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

ABSOLUTE SECURITY GROUP, LLC.

SUBSCRIBER:

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

Proposal**Client Information**

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

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

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

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

Recurring Charges

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



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

Proposal

Client Information

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

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

ABSOLUTE SECURITY GROUP, LLC.

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

Proposal

Client Information

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

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

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

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

Recurring Charges

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



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

Proposal

Client Information

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

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

ABSOLUTE SECURITY GROUP, LLC.

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**Absolute
Security**

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

Proposal

Client Information

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

Proposal Number 7128

Date 7/24/2026 **Expires** 8/23/2026

Salesperson Steve Smith

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

Sub Total **\$405.00**

Total This Proposal **\$405.00**

Recurring Charges

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



**Absolute
Security**

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

Proposal

Client Information

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

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

ABSOLUTE SECURITY GROUP, LLC.

SUBSCRIBER:

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Date Approved



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

Proposal

Client Information

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

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

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

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

Recurring Charges

Description	Monthly Amount	Frequency
ALARM.COM INTERACTIVE MONITORING	\$38.52 \$316.00	Monthly
Total Recurring Monthly Amount:		\$38.52



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

Proposal

Client Information

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

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

ABSOLUTE SECURITY GROUP, LLC.

SUBSCRIBER:

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Please print name here

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Date Approved



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

Proposal

Client Information

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

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

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

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

Recurring Charges

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



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

Proposal

Client Information

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

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

ABSOLUTE SECURITY GROUP, LLC.

SUBSCRIBER:

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Date Approved



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

Proposal

Client Information

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

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

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

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

Recurring Charges

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



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

Proposal

Client Information

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

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

ABSOLUTE SECURITY GROUP, LLC.

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Date Approved



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

Proposal

Client Information

Worcester County Health Department
9730 Healthway Drive
Berlin, MD 21811

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

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

Sub Total \$405.00

Total This Proposal \$405.00

Recurring Charges

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



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

Proposal

Client Information

Worcester County Health Department
9730 Healthway Drive
Berlin, MD 21811

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

ABSOLUTE SECURITY GROUP, LLC.

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VA: _____ MD: _____ DE: _____

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Please print name here

Please sign name here

Date Approved



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

Proposal

Client Information

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

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

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

Sub Total \$355.00

Total This Proposal \$355.00

Recurring Charges

Description	Monthly Amount	Frequency
CELL FIRE DIALER	\$52.43 \$249.00	Monthly
Total Recurring Monthly Amount:		\$249.00



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

Proposal

Client Information

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

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

ABSOLUTE SECURITY GROUP, LLC.

SUBSCRIBER:

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VA: ____ MD: ____ DE: ____

ABSOLUTE SECURITY GROUP CORPORATE APPROVAL:

Please print name here

Please sign name here

Date Approved



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

Proposal**Client Information**

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

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

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

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

Recurring Charges

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



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

Proposal

Client Information

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

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

ABSOLUTE SECURITY GROUP, LLC.

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VA: _____ MD: _____ DE: _____

ABSOLUTE SECURITY GROUP CORPORATE APPROVAL:

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Date Approved



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

Proposal**Client Information**

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

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

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

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

Recurring Charges

Description	Monthly Amount	Frequency
CELL FIRE DIALER	\$52.43 <i>\$49.00</i>	Monthly
Total Recurring Monthly Amount:		\$52.43



Absolute Security Group
618 Beam Street, Unit #2
Salisbury, MD 21801
410-860-0620
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Proposal

Client Information

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

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

ABSOLUTE SECURITY GROUP, LLC.

SUBSCRIBER:

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ACCEPTED BY

TITLE

EMAIL

DATE

DATE

PRIMARY PHONE

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

Proposal

Client Information

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

Proposal Number 7130

Date 7/24/2026 **Expires** 8/23/2026

Salesperson Scott Niblett

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

Sub Total \$355.00

Total This Proposal \$355.00

Recurring Charges

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



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618 Beam Street, Unit #2
Salisbury, MD 21801
410-860-0620
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Proposal

Client Information

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

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

ABSOLUTE SECURITY GROUP, LLC.

SUBSCRIBER:

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

Proposal**Client Information**

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

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

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

Sub Total \$405.00

Sales Tax \$0.00

Total This Proposal \$405.00

Recurring Charges

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



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

Proposal**Client Information**

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

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

ABSOLUTE SECURITY GROUP, LLC.**SUBSCRIBER:**

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Absolute Security Group
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 410-860-0620
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Proposal

Client Information

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

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

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

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

Recurring Charges

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



Absolute Security Group
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Proposal

Client Information

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

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

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Proposal

Client Information

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

Proposal Number 7141

Date 7/24/2026 **Expires** 8/23/2026

Salesperson Steve Smith

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

Sub Total \$405.00

Total This Proposal \$405.00

Recurring Charges

Description	Monthly Amount	Frequency
ALARM.COM INTERACTIVE MONITORING	\$38.52	Monthly
Total Recurring Monthly Amount:	\$38.52 <i>\$36.00</i>	



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Proposal

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

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

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Salisbury, MD 21801
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Proposal

Client Information

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

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

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

Sub Total **\$355.00**

Total This Proposal **\$355.00**

Recurring Charges

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



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Salisbury, MD 21801
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Proposal

Client Information

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

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

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

Proposal

Client Information

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

Proposal Number 7139

Date 7/24/2026 **Expires** 8/23/2026

Salesperson Steve Smith

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

Sub Total **\$355.00**

Total This Proposal **\$355.00**

Recurring Charges

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



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Salisbury, MD 21801
410-860-0620
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Proposal

Client Information

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

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

ABSOLUTE SECURITY GROUP, LLC.

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

Proposal

Client Information

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

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

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

Sub Total \$405.00

Total This Proposal \$405.00

Recurring Charges

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



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Proposal

Client Information

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

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

ABSOLUTE SECURITY GROUP, LLC.

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Salisbury, MD 21801
410-860-0620
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Proposal

Client Information

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

Proposal Number 7136

Date 7/24/2026 **Expires** 8/23/2026

Salesperson Scott Nibblett

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

Sub Total \$355.00

Total This Proposal \$355.00

Recurring Charges

Description	Monthly Amount	Frequency
CELL FIRE DIALER	\$52.43	Monthly
Total Recurring Monthly Amount:		\$52.43 \$49.50



Absolute Security Group
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410-860-0620
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Proposal

Client Information

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

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

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Date Approved



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

Proposal

Client Information

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

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

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

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

Recurring Charges

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



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

Proposal

Client Information

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

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

ABSOLUTE SECURITY GROUP, LLC.

SUBSCRIBER:

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Date Approved



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

Proposal**Client Information**

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

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

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

Sub Total \$355.00

Sales Tax \$0.00

Total This Proposal \$355.00

Recurring Charges

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



Absolute Security Group
618 Beam Street, Unit #2
Salisbury, MD 21801
410-860-0620
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Proposal

Client Information

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

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

ABSOLUTE SECURITY GROUP, LLC.

SUBSCRIBER:

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Proposal

Client Information

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

Proposal Number 7131

Date 7/24/2026 **Expires** 8/23/2026

Salesperson Steve Smith

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

Sub Total \$405.00

Total This Proposal \$405.00

Recurring Charges

Description	Monthly Amount	Frequency
ALARM.COM INTERACTIVE MONITORING	\$38.52	Monthly
Total Recurring Monthly Amount:		\$38.52 \$36.80



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Proposal

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Worcester County Roads Division-Burg
10146 North Main St. Ext.
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Proposal Number 7131
Date 7/24/2026 **Expires** 8/23/2026
Salesperson Steve Smith

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DATE

PRIMARY PHONE

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VA: ____ MD: ____ DE: ____

ABSOLUTE SECURITY GROUP CORPORATE APPROVAL:

Please print name here

Please sign name here

Date Approved



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

Proposal**Client Information**

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

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

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

Sub Total \$405.00

Total This Proposal \$405.00

Recurring Charges

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



Absolute Security Group
618 Beam Street, Unit #2
Salisbury, MD 21801
410-860-0620
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Proposal

Client Information

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

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

ABSOLUTE SECURITY GROUP, LLC.

SUBSCRIBER:

SECURITY CONSULTANT

ACCEPTED BY

TITLE

EMAIL

DATE

DATE

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VA: _____ MD: _____ DE: _____

ABSOLUTE SECURITY GROUP CORPORATE APPROVAL:

Please print name here

Please sign name here

Date Approved



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

Proposal

Client Information

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

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

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

Sub Total \$355.00

Total This Proposal \$355.00

Recurring Charges

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



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

Proposal

Client Information

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

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

ABSOLUTE SECURITY GROUP, LLC.

SUBSCRIBER:

SECURITY CONSULTANT

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VA: _____ MD: _____ DE: _____

ABSOLUTE SECURITY GROUP CORPORATE APPROVAL:

Please print name here

Please sign name here

Date Approved



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

Proposal**Client Information**

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

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

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

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

Recurring Charges

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



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

Proposal

Client Information

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

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

ABSOLUTE SECURITY GROUP, LLC.

SUBSCRIBER:

SECURITY CONSULTANT

ACCEPTED BY

TITLE

EMAIL

DATE

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VA: ____ MD: ____ DE: ____

ABSOLUTE SECURITY GROUP CORPORATE APPROVAL:

Please print name here

Please sign name here

Date Approved



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

Proposal**Client Information**

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

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

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

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

Recurring Charges

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



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

Proposal

Client Information

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

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

ABSOLUTE SECURITY GROUP, LLC.

SUBSCRIBER:

SECURITY CONSULTANT

ACCEPTED BY

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VA: _____ MD: _____ DE: _____

ABSOLUTE SECURITY GROUP CORPORATE APPROVAL:

Please print name here

Please sign name here

Date Approved



Addendum to Absolute Security Group Commercial Contract

August 7, 2026

Prepared by: Ashley Layfield

RE: Multi Location, Rate Lock and Terms

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

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

Burg \$36.00 Fire \$49.00

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

Burg \$36.00 Fire \$49.00

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

Burg \$36.00 Fire \$49.00

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

Burg \$36.00 Fire \$49.00

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

Burg \$ 36.00 Fire \$49.00 Sewar Alarm \$36.00

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

Burg \$36.00 Fire \$49.00

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

Burg \$36.00 Fire \$49.00

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

Burg & Fire \$49.00

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

Burg \$36.00 Fire \$49.00

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

Burg \$36.00 Fire \$49.00

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

Burg \$36.00

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

Burg \$36.00 Fire \$49.00

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

Burg \$36.00 Fire \$49.00

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

Burg & Fire \$49.00

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

Burg \$36.00 Fire \$49.00

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

Burg \$36.00 Fire \$49.00

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

Burg & Fire \$49.00

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

Burg & Fire \$49.00

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

Burg \$36.00 Fire \$49.00

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

Burg \$36.00

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

Burg & Fire \$49.00

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

Burg & Fire \$49.00

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

Burg & Fire \$49.00

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

Fire \$36.00

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

Burg \$36.00

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

Fire \$49.00

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

Burg \$36.00 Fire \$49.00

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

Burg & Fire \$49.00

Worcester County Roads: 2152 Groton Rd Pocomoke, MD 21851

Burg \$36.00 Fire \$49.00

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

Burg \$36.00 Fire \$49.00

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

Burg \$36.00

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

Burg \$36.00

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

Burg \$36.00

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

Burg \$36.00

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

Burg \$36.00

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

Burg \$36.00

Contractor: _____

Subscriber: _____

Date: _____

Date: _____



Alarm Monitoring Contract

Addendum to Absolute Security Group Commercial Contract

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

Absolute Security Group, Inc. and Worcester County agree the original term of the contract shall be for a two (2) year period. At the end of the two (2) year the contract will renew for ~~two (2) year~~ one (1) year Worcester County's option. Rate lock will be for five (5) year period. Rates are as followed: cell \$36.00 & 49.00, landline \$25.00.

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

Burg \$25.00 Fire \$25.00

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

Burg \$25.00 Fire \$25.00

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

Burg \$25.00 Fire \$25.00

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

Burg \$25.00 Fire \$25.00

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

Burg \$ 25.00 Fire \$25.00 Sewar Alarm \$25.00

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

Burg \$25.00 Fire \$25.00

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

Burg \$25.00 Fire \$25.00

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

Burg & Fire \$49.00

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

Burg \$25.00 Fire \$25.00
 Worcester County Pocomoke Serv Cntr: 400B Walnut St Pocomoke City, MD 21851
 Burg \$25.00 Fire \$25.00
 Worcester County Electronic Service Shop: 100 Belt St Snow Hill, MD 21863
 Burg \$36.00
 Worcester County Commission on Aging: 4767 Snow Hill Rd Snow Hill, MD 21863
 Burg \$25.00 Fire \$25.00
 Worcester County Recreation Dept: 6030 Public Landing Rd Snow Hill, MD 21863
 Burg \$25.00 Fire \$25.00
 Worcester County Animal Control: 6207 Timmons Rd Snow Hill, MD 21863
 Burg & Fire \$25.00
 Worcester County Fire Training Center: 6743 Central Site Lane Newark, MD 21841
 Burg \$36.00 Fire \$49.00
 Worcester County Roads Division: 10146 N Main St Ext. Berlin, MD 21811
 Burg \$25.00 Fire \$49.00
 Worcester County Dept of Public Works Storage: 6064 Worcester Hwy Snow Hill, MD 21863
 Burg & Fire \$25.00
 Worcester County Senior Center Northern: 10129 Old Ocean City Blvd Berlin, MD 21811
 Burg & Fire \$49.00
 Worcester County States Attorney: 106 Franklin St Snow Hill, MD 21863
 Burg \$25.00 Fire \$25.00
 Worcester County Welcome Center: 144 Ocean Hwy Pocomoke, MD 21851
 Burg \$25.00
 Worcester County Dental Clinic: 107 Williams St Berlin, MD 21811
 Burg & Fire \$25.00
 Worcester County Health Dept & Youth Cntr: 4 Caroline St Ocean City, MD 21842
 Burg & Fire \$25.00
 Worcester County Bank St Bldg: 301-305 Banks St Snow Hill, MD 21863
 Burg & Fire \$25.00
 Worcester County Government Center: 1 W Market St Snow Hill, MD 21863

Fire \$25.00

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

Burg \$25.00

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

Fire \$49.00

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

Burg & Fire \$49.00 Open/close Reports \$15.00

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

Burg & Fire \$49.00

Worcester County Roads: 2152 Groton Rd Pocomoke, MD 21851

Burg \$36.00 Fire \$49.00

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

Burg \$36.00 Fire \$49.00

Contractor:

Date:

Subscriber:

Date:



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

- General:** The Contractor does hereby warrant and sell to the Subscriber and the Subscriber does hereby purchase the following:
- See "Alarm Installation Schedule" dated , incorporated herein by reference for a description of the equipment.
 - Warranty:** 1 year parts, 90 days labor. Further, the Contractor agrees to install or cause to be installed the detection equipment hereinabove described. Subscriber is purchasing a detection system, not a protection system.
- 2. Monitoring Service:** Monitoring service consists solely of monitoring service/personnel communicating electronically with first responders or calling by telephone the telephone numbers supplied by you or dealer in writing for the police, sheriff, fire, medical, ambulance, guard, patrol, and response services, and other governmental, quasi-governmental, private or volunteer agencies, departments and organizations (collectively "first responders") and persons identified by you as your emergency contacts (the "call list") within a reasonable period of time under the circumstances at the monitoring facility and the priority of the signals which are identified in writing ("listed codes") or video images which, in the operator's sole and absolute discretion, clearly and conspicuously reveal the necessity for monitoring services appear on the operator's computer screen at the monitoring facility or when voice communication requesting assistance is received by an operator from you or from the premises (collectively "monitoring services"). No monitoring service shall be rendered for voice communication which does not request assistance or for video images which do not clearly and conspicuously reveal the necessity for monitoring service. In the event a signal (the "unlisted code policy"). If the premises is located in a jurisdiction requiring a personal verified on-site response ("verified response") prior to dispatching a first responder, it is your sole responsibility to engage a service to provide such verified response. All fees, costs and expenses in connection with verified response shall be borne by you only. Notwithstanding anything contained herein to the contrary, (A) upon receipt of a listed code or video images and prior to communicating electronically or by telephone to first responders or the call list, company may, in its sole and absolute discretion and without any liability, attempt to telephone the premises or attempt to contact you through telephone; electronic mail, text message, or other similar means of communication at numbers or addresses provided by you or dealer in writing, as frequently as company deems appropriate to verify the necessity to report the receipt of a listed code or video images to first responders or the call list, and (B) upon the receipt of an abort code or oral or electronic advice to disregard the receipt of a listed code or video images from you or any of your personal contacts on the call list, all of whom have your authority and consent to direct company in disregard receipt of a listed code, company may, in its sole and absolute discretion and without any liability, refrain from contacting first responders or the call list or advise anyone previously notified of a listed code or video images of receipts of an abort code or oral or electronic advice to disregard the receipt of the listed code or video images. Company's efforts to notify first responders or the call list shall be satisfied by advice electronically or by telephone to any person answering the telephone at the telephone number(s) provided to company in writing or by leaving a message with a telephone answering service or any mechanical, electrical, electronic or other technology permitting the recording of voice or data communications. You acknowledge and agree that (i) all software, hardware, firmware, codes, signals, audio and voice communications, video images, information and documentation arising out of or from, in connection with, related to, as a consequence of or resulting from this agreement or the services (collectively, the "IP property") are the sole and exclusive property of company and you have no rights whatsoever in any of the IP property, and (ii) company shall have the right in its sole and absolute discretion to destroy, delete, erase, etc. (collectively, "destruction") the IP property at any time without notice to you; provided, that upon your written request to retain any specific IP property being received by company prior to the destruction of the IP property, company shall use commercially reasonable efforts to store the specific IP property as requested by you on the condition precedent that you pay all fees, costs and expenses related to your request.
- 3. Location:** The Contractor agrees to perform the installation of the equipment in the premises of the Subscriber at . See attached addendum for terms & pricing.
- The subscriber represents that it is the owner, or has the full authority of the owner of the premises to permit the installation and connection of such system(s), and will produce, upon Contractor's request, proof of such authority of owner.
- 4. Subscriber hereby agrees to pay to Contractor, its successors or assigns, for the installation and sale of equipment hereby, the sum of Dollars (\$), payable as follows: \$ upon execution of this Agreement, \$ upon completion of installation, and the balance of \$ payable in equal monthly consecutive payments of \$. The first such payment is to be made days after completion of installation. Subscriber further agrees to pay to the Contractor, as an operating and service charge, the sum of Dollars (\$), per month, payable quarterly (every 3 months), in advance, with the first such payment due upon the completion of installation, and subsequent like payments to be paid every three (3) months thereafter, for a period of five (5) years from the date such system is operative, which five (5) year period shall be the term hereof, which term shall be extended as provided herein. At the end of the original term of this Agreement, any extension thereof, this Agreement shall be terminable by either party, upon giving them (30) days written notice, prior to the end of said original term of extension, to the effect to the other party by registered mail. Lacking such notice, this Agreement shall automatically be renewed for successive periods of five (5) years until such notice is given. Notwithstanding any other terms and conditions set forth herein, after the expiration of one (1) year from the date of completion and installation, the Contractor, at its sole discretion, may increase the charges for monitoring and service not to exceed 20% per year, upon giving the Subscriber ten (10) days' notice thereof in writing. The Contractor shall have the right, at any time, to increase the monthly charges to be used by the Subscriber and as provided for herein, to reflect any increase, fees, or charges which may be imposed by any utility or governmental agency.**
- 5. Agreement:** This agreement covers all Worcester County Facilities Monitored by Contractor
- 6. Installation:** The Subscriber does hereby authorize and empower the Contractor, its agents or assigns, to enter upon the premises of the Subscriber to install or cause to be installed the equipment sold hereby understanding that all priced materials include limited labor for installation and specified herein, including connections necessary to transmit the necessary signals from the premises of the Subscriber. Central station signals are transmitted over telephone company lines which are wholly beyond the control and jurisdiction of the Contractor and which are maintained and serviced by the applicable telephone company or utility.
- 7. Errors in Installation:** The Subscriber covenants and agrees that it shall examine the installation of the equipment sold hereby upon completion of the installation. Further, the Subscriber does covenant and agree that it is the Subscriber's duty to test the equipment immediately subsequent to installation. Any error or omission in the installation of the system by the Contractor, including but not limited to failure to wire points of detection, must be called to the attention of the Contractor by the Subscriber in writing within ten (10) days of completion of installation. Upon the expiration of the said ten (10) days, the installation and the detection provided shall be deemed accepted by the Subscriber.
- 8. Assentment By Subscriber:** This Agreement cannot and shall not be assigned by the Subscriber except upon the express written consent of the Contractor.
- 9. Delay in Installation:** Contractor assumes no liability for delays in the installation of the system, or for interruption of services due to strikes, riots, floods, fire, acts of God, or any cause beyond the reasonable control of Contractor, and the Contractor will not be required to render to the Subscriber while interruption of service, due to such causes, shall continue.
- 10. Contractor's Liability:** The Subscriber understands that the Contractor is not the manufacturer of the equipment subject to this transaction, and further, the Subscriber understands that the Contractor purchases its equipment from various sources and suppliers. With the aforesaid in mind, the Contractor agrees to correct any and all defects in workmanship or materials which may develop under proper and normal use during the warranty period hereof beginning from the completion of installation by repair or replacement of the defective part(s) as long as said parts and/or equipment are available from the manufacturer, and such correction shall constitute a fulfillment of the Contractor's liability with respect to such system. The Contractor reserves the right to use reconditioned or re-manufactured parts, and any replacement parts shall be warranted only for the unexpired portion of the term hereof. THE AFORESAID WARRANTY IS EXCLUSIVE, AND IS IN LIEU OF, AND SUPERSEDES, ALL OTHER WARRANTIES, NO WARRANTIES, WHETHER STATUTORY, EXPRESS OR IMPLIED, INCLUDING, BUT NOT LIMITED TO, THOSE OF MERCHANTABILITY, FITNESS FOR ANY PARTICULAR PURPOSE, AND FREEDOM FROM INFRINGEMENT OR THE LIKE, OTHER THAN AS SPECIFIED IN THIS AGREEMENT, SHALL APPLY TO THE EQUIPMENT FURNISHED HEREUNDER. THE CONTRACTOR DOES NOT REPRESENT OR WARRANT THAT THE SYSTEM SOLD HEREBY MAY NOT BE COMPROMISED OR CIRCUMVENTED OR THAT THE SYSTEM WILL PREVENT ANY LOSS BY BURGLARY, HOLD-UP, FIRE OR OTHERWISE, OR THAT THE SYSTEM WILL IN ALL CASES PROVIDE THE DETECTION FOR WHICH IT IS INSTALLED OR INTENDED. THE SUBSCRIBER ACKNOWLEDGES THE FOLLOWING THAT THE CONTRACTOR IS NOT AND CANNOT BE AN INSURER, AND THAT THE SUBSCRIBER ASSUMES ALL RISK OF LOSS OR DAMAGE TO THE SUBSCRIBER'S PREMISES OR TO ITS CONTENTS.
- 11. Services and Repairs:** This agreement shall not cover the making of any repairs, the performance of any labor or the furnishing of any material where such repair or replacement is caused by accident, negligence or abuse, including, but not limited to, improperly closed accesses, torn or damaged foil, or from lightning, storm or water damage, or any other cause originating outside of the equipment. The Subscriber hereby authorizes and empowers the Contractor, its agents or assigns, to service or maintain the aforesaid equipment sold hereby and to make any necessary inspections, tests, and repairs as required. All repairs necessitated by ordinary wear and tear shall be at the Subscriber's expense.

READ FRONT AND BACK CAREFULLY BEFORE SIGNING

Contractors:

(Seal) Date:

Subscriber:

(Seal) Date _____

- IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed on the day and the year first above written. If a corporation is executing this Agreement, said execution must be accomplished by an authorized corporate representative as an act and deed of the corporation.
- IF THIS IS A RESIDENTIAL TRANSACTION, YOU THE BUYER MAY CANCEL THIS TRANSACTION ANY TIME PRIOR TO MIDNIGHT OF THE THIRD BUSINESS DAY AFTER THE DATE OF THIS TRANSACTION.

6/25/2025
6/25/25

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 25, 2026
SUBJECT: Upgrade of Alarm System Communications

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

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

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

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

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

Please let me know if there are any questions.

Attachments

Cc: Kim Reynolds
Jana Potvin
Michael Hutchinson



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

Proposal

Client Information

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

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

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

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

Recurring Charges

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



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

Proposal

Client Information

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

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

ABSOLUTE SECURITY GROUP, LLC.

SUBSCRIBER:

SECURITY CONSULTANT

ACCEPTED BY

TITLE

EMAIL

DATE

DATE

PRIMARY PHONE

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VA: _____ MD: _____ DE: _____

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Date Approved



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

Proposal**Client Information**

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

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

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

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

Recurring Charges

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



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

Proposal

Client Information

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

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

ABSOLUTE SECURITY GROUP, LLC.

SUBSCRIBER:

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

Proposal**Client Information**

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

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

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

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

Recurring Charges

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



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

Proposal

Client Information

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

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

ABSOLUTE SECURITY GROUP, LLC.

SUBSCRIBER:

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Date Approved



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

Proposal**Client Information**

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

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

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

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

Recurring Charges

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



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

Proposal

Client Information

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

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

ABSOLUTE SECURITY GROUP, LLC.

SUBSCRIBER:

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Date Approved



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

Proposal**Client Information**

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

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

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

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

Recurring Charges

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



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

Proposal

Client Information

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

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

ABSOLUTE SECURITY GROUP, LLC.

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VA: ____ MD: ____ DE: ____

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Date Approved



**Absolute
Security**

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

Proposal

Client Information

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

Proposal Number 7128

Date 7/24/2026 **Expires** 8/23/2026

Salesperson Steve Smith

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

Sub Total \$405.00

Total This Proposal \$405.00

Recurring Charges

Description	Monthly Amount	Frequency
ALARM.COM INTERACTIVE MONITORING	\$38.52	Monthly
Total Recurring Monthly Amount:	\$38.52 \$26.00	



**Absolute
Security**
GROUP, LLC

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

Proposal

Client Information

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

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

ABSOLUTE SECURITY GROUP, LLC.

SUBSCRIBER:

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TITLE

EMAIL

DATE

DATE

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

Proposal

Client Information

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

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

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

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

Recurring Charges

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



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

Proposal

Client Information

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

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

ABSOLUTE SECURITY GROUP, LLC.

SUBSCRIBER:

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VA: _____ MD: _____ DE: _____

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Please print name here

Please sign name here

Date Approved



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

Proposal**Client Information**

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

Proposal Number 7118

Date 7/23/2026 **Expires** 8/22/2026

Salesperson Ashley Layfield

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

Sub Total \$355.00

Sales Tax \$0.00

Total This Proposal \$355.00

Recurring Charges

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



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

Proposal

Client Information

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

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

ABSOLUTE SECURITY GROUP, LLC.

SUBSCRIBER:

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VA: _____ MD: _____ DE: _____

ABSOLUTE SECURITY GROUP CORPORATE APPROVAL:

Please print name here

Please sign name here

Date Approved



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

Proposal

Client Information

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

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

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

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

Recurring Charges

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



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

Proposal

Client Information

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

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

ABSOLUTE SECURITY GROUP, LLC.

SUBSCRIBER:

SECURITY CONSULTANT

ACCEPTED BY

TITLE

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VA: _____ MD: _____ DE: _____

ABSOLUTE SECURITY GROUP CORPORATE APPROVAL:

Please print name here

Please sign name here

Date Approved



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

Proposal**Client Information**

Worcester County Health Department
9730 Healthway Drive
Berlin, MD 21811

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

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

Sub Total \$405.00

Total This Proposal \$405.00

Recurring Charges

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



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

Proposal

Client Information

Worcester County Health Department
9730 Healthway Drive
Berlin, MD 21811

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

ABSOLUTE SECURITY GROUP, LLC.

SUBSCRIBER:

SECURITY CONSULTANT

ACCEPTED BY

TITLE

EMAIL

DATE

DATE

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VA: _____ MD: _____ DE: _____

ABSOLUTE SECURITY GROUP CORPORATE APPROVAL:

Please print name here

Please sign name here

Date Approved



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

Proposal**Client Information**

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

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

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

Sub Total \$355.00

Total This Proposal \$355.00

Recurring Charges

Description	Monthly Amount	Frequency
CELL FIRE DIALER	\$52.43 \$29.00	Monthly
Total Recurring Monthly Amount:		\$52.43



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

Proposal

Client Information

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

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

ABSOLUTE SECURITY GROUP, LLC.

SUBSCRIBER:

SECURITY CONSULTANT

ACCEPTED BY

TITLE

EMAIL

DATE

DATE

PRIMARY PHONE

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

Proposal**Client Information**

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

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

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

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

Recurring Charges

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



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

Proposal

Client Information

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

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

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

Proposal

Client Information

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

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

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

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

Recurring Charges

Description	Monthly Amount	Frequency
CELL FIRE DIALER	\$52.43 <i>\$49.00</i>	Monthly
Total Recurring Monthly Amount:		\$52.43



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

Proposal

Client Information

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

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

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Absolute Security Group
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Salisbury, MD 21801
410-860-0620
www.absolutesecuritygroup.com

Proposal

Client Information

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

Proposal Number 7130

Date 7/24/2026 **Expires** 8/23/2026

Salesperson Scott Nibblett

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

Sub Total \$355.00

Total This Proposal \$355.00

Recurring Charges

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



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618 Beam Street, Unit #2
Salisbury, MD 21801
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Proposal

Client Information

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

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

ABSOLUTE SECURITY GROUP, LLC.

SUBSCRIBER:

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Salisbury, MD 21801
410-860-0620
www.absolutesecuritygroup.com

Proposal**Client Information**

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

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

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

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

Recurring Charges

Description	Monthly Amount	Frequency
ALARM.COM INTERACTIVE MONITORING	\$38.52 <i>\$36.00</i>	Monthly
Total Recurring Monthly Amount:		\$38.52



Absolute Security Group
618 Beam Street, Unit #2
Salisbury, MD 21801
410-860-0620
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Proposal**Client Information**

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

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

ABSOLUTE SECURITY GROUP, LLC.**SUBSCRIBER:**

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Absolute Security Group
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 410-860-0620
 www.absolutesecuritygroup.com

Proposal

Client Information

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

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

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

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

Recurring Charges

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



Absolute Security Group
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Salisbury, MD 21801
410-860-0620
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Proposal

Client Information

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

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

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Absolute Security Group
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Salisbury, MD 21801
410-860-0620
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Proposal

Client Information

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

Proposal Number 7141

Date 7/24/2026 **Expires** 8/23/2026

Salesperson Steve Smith

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

Sub Total \$405.00

Total This Proposal \$405.00

Recurring Charges

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



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Proposal

Client Information

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

Proposal Number 7141

Date 7/24/2026 **Expires** 8/23/2026

Salesperson Steve Smith

ABSOLUTE SECURITY GROUP, LLC.

SUBSCRIBER:

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

Proposal

Client Information

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

Proposal Number 7140

Date 7/24/2026 **Expires** 8/23/2026

Salesperson Steve Smith

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

Sub Total \$355.00

Total This Proposal \$355.00

Recurring Charges

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



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Salisbury, MD 21801
410-860-0620
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Proposal

Client Information

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

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

ABSOLUTE SECURITY GROUP, LLC.

SUBSCRIBER:

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

Proposal

Client Information

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

Proposal Number 7139

Date 7/24/2026 **Expires** 8/23/2026

Salesperson Steve Smith

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

Sub Total \$355.00

Total This Proposal \$355.00

Recurring Charges

Description	Monthly Amount	Frequency
CELL FIRE DIALER	\$52.43	Monthly
Total Recurring Monthly Amount:		\$52.43 \$119.00



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618 Beam Street, Unit #2
Salisbury, MD 21801
410-860-0620
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Proposal

Client Information

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

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

ABSOLUTE SECURITY GROUP, LLC.

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

Proposal

Client Information

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

Proposal Number 7135

Date 7/24/2026 **Expires** 8/23/2026

Salesperson Scott Nibblett

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

Sub Total \$405.00

Total This Proposal \$405.00

Recurring Charges

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



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Salisbury, MD 21801
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Proposal

Client Information

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

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

ABSOLUTE SECURITY GROUP, LLC.

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VA: ____ MD: ____ DE: ____

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

Proposal

Client Information

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

Proposal Number 7136

Date 7/24/2026 **Expires** 8/23/2026

Salesperson Scott Nibblett

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

Sub Total \$355.00

Total This Proposal \$355.00

Recurring Charges

Description	Monthly Amount	Frequency
CELL FIRE DIALER	\$52.43	Monthly
Total Recurring Monthly Amount:		\$52.43 \$49.50



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

Proposal

Client Information

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

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

ABSOLUTE SECURITY GROUP, LLC.

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

Proposal**Client Information**

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

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

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

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

Recurring Charges

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



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618 Beam Street, Unit #2
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410-860-0620
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Proposal

Client Information

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

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

ABSOLUTE SECURITY GROUP, LLC.

SUBSCRIBER:

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

Proposal**Client Information**

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

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

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

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

Recurring Charges

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



Absolute Security Group
618 Beam Street, Unit #2
Salisbury, MD 21801
410-860-0620
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Proposal

Client Information

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

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

ABSOLUTE SECURITY GROUP, LLC.

SUBSCRIBER:

SECURITY CONSULTANT

ACCEPTED BY

TITLE

EMAIL

DATE

DATE

PRIMARY PHONE

THIS DOCUMENT CONTAINS PROPRIETARY INFORMATION AND THEREFORE SHOULD BE TREATED AS CONFIDENTIAL. IT SHALL NEITHER BE DUPLICATED NOR DISCLOSED TO ANY PERSON OR PERSONS OUTSIDE OF ABSOLUTE SECURITY GROUP, INC OR THE COMPANY TO WHICH I HAS BEEN PROVIDED. IT CANNOT BE COPIED, REPRODUCED, OR DISSEMINATED WITHOUT THE EXPRESSED WRITTEN CONSENT OF ABSOLUTE SECURITY GROUP, INC. ALL ELEMENTS OF SYSTEM DESIGN, ALTERATION, ADDITION OR CHANGE IS THE SOLE PROPERTY OF ABSOLUTE SECURITY GROUP, INC. THE INFORMATION IS TO BE USED EXCLUSIVELY BY THE ORANIZATION/INDIVIDUAL TO WHOM IT WAS DIRECTED FOR THE PURPOSES OF MAKING AN INFORMED DECISION DURING THE EVALUATION OF THE PROPOSAL AND ANY AGREEMENT WHICH MAY RESULT THERE FROM.

VA: _____ MD: _____ DE: _____

ABSOLUTE SECURITY GROUP CORPORATE APPROVAL:

Please print name here

Please sign name here

Date Approved



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

Proposal**Client Information**

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

Proposal Number 7131

Date 7/24/2026 **Expires** 8/23/2026

Salesperson Steve Smith

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

Sub Total \$405.00

Total This Proposal \$405.00

Recurring Charges

Description	Monthly Amount	Frequency
ALARM.COM INTERACTIVE MONITORING	\$38.52	Monthly
Total Recurring Monthly Amount:		\$38.52 \$36.50



**Absolute
Security**

Powered by Zeus

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

Proposal

Client Information

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

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

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VA: ____ MD: ____ DE: ____

ABSOLUTE SECURITY GROUP CORPORATE APPROVAL:

Please print name here

Please sign name here

Date Approved



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

Proposal**Client Information**

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

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

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

Sub Total \$405.00

Total This Proposal \$405.00

Recurring Charges

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



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

Proposal

Client Information

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

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

ABSOLUTE SECURITY GROUP, LLC.

SUBSCRIBER:

SECURITY CONSULTANT

ACCEPTED BY

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VA: _____ MD: _____ DE: _____

ABSOLUTE SECURITY GROUP CORPORATE APPROVAL:

Please print name here

Please sign name here

Date Approved



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

Proposal

Client Information

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

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

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

Sub Total \$355.00

Total This Proposal \$355.00

Recurring Charges

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



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

Proposal**Client Information**

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

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

ABSOLUTE SECURITY GROUP, LLC.**SUBSCRIBER:**

SECURITY CONSULTANT

ACCEPTED BY

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VA: _____ MD: _____ DE: _____

ABSOLUTE SECURITY GROUP CORPORATE APPROVAL:

Please print name here

Please sign name here

Date Approved



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

Proposal**Client Information**

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

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

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

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

Recurring Charges

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



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

Proposal

Client Information

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

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

ABSOLUTE SECURITY GROUP, LLC.

SUBSCRIBER:

SECURITY CONSULTANT

ACCEPTED BY

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DATE

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ABSOLUTE SECURITY GROUP CORPORATE APPROVAL:

Please print name here

Please sign name here

Date Approved



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

Proposal

Client Information

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

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

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

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

Recurring Charges

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



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

Proposal

Client Information

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

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

ABSOLUTE SECURITY GROUP, LLC.

SUBSCRIBER:

SECURITY CONSULTANT

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VA: _____ MD: _____ DE: _____

ABSOLUTE SECURITY GROUP CORPORATE APPROVAL:

Please print name here

Please sign name here

Date Approved



Addendum to Absolute Security Group Commercial Contract

August 7, 2026

Prepared by: Ashley Layfield

RE: Multi Location, Rate Lock and Terms

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

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

Burg \$36.00 Fire \$49.00

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

Burg \$36.00 Fire \$49.00

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

Burg \$36.00 Fire \$49.00

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

Burg \$36.00 Fire \$49.00

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

Burg \$ 36.00 Fire \$49.00 Sewar Alarm \$36.00

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

Burg \$36.00 Fire \$49.00

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

Burg \$36.00 Fire \$49.00

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

Burg & Fire \$49.00

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

Burg \$36.00 Fire \$49.00

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

Burg \$36.00 Fire \$49.00

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

Burg \$36.00

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

Burg \$36.00 Fire \$49.00

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

Burg \$36.00 Fire \$49.00

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

Burg & Fire \$49.00

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

Burg \$36.00 Fire \$49.00

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

Burg \$36.00 Fire \$49.00

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

Burg & Fire \$49.00

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

Burg & Fire \$49.00

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

Burg \$36.00 Fire \$49.00

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

Burg \$36.00

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

Burg & Fire \$49.00

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

Burg & Fire \$49.00

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

Burg & Fire \$49.00

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

Fire \$36.00

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

Burg \$36.00

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

Fire \$49.00

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

Burg \$36.00 Fire \$49.00

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

Burg & Fire \$49.00

Worcester County Roads: 2152 Groton Rd Pocomoke, MD 21851

Burg \$36.00 Fire \$49.00

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

Burg \$36.00 Fire \$49.00

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

Burg \$36.00

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

Burg \$36.00

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

Burg \$36.00

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

Burg \$36.00

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

Burg \$36.00

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

Burg \$36.00

Contractor: _____

Subscriber: _____

Date: _____

Date: _____



Alarm Monitoring Contract

Addendum to Absolute Security Group Commercial Contract

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

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

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

Burg \$25.00 Fire \$25.00

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

Burg \$25.00 Fire \$25.00

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

Burg \$25.00 Fire \$25.00

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

Burg \$25.00 Fire \$25.00

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

Burg \$ 25.00 Fire \$25.00 Sewar Alarm \$25.00

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

Burg \$25.00 Fire \$25.00

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

Burg \$25.00 Fire \$25.00

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

Burg & Fire \$49.00

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

Burg \$25.00 Fire \$25.00
 Worcester County Pocomoke Serv Cntr: 400B Walnut St Pocomoke City, MD 21851
 Burg \$25.00 Fire \$25.00
 Worcester County Electronic Service Shop: 100 Belt St Snow Hill, MD 21863
 Burg \$36.00
 Worcester County Commission on Aging: 4767 Snow Hill Rd Snow Hill, MD 21863
 Burg \$25.00 Fire \$25.00
 Worcester County Recreation Dept: 6030 Public Landing Rd Snow Hill, MD 21863
 Burg \$25.00 Fire \$25.00
 Worcester County Animal Control: 6207 Timmons Rd Snow Hill, MD 21863
 Burg & Fire \$25.00
 Worcester County Fire Training Center: 6743 Central Site Lane Newark, MD 21841
 Burg \$36.00 Fire \$49.00
 Worcester County Roads Division: 10146 N Main St Ext. Berlin, MD 21811
 Burg \$25.00 Fire \$49.00
 Worcester County Dept of Public Works Storage: 6064 Worcester Hwy Snow Hill, MD 21863
 Burg & Fire \$25.00
 Worcester County Senior Center Northern: 10129 Old Ocean City Blvd Berlin, MD 21811
 Burg & Fire \$49.00
 Worcester County States Attorney: 106 Franklin St Snow Hill, MD 21863
 Burg \$25.00 Fire \$25.00
 Worcester County Welcome Center: 144 Ocean Hwy Pocomoke, MD 21851
 Burg \$25.00
 Worcester County Dental Clinic: 107 Williams St Berlin, MD 21811
 Burg & Fire \$25.00
 Worcester County Health Dept & Youth Cntr: 4 Caroline St Ocean City, MD 21842
 Burg & Fire \$25.00
 Worcester County Bank St Bldg: 301-305 Banks St Snow Hill, MD 21863
 Burg & Fire \$25.00
 Worcester County Government Center: 1 W Market St Snow Hill, MD 21863

Fire \$25.00

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

Burg \$25.00

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

Fire \$49.00

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

Burg & Fire \$49.00 Open/close Reports \$15.00

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

Burg & Fire \$49.00

Worcester County Roads: 2152 Groton Rd Pocomoke, MD 21851

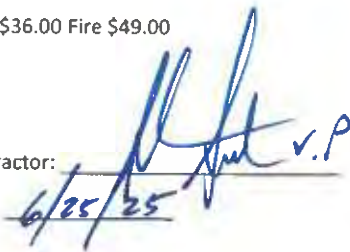
Burg \$36.00 Fire \$49.00

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

Burg \$36.00 Fire \$49.00

Contractor:

Date:

 v.P.
6/25/25

Subscriber:

Date:


6/25/2025



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

ITEM: 6

COMMERCIAL SALE

Absolute Security Group, Inc.

Fire Alarms • Burglar Alarms • Cameras • Access Control

Subscriber Contract

This Agreement entered into this 17 day of December, 2014 by and between Absolute Security Group, Inc., a body corporate of the State of Maryland (hereinafter referred to as "Contractor") and Worcester County of Snow Hill MD (hereinafter referred to as "Subscriber").

1. **General:** The Contractor does hereby bargain and sell to the Subscriber and the Subscriber does hereby purchase from the Contractor the following:
 - a. See "Alarm Installation Schedule" dated , incorporated herein by reference for a description of the equipment.
 - b. Warranty, 1 year parts; 90 days labor. Further, the Contractor agrees to install or cause to be installed the detection equipment hereinabove described. Subscriber is purchasing a detection system, not a protection system.
2. **Monitoring Service:** Monitoring service consists solely of monitoring service/personnel communicating electronically with first responders or calling by telephone the telephone numbers supplied by you or dealer in writing for the police, sheriff, fire, medical, ambulance, guard, patrol, and response services, and other governmental, quasi-governmental, private or volunteer agencies, departments and organizations (collectively "first responders") and persons identified by you as your emergency contacts (the "call list") within a reasonable period of time under the circumstances at the monitoring facility and the priority of the signals which are identified in writing ("listed codes") or video images which, in the operator's sole and absolute discretion, clearly and conspicuously reveal the necessity for monitoring services appear on the operator's computer screen at the monitoring facility or when voice communication requesting assistance is received by an operator from you or from the premises (collectively "monitoring services"). No monitoring service shall be rendered for voice communication which does not request assistance or for video images which do not clearly and conspicuously reveal the necessity for monitoring service. In the event a signal (the "unlisted code policy"). If the premises is located in a jurisdiction requiring a personal verified on-site response ("verified response") prior to dispatching a first responder, it is your sole responsibility to engage a service to provide such verified response. All fees, costs and expenses in connection with verified response shall be borne by you only. Notwithstanding anything contained herein to the contrary, (A) upon receipt of a listed code or video images and prior to communicating electronically or by telephone to first responders or the call list, company may, in its sole and absolute discretion and without any liability, attempt to telephone the premises or attempt to contact you through telephone, electronic mail, text message, or other similar means of communication at numbers or addresses provided by you or dealer in writing, as frequently as company deems appropriate to verify the necessity to report the receipt of a listed code or video images to first responders or the call list, and (B) upon the receipt of an abort code or oral or electronic advice to disregard the receipt of a listed code or video images from you or any of your personal contacts on the call list, all of whom have your authority and consent to direct company to disregard receipt of a listed code, company may, in its sole and absolute discretion and without any liability, refrain from contacting first responders or the call list or advise anyone previously notified of a listed code or video images of receipt of an abort code or oral or electronic advice to disregard the receipt of the listed code or video images. Company's efforts to notify first responders or the call list shall be satisfied by advice electronically or by telephone to any person answering the telephone at the telephone number(s) provided to company in writing or by leaving a message with a telephone answering service or any mechanical, electrical, electronic or other technology permitting the recording of voice or data communications. You acknowledge and agree that (I) all software, hardware, firmware, codes, signals, audio and voice communications, video images, information and documentation arising out of or from, in connection with, related to, as a consequence of or resulting from this agreement or the services (collectively, the "IP property") are the sole and exclusive property of company and you have no rights whatsoever in any of the IP property, and (II) company shall have the right in its sole and absolute discretion to destroy, delete, erase, etc. (collectively, "destruction") the IP property at any time without notice to you; provided, that upon your written request to retain any specific IP property being received by company prior to the destruction of the IP property, company shall use commercially reasonable efforts to store the specific IP property as requested by you on the condition precedent that you pay all fees, costs and expenses related to your request.
3. **Location:** The Contractor agrees to perform the installation of the equipment in the premises of the Subscriber at See attached addendum for terms & pricing
 The subscriber represents that it is the owner or has the full authority of the owner of the premises to permit the installation and connection of such system(s), and will produce, upon Contractor's request, proof of such authority of owner.
4. ~~Subscriber hereby agrees to pay to Contractor, on demand or assign, for the installation and sale of equipment hereby, the amount of \$10,000.00 (Ten Thousand Dollars) (\$10,000.00), payable as follows: \$5,000.00 (Five Thousand Dollars) (\$5,000.00) upon completion of said installation, and the balance of \$5,000.00 (Five Thousand Dollars) (\$5,000.00) payable in 12 equal monthly payments of \$416.67 (Four Hundred Sixty Six and 2/3 Dollars) (\$416.67) per month, payable quarterly (every 3 months), in advance, with the first said payment due upon the completion of installation and with subsequent like payments to be paid every three (3) months thereafter, for a period of five (5) years from the date such system is open service, which five (5) year period shall be the term hereof, unless terminated or extended as provided herein. At the end of the original term of this Agreement, plus any extensions thereof, this Agreement shall be terminated by their party, upon giving thirty (30) days written notice prior to the end of said original term of extension, to this effect to the other party, by registered mail. Notwithstanding such notice, this Agreement will automatically be renewed for successive periods of five (5) years until such notice is given. Notwithstanding any other terms and conditions set forth herein, upon the expiration of one (1) year from the date of completion and installation, the Contractor may, in any time, increase the charges for monitoring, said increase not to exceed 20% per year, upon giving the Subscriber ten (10) days notice thereof in writing. The Contractor shall have the right, in any time, to increase the monthly charges to be paid by the Subscriber such as provided for herein, to reflect any increase, fees, or charges which may be imposed by any utility or governmental agency.~~
5. **Agreement:** This agreement covers all Worcester County Facilities Monitored by Contractor
6. **Installation:** The Subscriber does hereby authorize and empower the Contractor, its agents or assigns, to enter upon the premises of the Subscriber to install or cause to be installed the equipment sold hereby understanding that all priced materials include limited labor for installation and specified herein, including connections necessary to transmit the necessary signals from the premises of the Subscriber. Central station signals are transmitted over telephone company lines which are wholly beyond the control and jurisdiction of the Contractor and which are maintained and serviced by the applicable telephone company or utility.
7. **Errors in Installation:** The Subscriber covenants and agrees that it shall examine the installation of the equipment sold hereby upon completion of the installation. Further, the Subscriber does covenant and agree that it is the Subscriber's duty to test the equipment immediately subsequent to installation. Any error or omission in the installation of the system by the Contractor, including but not limited to failure to wire points of detection, must be called to the attention of the Contractor by the Subscriber in writing within ten (10) days of completion of installation. Upon the expiration of the said ten (10) days, the installation and the detection provided shall be deemed accepted by the Subscriber.
8. **Assignment By Subscriber:** This Agreement cannot and shall not be assigned by the Subscriber except upon the express written consent of the Contractor.
9. **Delay in Installation:** Contractor assumes no liability for delays in the installation of the system, or for interruption of services due to strikes, riots, floods, fire, acts of God, or any cause beyond the reasonable control of Contractor, and the Contractor will not be required to render to the Subscriber while interruption of service, due to such causes, shall continue.
10. **Contractor's Liability:** The Subscriber understands that the Contractor is not the manufacturer of the equipment subject to this transaction, and further, the Subscriber understands that the Contractor purchases its equipment from various sources and suppliers. With the aforesaid in mind, the Contractor agrees to correct any and all defects in workmanship or materials which may develop under proper and normal use during the warranty period hereof beginning from the completion of installation by repair or replacement of the defective part(s) as long as said parts and/or equipment are available from the manufacturer, and such correction shall constitute a fulfillment of the Contractor's liability with respect to such system. The Contractor reserves the right to use reconditioned or re-manufactured parts, and any replacement parts shall be warranted only for the unexpired portion of the term hereof. THE FOREGOING WARRANTY IS EXCLUSIVE, AND IS IN LIEU OF, AND SUPERSEDES, ALL OTHER WARRANTIES, NO WARRANTIES, WHETHER STATUTORY, EXPRESS OR IMPLIED, INCLUDING, BUT NOT LIMITED TO, THOSE OF MERCHANTABILITY, FITNESS FOR ANY PARTICULAR PURPOSE, AND FREEDOM FROM INFRINGEMENT OR THE LIKE, OTHER THAN AS SPECIFIED IN THIS AGREEMENT, SHALL APPLY TO THE EQUIPMENT FURNISHED HEREUNDER. THE CONTRACTOR DOES NOT REPRESENT OR WARRANT THAT THE SYSTEM SOLD HEREBY MAY NOT BE COMPROMISED OR CIRCUMVENTED OR THAT THE SYSTEM WILL PREVENT ANY LOSS BY BURGLARY, HOLD-UP, FIRE OR OTHERWISE, OR THAT THE SYSTEM WILL IN ALL CASES PROVIDE THE DETECTION FOR WHICH IT IS INSTALLED OR INTENDED. THE SUBSCRIBER ACKNOWLEDGES THE FOLLOWING: THAT THE CONTRACTOR IS NOT AND CANNOT BE AN INSURER, AND THAT THE SUBSCRIBER ASSUMES ALL RISK OR LOSS OR DAMAGE TO THE SUBSCRIBER'S PREMISES OR TO ITS CONTENTS.
11. **Services and Repairs:** This agreement shall not cover the making of any repairs, the performance of any labor or the furnishing of any material where such repair or replacement is caused by accident, negligence or abuse, including, but not limited to, improperly closed accesses, torn or damaged foil, or from lightning, storm or water damage, or any other cause originating outside of the equipment. The Subscriber hereby authorizes and empowers the Contractor, its agents or assigns, to service or maintain the aforesaid equipment sold hereby and to make any necessary inspections, tests, and repairs as required. All repairs necessitated by ordinary wear and tear shall be at the Subscriber's expense.

READ FRONT AND BACK CAREFULLY BEFORE SIGNING.

Contractor: [Signature]

(Seal) Date:

Subscriber: [Signature]

(Seal) Date: 6/25/2015

COMMERCIAL SALE

12. **Subscriber To Test Equipment:** The Subscriber understands that the Contractor is not an insurer and the Subscriber shall carefully and properly set the system purchased hereby immediately prior to the closing of the premises and shall carefully test system periodically during the term of this Agreement, and to initiate a test alarm to the receiving equipment at least once a month, maintaining a log of such tests and to promptly notify Contractor of any claimed inadequacies.
13. **False Alarms and/or Service Calls:** The Subscriber agrees to pay any false alarm assessment, taxes, fees, or charges relating to the installation or service provided under this Agreement which are authorized or imposed by any governmental body or organization to whose facility the services is connected. In the event the Subscriber shall cause any excessive number of false alarms through the carelessness or negligence of the Subscriber or through the malicious or accidental use of the equipment or in the event the Subscriber shall in any manner misuse or abuse the equipment, it shall constitute a material breach of this Contract on the part of the Subscriber and the Contractor may at its option, in addition to all other legal remedies, be excused from further performance upon giving of ten (10) days' notice to the Subscriber. The Contractor's excuse from performance will not affect the Contractor's right to recover damages from the Subscriber in the event of a fine, penalty, or fee assessed against the Contractor by any governmental or municipal agency as a result of any false alarm originating from the Subscriber's premises, the Subscriber agrees to reimburse the Contractor for payment of said false alarm fine, penalty or fee upon demand.
14. **Right to Subcontract:** Company may, in its sole and absolute discretion, subcontract for the provision of services under this agreement, you agree that the provisions of this agreement inure to the benefit of an are applicable to any subcontractors engaged by company to provide any monitoring service to you, and bind you to said subcontractor with the same force and effect as they bind you to company.
15. **Default:** In the event the Subscriber shall default in the performance of any of the terms or conditions of this Agreement, including the failure to make any payment as agreed herein, the balance of the monies due to the unexpired term of this Agreement shall become immediately due and payable at the sole option of the Contractor. In addition, the Subscriber agrees to pay the Contractor all sums to which the Contractor may be entitled under law by virtue and said default. Termination of service as hereinabove set forth shall not be considered to constitute a breach by the Contractor of this Agreement or waiver of the Contractor for any such damages. **IN THE EVENT THE SUBSCRIBER SHALL BE DELINQUENT IN THE PAYMENT OF ANY MONTHLY CHARGE, THE SUBSCRIBER AGREES TO PAY THE CONTRACTOR INTEREST AT THE RATE OF ONE AND ONE-HALF PERCENT (1 1/2 %) PER MONTH BEGINNING FROM THE DATE OF SAID DELINQUENCY.** Subscriber's abandonment of the premises wherein the equipment is located shall not relieve the Subscriber of its obligations under the terms of this Agreement. In the event Subscriber fails or refuses to accept delivery or allow installation of the equipment, Contractor shall have the right to retain all sums paid prior to the Subscriber's breach, and to pursue any and all other rights available to Contractor at law or in equity. ~~In the event of default or termination, Contractor shall have the right to access Subscriber's premises to disable the monitoring function of the system, and Contractor institutes legal proceedings to gain access; Subscriber shall pay all costs and expenses associated with such legal proceedings, including but not limited to, attorney's fees and costs, costs~~
16. **Suspension or Cancellation of Service:** This Agreement may be suspended or called, without notice and without liability or penalty, at any time at the option of the Contractor. In the event the Contractor's monitoring station, connecting wires or other equipment are destroyed by fire, or other catastrophe or by any other means, or are so substantially damaged that it is impractical to continue service, or in the event the Contractor is unable either to secure or retain the connections or privileges necessary for the transmission of signals between the Subscriber's premises and the Contractor's monitoring station, or for any other reason whatsoever, including, but not limited to, the termination of business by the Contractor.
17. **Consent to Intercept, Record, Disclose and Use Contents of Communications:** You, for yourself and as the authorized agent of your family, guests, agents, servants, representatives and employees (individually and collectively, "any person"), hereby consent to company intercepting, recording, reviewing, copying, disclosing and using the contents of all telephone, video, wire, oral, electronic, internet, broadband and other forms of transmission or communication to which company and you or any person are parties.
18. **Consent to Call Subscriber and Call List:** You, for yourself and as the authorized agent of each person on your call list from time-to-time, consent to company calling each such person's cell phone or other mobile device.
19. **Company as Subcontractor:** You understand and agree that (I) the relationship between company and dealer is one of independent contractors where company is a subcontractor of dealer and not a partner or joint venturer with dealer, and (II) company shall not be liable to you, directly or indirectly, for any liability of dealer to you.
20. ~~Survival of Remedies of Actions: All suits against company or its representatives must be commenced to court within one (1) year after the cause of action has accrued, without judicial extension of time, or said suit is barred. The time period in this paragraph must be strictly complied with.~~
21. **Liquidated Damages:** It is understood and agreed by and between the parties hereto that the Contractor is not an insurer. The Subscriber acknowledges the Contractor's obligations hereunder relate solely to the installation, warranty, and monitoring of the specified equipment sold hereunder, pursuant to the terms hereof, and the Contractor is in no way obligated to insure the operation of the total system or any device of the Subscriber or to which the Contractor's system is connected. The Contractor's charges are based upon the value of the service provided for and are unrelated to the value of the Subscriber's premises. The Subscriber acknowledges that the Contractor is not assuming any risk of consequential or other damage to the Subscriber due to the Contractor's negligence or failure to perform including, but not limited to, loss or damage which may be occasioned or be caused by the improper working of any equipment or connecting circuit or by or because of the failure of an alarm to be received at the central station, or by or because of the failure to notify the police department or fire department pursuant to instructions of or agreement with the Subscriber or by or because of any delay or failure to dispatch an agent to the premises to investigate an alarm. **THE SUBSCRIBER AGREES THAT THE CONTRACTOR SHALL NOT BE LIABLE FOR LOSS OR DAMAGE DUE DIRECTLY OR INDIRECTLY TO ANY OCCURRENCE OR CONSEQUENCE THEREFROM WHICH THE SERVICE IS DESIGNED TO DETECT OR AVERT, FURTHER THE SUBSCRIBER COVENANTS AND AGREES THAT IT IS IMPRACTICAL AND EXTREMELY DIFFICULT TO FIX ACTUAL DAMAGES, IF ANY, WHICH SOLE PROXIMATELY RESULT FROM THE FAILURE ON THE PART OF THE CONTRACTOR TO PERFORM ANY OF ITS OBLIGATIONS HEREIN, OR ON THE FAILURE OF THE SYSTEM TO PROPERLY OPERATE IN THE EVENT THE CONTRACTOR SHOULD BE FOUND LIABLE FOR ANY LOSS OR DAMAGE DUE TO A FAILURE ON THE PART OF THE CONTRACTOR OR ITS SYSTEM. THE CONTRACTOR'S LIABILITY, IF ANY, SHALL BE LIMITED TO AN AMOUNT EQUAL TO ONE HALF (1/2) OF THE ANNUAL MONITORING SERVICE CHARGE PROVIDED FOR HEREIN OR TWO HUNDRED AND FIFTY DOLLARS (\$250.00), WHICHEVER IS GREATER, AS LIQUIDATED DAMAGES, AND NOT AS A PENALTY, AND THE LIABILITY SHALL BE EXCLUSIVE AND THE PROVISIONS OF THIS PARAGRAPH APPLY IN THE EVENT OF ANY DAMAGE, WHICHEVER OF CAUSE OR ORIGIN, OR RESULTING DIRECTLY OR INDIRECTLY TO ANY PERSON OR PROPERTY FROM THE PERFORMANCE OR NONPERFORMANCE OF THE OBLIGATIONS SET FORTH BY THE TERMS OF THIS AGREEMENT OR FROM THE NEGLIGENCE OF THE CONTRACTOR, ITS AGENT, OR EMPLOYEES.** ~~If subscriber wishes Contractor to assume liability in lieu of the liquidated damages as recited above, subscriber may obtain from Contractor a limitation of liability by paying an additional monthly service charge to Contractor. If subscriber elects to increase this option, a rider shall be attached to this Agreement setting forth the terms, conditions and the amount of the limited liability, and the additional monthly charge. Each rider and additional obligation shall in no way be interpreted to hold Contractor as an insurer.~~
22. **Indemnification:** Subscriber covenants and agrees that it will make no representation to third parties in contravention of the terms and conditions of this Agreement. ~~In the event any person not a party to this Agreement, shall make any claim or file a lawsuit against the Contractor alleging negligence, gross negligence, intentional conduct or strict or product liability of the part of the Contractor, its agents, servants, or employees, in the installation, maintenance, operation, or non-operation of the alarm system. The Subscriber agrees to indemnify, defend and hold the Contractor harmless from any and all claims or lawsuits including, but not limited to, the payment of damages, expenses, costs, and attorney's fees.~~
23. ~~Subcontracting: No subcontracting is permitted by Subscriber. Subscriber agrees to indemnify Contractor from and hold Contractor harmless for any and all claims, damages, expenses, costs, and attorney's fees, arising from or resulting from the Contractor's performance of the services hereunder, including but not limited to, the payment of damages, expenses, costs, and attorney's fees.~~
24. **Assignment by Contractor:** The Contractor has the right to assign this Agreement and its rights and obligations hereunder to another, and in such event, the Subscriber shall recognize such assignment and furnish the assignee with written acknowledgement that his contract is in full force and effect.
25. ~~Attorney's Fees: In the event that it will become necessary for the Contractor to institute legal proceedings to collect any monies owed by the Subscriber to the Contractor, and the Subscriber is unsuccessful in defending said action, the Subscriber shall pay to the Contractor reasonable attorney's fees, costs of collection, and all other costs.~~
26. **Modifications:** This Agreement represents the entire agreement and understanding between the parties hereto and no modification hereof is binding on either party unless signed in writing and consented to by the other party.
27. **Applicable Law:** This Agreement shall be governed by the laws of the State of Maryland to whose exclusive jurisdiction both parties hereby voluntarily submit in the event of any litigation between them. Exclusive venue will be in Worcester County, Maryland.
28. **Notices:** Notices to the parties hereto as required hereby shall be deemed received upon deposit in the United States mail, with sufficient postage, certified, to the addresses of each of the parties hereto hereinabove noted.
29. **Severability:** In the event that any of the provisions hereof shall be invalid or inoperative, all of the remaining terms and provisions shall remain in full force and effect.
30. **Waiver:** No failure or delay on the part of the Contractor or an assignee of the Contractor in exercising any right, power or privilege here, shall operate as a waiver thereof, and no singular or partial exercise thereof shall preclude any other or the exercise of any power or privilege.
31. **Headings:** The headings of the paragraphs hereof are done for convenience only, and in no way should be construed to modify or change the provisions of any other paragraph of this Agreement.

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

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

Subscriber Initials: W. Paul v. P.(Seal) Date: 6/25/2025
6/25/25

TEL: 410-632-5623
 FAX: 410-632-1753
 WEB: worcestermd.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 S. Young, P.E. Chief Administrative Officer
 Candace Savage, CGFM Deputy Chief Administrative Officer
FROM: Dallas Baker, Jr., P.E., Director *Dallas Baker Jr*
DATE: September 22, 2026
SUBJECT: Solid Waste, Recycling Over Expenditure

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

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

Please let me know if you have any questions.

cc: Kim Reynolds
 Quinn Dittrich
 David Candy
 Jana Potvin

Nanoia Recycling Equipment

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

September 16, 2026

Attention: Mr. David Candy -Solid Waste Superintendent

Worcester County Government
7091 Central Site Lane
Newark, MD 21841

Dear Mr. Candy,

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

One Excel Triple Pump –HP-1839 -	\$6781.24
One Excel Double Pump –HP-1840	\$4764.00
Oring Kit (For hoses)	\$16.75
Musc – Oil Pigs and rags.....	\$75.00
One (1) new gasket for weldment plate.....	\$115.00
Labor Two mechanics – Labor 8 hours each – total of 16 hours	\$2160.00
Travel Time hours each total.....15 hours	\$2025.00
Mileage 440 miles and tolls – 1.50 per mile.....	\$660.00
Total.....	\$16,596.99

Must have pumps back for core charge. If not the core charge is \$1000.00 on each pump
If needed of cost of the following are:

New Insert on pump	\$135.00
One new coupling for Pump.....	\$423.00
Two New Filters (OIL)	\$70.00 each.....\$140.00
Two Air Filters (Air).....	\$68.00 each.....\$136.00

Nanoia is under the impression Worcester County will supply the oil filters.

Quote is valid for 30 Days

Page Two

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

Best Regards,

Fred vonBargen

Fred vonBargen

Cell 516-761-5715

Email: FjvonBargen@nanoiabaling.com

Approved By: _____

Date: _____

Purchase Order: _____

FY2026 BUDGET ENCUMBRANCE REQUEST

A ENCUMBRANCE REQUEST-CURRENTLY APPROVED PROJECTS (UNCOMPLETED AT 6/30/26):

	Department	General Ledger Account No.	Project Description	Remaining funds to Encumber as of 6/30/26	Meeting Date Approved by Commissioners
1	Human Resources	100.1007.090.6530.040	Salary Survery with Bolton Partners	3,000	6/3/25 as part of the budget. PO 2026-00000293
2	Information Technology	100.1090.020.6130.042	BugCrowd Penetration Testing	25,000	7/21/2026 PO#2026-00000290
3	Information Technology	100.1090.020.6130.070	Enterprise Licensing and Permitting (EP&L)	735,725	9/2/2025 PO#2026-00000106
4	Other General Government	100.1090.070.6130.070	Granicus, LLC Agenda Software (PO-2026-00000065)	20,115	FY26 Budget
5	Other General Government	100.1090.070.9010.040	County-wide camera project-additions from FY26	145,900	04/03/25
6	Sheriff Office	100.1101.030.6110.190	Crime-Lite Auto Forensic Imaging System	48,905	FY26 Budget Amendment PO#2026-00000271
7	Sheriff Office	100.1101.030.9010.010	Ford Transit Van	52,053	FY26 Budget PO#2026-00000299
8	Sheriff Office	100.1101.030.9010.020	Public Safety Equipment for FY26 Vehicles	257,037	FY26 Budget - All vehicles pending upfitting
9	Sheriff Office	100.1101.040.9010.060	Shelter for Animal Control incinerator	3,400	FY26 Budget - Pending MD permits for incinerator install
10	Emergency Services	100.1102.044.9010.020	Vehicle upfitting (parts on order) for new vehicle	9,383	PO#2026-00000235
11	Emergency Services	100.1102.045.6550.125	Central Site HVAC Replacement (Parts on order)	18,730	PO#2026-00000294
12	Jail	100.1103.6550.090	Modulating Valve	3,106	PO 2026-00000295
13	Jail	100.1103.9010.060	UST Perform underground utility markout via RF/EM &GPR	2,000	PO 2026-00000241
14	Jail	100.1103.9010.060	UST Clean & Fill	17,000	PO 2026-00000303
15	DPW - Roads	100.1202.9010.010	FY25 Tandem Dump Truck - received 8/18/26 (P/O 2025-00000061)	269,991	10/1/2024
16	DPW - Roads	100.1202.9010.010	FY26 6-Wheel Dump Truck - received 8/18/26 (P/O 2026-00000146)	253,578	11/18/2025
17	Public Works Administration	100.1203.200.6530.040	Neptune 360 Meter Software Training (PO - 2025-00000136)	3,750	N/A - under \$25,000
18	Public Works Administration	100.1203.200.6530.040	Utility Location Training (PO-2026-00000250)	7,140	N/A - under \$25,000
19	Public Works Administration	100.1203.200.6530.170	Newark WTP Upgrade USDA Grant App (PO - 2025 - 00000038)	3,885	N/A - under \$25,000
20	Public Works Administration	100.1203.200.6550.020	Chemical Application for Bamboo Removal (PO - 2026 - 00000268)	1,300	N/A - under \$25,000
21	Public Works Administration	100.1203.200.6530.170	Newark WTP Upgrade EPA Grant App (PO - 2026 - 00000281)	8,900	N/A - under \$25,000
22	Public Works Administration	100.1203.200.6530.170	Utility Easement Turville Creek (2026-00000249)	600	N/A - under \$25,000
23	Public Works Administration	100.1203.200.6530.065	Berlin Landfill Gas Remediation Project (2026-00000233)	2,190	N/A - under \$25,000
24	Public Works Administration	100.1203.200.6530.065	Landfill Gas Monitoring & Reporting (2026-00000073)	18,563	N/A - under \$25,000
25	Public Works Administration	100.1801.9010.090	Riddle Farm WWTP Construction Administration (PO - 2025-00000051)	209,369	4/2/2024
26	Public Works Administration	100.1801.9010.090	Riddle Farm WWTP Emergency Bypass (PO - 2026 - 00000207)	45,026	4/2/2024
Sub-Total Part A:				\$ 2,165,646	

B ENCUMBRANCE REQUEST-OTHER (PLEASE EXPLAIN)

	Department	General Ledger Account No.	Project Description	Encumbrance \$ Request as of 6/30/26	Detailed Description
1	Jail	100.1103.9010.060	UST/AST to complete conversion	71,559	This will cover a portion of the expenses. Waiting to get estimates for the remaining stages
2	Board of Education	100.1505.200.7120.332	MSDE Private Pre-K school year 24/25 actual costs invoiced in FY26	406,663	MSDE Private Pre-K Worcester County portion of invoice.
3	Public Works Administration	100.1801.9010.090	Riddle Farm WWTP Emergency Bypass	1,934,385	Approved project as part of the budget amendment in FY26
4					

Sub-Total Part B: \$ 2,412,607

Total All Parts: \$ 4,578,253



Worcester County Office of Tourism

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

MEMORANDUM

To: Worcester County Commissioners; Weston Young, Chief Administrative Officer;
Candace Savage, Deputy CAO

CC: Kim Reynolds, Budget Officer; Lynn Wright, Senior Budget Accountant

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

Date: September 23, 2026

Re: FY27 MTDB Marketing Grant Agreement & Request for Supplemental Funding

Worcester County Tourism has received its FY27 Marketing Grant award from the Maryland Tourism Development Board (MTDB). The grant amount is **\$114,749**, which reflects a slight increase from last year's award. However, the Tourism Department budgeted \$195,000 in grant funding for FY27 which leaves a shortfall of \$80,251 from what was planned for FY27. As a result of this shortfall, I am requesting the following:

1. **Approval and signature of the FY27 MTDB Marketing Grant Agreement** (attached).
2. **Allocation of FY26 surplus county funds to cover the deficit**, to maintain our planned advertising expenditure for FY27.

As the official Destination Marketing Organization (DMO) for Worcester County, we receive annual marketing grant funds from the state to support advertising and promotional efforts. This grant is based on a formula that considers:

- The county's qualifying advertising expenditures.
- The performance of tourism-related tax revenues.
- The comparative levels of investment across other counties and DMOs in Maryland.

These funds are used exclusively for advertising efforts across digital, print, outdoor, online, television, and radio platforms, both in and out of market.

Grant Variability and Budget Impact:

Because the grant formula is performance-based and includes comparisons to other jurisdictions, the amount awarded can vary each year. Additionally, award notifications are not issued until August, after the county budget process concludes.



Worcester County Office of Tourism

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

Although Worcester County increased its advertising investment in the prior year, our actual grant award came in **less than projected**. As a result, our planned marketing activities will need to be reduced unless the funding gap can be addressed. To maintain our originally planned level of advertising and marketing for FY27 which was presented to you in our Media Plan, I respectfully request:

1. **Approval and execution of the attached FY27 MTDB Grant Agreement.**
2. **Authorization to allocate county surplus funds** to make up for the shortfall in grant funding and preserve our full marketing strategy.

Maintaining our planned marketing investment is critical to sustaining tourism growth and revenue for Worcester County. We sincerely appreciate the Commissioner's support of Visit Maryland's Coast initiatives.

**MARYLAND DEPARTMENT OF COMMERCE
MARYLAND TOURISM DEVELOPMENT BOARD**

**FY 2027 DESTINATION MARKETING ORGANIZATION
GRANT AGREEMENT**

THIS GRANT AGREEMENT (“Agreement”) is made between the Department of Commerce (“Commerce” or the “Department”), a principal department of the State of Maryland (the “State”), acting through the Maryland Tourism Development Board (“MTDB”), an agency of the Department, Worcester County Commissioners (“Grantee”) whose Federal Identification Number is 52-6001064.

RECITALS

A. Grantee has requested grant assistance from MTDB in order to undertake activities consistent with Section 4-202 of the Economic Development Article of the Maryland Code, which establishes as MTDB’s mission: “To guide, stimulate, and promote the coordinated, efficient, and beneficial development of travel and tourism in the State so that the State can derive the economic, social, and cultural benefits of travel and tourism to the fullest extent possible.”

B. Consistent with Sections 4-212, 4-213 and 4-214 of the Economic Development Article of the Maryland Code, which require MTDB to: develop an annual marketing plan; encourage, assist, and coordinate the tourism activities of local and regional promotional organizations; and spend funds for the assistance and development of tourism and travel industries in the State, MTDB has developed a policy to financially support those political subdivisions that have presented viable marketing plans that are consistent with the State’s annual tourism marketing plan. Section 4-214 further provides that the MTDB “shall set policies for spending money on tourism advertising, written and graphic materials, cooperative and matching promotional programs, and other tourism and travel developmental and promotional activities for the State; spend money of the Fund to plan, advertise, promote, assist, and develop the tourism and travel industries in the State; and beginning in Fiscal Year 2011, provide grants of not less than \$2,500,000 in total each fiscal year to destination marketing organizations for the purpose of attracting visitors to the State.”

C. MTDB has approved the award of funding assistance to Grantee, to be expended by Grantee in accordance with this Agreement and the MTDB FY 2027 Destination Marketing Organization Grant Guidelines, attached hereto and incorporated herein as Exhibit A.

THEREFORE, IN CONSIDERATION of the foregoing and the mutual promises and covenants contained in this Agreement, MTDB and Grantee agree as follows:

1. Grant. MTDB agrees to provide Grantee with funds in an amount not to exceed One Hundred Fourteen Thousand Seven Hundred Forty-Nine Dollars (\$114,749) (the “Grant” or “Grant Funds”), subject to the availability of funds for such purpose.

- a) Grant Formula: Grants are allocated using a formula that considers a \$20,000 base grant; each grantee's calendar year (CY) 2025 qualifying expenditures; the growth of those expenditures compared with the three-year average for CY 2023–CY 2025; and the growth of FY 2025 county accommodations tax revenues compared with the three-year average for FY 2023–FY 2025.
- b) Grant Term: The Agreement is in effect from July 1, 2026, to June 30, 2027.
- c) Grantees shall participate in the annual Tourism Economic Impact Report for the State of Maryland and Maryland's DMO's.

2. Purpose. Grantee may use the Grant only for the purposes and in the manner set forth in its FY 2027 Destination Marketing Organization Application Questionnaire, attached hereto and incorporated herein as Exhibit B. Grant funds are intended to supplement the Grantee's annual budget and shall not replace year-over-year budget reductions incurred by the Grantee.

3. Guidelines; Grantee Certifications.

- a) Execution of this Agreement by Grantee shall bind Grantee to all terms and conditions set forth in Exhibit A.
- b) As a material inducement to Grantor to make the Grant, Grantee hereby certifies and warrants to Grantor that (1) Grantee has all requisite power and authority to enter into this Agreement. The person whose signature is affixed to this Agreement on behalf of Grantee has been duly granted authority to sign this Agreement; (2) This Agreement has been executed and delivered by Grantee in such manner and form as to comply with all applicable laws and corporate requirements to make this Agreement the valid and legally binding act and agreement of Grantee; and (3) Grantee represents that Grantee is not in arrears with respect to the payment of any funds due and owing the State of Maryland, or any department or unit thereof, including, but not limited to, the payment of taxes and employee benefits, and that it shall not become so in arrears during the term of this Agreement.

4. Disbursement.

- a) Costs will be reimbursed at a rate of either 100% or 50% as described in Exhibit B. Any expenditure not explicitly identified in these guidelines is ineligible for reimbursement. OTD shall have the right to review and reject any expenditure deemed in its sole discretion to be ineligible.
- b) Grantee must submit all reimbursement requests no later than July 31, 2027. Disbursements of Grant Funds are subject to the continuing availability of funds for such purpose, the State's fiscal position, the Department's financial resources, and compliance with all applicable laws. The Department may, at any time, assess the State's fiscal position and the Department's financial resources and reduce the amount of undisbursed Grant

funds. If Grantee is a nonprofit entity under Section 501(c)(3), (4) or (6) of the Internal Revenue Code, the Grant Funds may be applied toward indirect costs in accordance with Section 2-208 of the State Finance and Procurement Article, Annotated Code of Maryland. Grantee shall report any Grant Funds applied to indirect costs in funding requests and financial reports submitted to Commerce.

5. Notices. All notices, requests, and consents made pursuant to this Agreement must be in writing or via email. Any communication is effective when mailed, first-class postage prepaid and/or emailed, as follows:

a) Submit completed Grant Agreement with Exhibits A, B, C (when applicable), W-9 Request for Taxpayer Identification Number and Certification (completed), and all other applicable correspondence, including but not limited to, advertising creative approval requests, reimbursement requests, invoices, qualifying expenditure reports, notices, and/or other required proof of performance via email to:

Ms. Marci Wolff Ross, Senior Assistant Director, Tourism Development
EMAIL: marci.ross@maryland.gov
Maryland Office of Tourism Development
401 East Pratt Street, 14th Floor
Baltimore, MD 21202
TEL: 443.498.3842

Peter Ayeni, Tourism Development Unit, Assistant Manager
EMAIL: peter.ayeni@maryland.gov
Maryland Office Of Tourism Development
401 East Pratt Street, 14th Floor
Baltimore, MD 21202
TEL: 443.970.4928

- b) Communications to Grantee (required):
Name: Melanie Pursel
Title: Director, Tourism and Economic Development
Address: 107 West Green St., Snow Hill, MD 21863
Phone: 410-632-3110
Email: mpursel@worcesstermd.gov
- c) Communications to Grantee (alternate):
Name: Janet Stephenson
Title: Administrative Assistant
Address: 107 West Green St., Snow Hill, MD 21863
Phone: 410-632-3110
Email: jstephenson@worcesstermd.gov

6. Amendment. This Agreement may be amended only by a written instrument executed by both parties.

7. Maryland Law. This Agreement shall be construed, interpreted, and enforced in accordance with the laws of the State of Maryland.

8. Political Contributions.

a) Grantee shall not use any Grant Funds to make contributions: to any persons who hold, or are candidates for, elected office; to any political party, organization, or action committee; or in connection with any political campaign or referendum.

b) If in any fiscal year ending during the term of this Agreement Grantee derives more than 50% of its operating funds from State funding, it shall not contribute any money or thing of value: to any persons who hold, or are candidates for, elected office; to any political party, organization, or action committee; or in connection with any political campaign or referendum.

9. Entire Agreement; Counterparts; Signatures. This Agreement, together with the Exhibits incorporated by reference, represents the complete and final understanding of the parties. No other understanding, oral or written, regarding the subject matter of this Agreement, may be deemed to exist or to bind the parties at the time of execution. This Agreement may be executed in any number of duplicate originals or counterparts, each of which such duplicate originals or counterparts shall be deemed to be an original and all taken together shall constitute one and the same instrument. Signatures provided by facsimile or other electronic means, for example, and not by way of limitation, in Adobe .PDF sent by electronic mail, shall be deemed to be original signatures.

10. Termination Prior to Expiration of Term Period. The Department and/or the State reserves the right to terminate the Agreement by written notice to Grantee if, in Grantor's sole discretion DMO Grants RR TV-Radio-Video Submission Form or judgment, (a) the purpose of the Agreement can no longer be fulfilled or met, (b) Grantee materially fails to perform its obligations under the Agreement or otherwise violates the terms of the Agreement and/or any exhibits attached thereto, or (c) it's in the best interest of the Department and/or the State to terminate. Unless such termination is due to Grantee's failure to perform its obligations or Grantee's violation of the Agreement, the Department shall disburse Grant Funds to cover the allowable expenses, as set forth in Exhibit B or elsewhere in this Agreement, incurred by Grantee prior to termination. In the event the termination is due to Grantee's failure to perform or Grantee's violation of the Agreement, the Department, at its sole discretion, may require Grantee to repay all or any portion of the disbursed Grant Funds. Nothing in this provision relieves the Grantee from liability for any and all damages caused by Grantee's failure to perform or Grantee's violation of this Agreement. To the extent allowed by applicable law, Grantee shall indemnify and hold harmless the Department for any damages, claims, costs, or expenses, including reasonable attorney's fees and court costs, due to Grantee's failure to perform and/or violations of this Agreement.

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[SIGNATURES ON FOLLOWING PAGE]

WITNESS/ATTEST:**GRANTEE:**

By: _____
 (Signature)

By: _____
 (Signature)

 (Typed Name)

 (Printed Name)

 (Title)

WITNESS:

**MARYLAND TOURISM
 DEVELOPMENT BOARD:**

 (Signature)

By: _____
 (Signature)

 (Printed Name and Title)

 (Printed Name and Title)

Date: _____

Approved for form and legal sufficiency by:

_____, Assistant Attorney General

Attachments: Exhibit A: FY 2027 DMO Grant Guidelines
 Exhibit B: FY 2027 DMO Application Questionnaire
 Exhibit C: Application Affidavit, if applicable



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

To: Worcester County Commissioners
From: Lynn Wright, Senior Budget Accountant
Date: October 13, 2026
Subject: Request to Hold a Public Hearing for the Requested Five-Year Capital Improvement Plan FY2028 to FY2032

Summary: I have attached the Requested Fiscal Year 2028 through Fiscal Year 2032 Five-Year Capital Improvement Plan.

The Requested Plan Summary by Category indicates projects totaling \$402,695,202 are requested over the five-year period. Of these projects, \$70,112,399 or 17% is proposed to come from the Assigned Funds and \$182,717,974 or 46% from General Bond Funds. The remaining portion would come from grant funds, state matching funds, state loans, user fees and enterprise bonds.

Please assess the requests for FY2028 to note if there are items in the plan that the County should further review. The FY2028 Assigned Funds request is \$28,479,637 or 28% of the capital outlay. The Bond Rating Agencies look closely at the Capital Improvement Plan as a financial planning tool for the County.

The purpose of this submission today, is to request a public hearing be held on the Requested Capital Improvement Plan on Tuesday November 17, 2026.

Fiscal Impact: Not Applicable

Funding Source: Not Applicable

Requested Action: Approve a request to hold a public hearing on 11/17/26

Alternatives:

Coordinated With:

Attachment(s): Requested CIP FY28 to FY32

Worcester County

Requested

5 Year Capital Improvement Plan
FY 2028 to FY 2032



NOTE: The proposed Capital Improvement Plan is a planning document to anticipate future financial needs of the County. Inclusion of a project in the plan does not constitute a guarantee of funding from the county. Some capital projects will be added, deleted and or amended as necessary. As with the Operating Budget, the projects for each fund have to be balanced with the resources available in that fund.

November 17, 2026

REQUESTED PLAN SUMMARY BY CATEGORY

11/17/2026

WORCESTER COUNTY FIVE YEAR CAPITAL IMPROVEMENT PLAN FY 2028 TO FY 2032 PROJECT SUMMARY

Project Category	2028	2029	2030	2031	2032	Five Year Project Cost Total	Five Year % to Total Costs	Actual Prior Years	Balance to Complete *	Total Project Cost
General Government	5,629,074	11,212,149	3,912,268	241,582	0	20,995,073	5.37%	1,024,638	0	22,019,711
Public Safety	9,032,395	67,675,000	0	0	0	76,707,395	19.63%	1,436,968	0	78,144,363
Public Works	1,500,000	1,500,000	2,000,000	2,000,000	2,000,000	9,000,000	2.30%	1,500,000	0	10,500,000
Recreation & Parks and Natural Resources	5,700,000	11,600,000	3,555,000	0	0	20,855,000	5.34%	0	0	20,855,000
Public Schools	48,415,949	51,400,403	49,936,219	39,850,525	533,904	190,137,000	48.65%	2,900,613	0	193,037,613
Community College	471,625	2,228,462	2,441,513	0	0	5,141,600	1.32%	0	0	5,141,600
Water Wastewater	11,395,000	6,382,500	8,099,900	4,345,000	6,018,400	36,240,800	9.27%	3,844,565	0	40,085,365
Solid Waste	19,500,000	0	0	585,000	11,700,000	31,785,000	8.13%	1,126,550	0	32,911,550
TOTAL	101,644,043	151,998,514	69,944,900	47,022,107	20,252,304	390,861,868	100%	11,833,334	0	402,695,202

Source of Funds	2028	2029	2030	2031	2032	Five Year Project Cost Total	Five Year % to Total Costs	Actual Prior Years	Balance to Complete *	Total Project Cost
General Fund	0	0	0	0	0	0	0%	0	0	0
Water Wastewater User Fees	1,995,000	945,000	2,595,000	3,045,000	625,000	9,205,000	2%	1,294,565	0	10,499,565
Solid Waste User Fees	4,500,000	0	0	585,000	0	5,085,000	1%	1,126,550	0	6,211,550
Grant Funds	2,100,000	6,631,000	4,130,000	850,000	700,000	14,411,000	4%	2,550,000	0	16,961,000
State Match	23,665,025	14,633,087	13,419,000	10,399,000	0	62,116,112	16%	2,565,802	0	64,681,914
State Loan	0	0	0	0	0	0	0%	0	0	0
Assigned Funds	28,479,637	22,256,289	11,976,722	2,241,582	2,000,000	66,954,230	17%	3,158,169	0	70,112,399
Private Donation	0	0	0	0	0	0	0%	0	0	0
Enterprise Bonds	22,250,000	0	4,829,900	450,000	14,393,400	41,923,300	11%	0	0	41,923,300
General Bonds	16,504,381	102,195,638	32,894,278	29,451,525	533,904	181,579,726	46%	1,138,248	0	182,717,974
Other Funding	2,150,000	5,337,500	100,000	0	2,000,000	9,587,500	2%	0	0	9,587,500
General Bonds (Re-paid through VLT)										
TOTAL	101,644,043	151,998,514	69,944,900	47,022,107	20,252,304	390,861,868	100%	11,833,334	0	402,695,202

* Balance to Complete - Years FY2033 and future

**FY 2028 TO FY 2032 SUMMARY BY PROJECT
REQUESTED**

11/17/2026

**WORCESTER COUNTY
FIVE YEAR CAPITAL IMPROVEMENT PLAN**

	FY2028	FY2029	FY2030	FY2031	FY2032	Prior Allocation	Balance To Complete	TOTAL
General Government Facilities								
Snow Hill Library Building Improvements	2,257,200					403,136		2,660,336
ERP Modernization and System Upgrade	811,125	932,331	929,243	241,582				2,914,281
Courthouse Courtroom 4/ Family Services Expansion	1,200,000	120,000				292,252		1,612,252
Courthouse Washington Street Entrance	739,129	73,913				226,100		1,039,142
Recycle Building Expansion	100,000	2,000,000				30,000		2,130,000
Pocomoke Health Department & 50 Plus Center Replacement	521,620	7,623,905	2,983,025			73,150		11,201,700
Ocean Pines Library Restroom Renovation		462,000						462,000
Total General Government Facilities	5,629,074	11,212,149	3,912,268	241,582	0	1,024,638	0	22,019,711
Public Safety								
Public Safety Logistical Storage Facility	2,684,252					1,138,248		3,822,500
Public Safety Logistical Storage Facility Classroom Addition	3,060,000							3,060,000
Outdoor Warning Siren System	2,160,143					298,720		2,458,863
Public Safety Facility	1,128,000	67,675,000						68,803,000
Total Public Safety	9,032,395	67,675,000	0	0	0	1,436,968	0	78,144,363
Public Works								
Roads- Asphalt Overlay or Pavement of County Roads	1,500,000	1,500,000	2,000,000	2,000,000	2,000,000	1,500,000		10,500,000
Total Public Works	1,500,000	1,500,000	2,000,000	2,000,000	2,000,000	1,500,000	0	10,500,000
Recreation and Parks & Natural Resources								
Northern Worcester Athletic Complex	5,700,000	5,500,000						11,200,000
Ocean City Inlet Dredging		6,100,000	3,555,000					9,655,000
Total Recreation and Parks & Natural Resources	5,700,000	11,600,000	3,555,000	0	0	0	0	20,855,000
Public Schools								
Buckingham Elementary Replacement School	35,845,125	35,729,768	1,303,166			2,741,203		75,619,262
Berlin Intermediate School	1,600,910	4,241,626	38,512,545	39,850,525	533,904	159,410	0	84,898,920
Worcester Technical High School Roof Replacement	10,969,914							10,969,914
Stephen Decatur High School Roof Replacement		11,314,009	4,000,008					15,314,017
Ocean City Elementary School Roof Replacement		115,000	6,120,500					6,235,500
Total Public Schools	48,415,949	51,400,403	49,936,219	39,850,525	533,904	2,900,613	0	193,037,613
Wor-Wic Community College								
Wor-Wic Student Success and Wellness Center	471,625	2,228,462	2,441,513					5,141,600
Total Wor-Wic	471,625	2,228,462	2,441,513	0	0	0	0	5,141,600

**FY 2028 TO FY 2032 SUMMARY BY PROJECT
REQUESTED**

11/17/2026

**WORCESTER COUNTY
FIVE YEAR CAPITAL IMPROVEMENT PLAN**

	FY2028	FY2029	FY2030	FY2031	FY2032	Prior Allocation	Balance To Complete	TOTAL
Water Wastewater								
Edgewater Acres Pump Station Replacement	2,500,000					140,000		2,640,000
Newark Transite Pipe Replacement			100,000		2,000,000			2,100,000
Ocean Pines Drinking Water Wells Rehabilitation	370,000	320,000	320,000	320,000		300,000		1,630,000
Assateague Point WWTP Replacement Liner				100,000	1,500,000			1,600,000
Landings Water Tower Rehabilitation	650,000							650,000
Landings/Assateague Point Sewer to West OC	2,000,000					36,800		2,036,800
Mystic Harbour Water to Riddle Farm		2,000,000				67,765		2,067,765
Newark Water Treatment Plant Rehabilitation	150,000	3,337,500				2,550,000		6,037,500
Ocean Pines Force Main Replacement Station N to L			1,500,000			200,000		1,700,000
Ocean Pines Wastewater Drying Beds			50,000	500,000				550,000
River Run Replacement Liner			100,000	1,500,000				1,600,000
River Run Sewer Interconnection to Ocean Pines	250,000		2,000,000			200,000		2,450,000
Mystic Harbour WTP Rehabilitation	250,000		2,300,000					2,550,000
Riddle Farm Water Treatment Plant Expansion	4,500,000							4,500,000
Ocean Pines WWTP SCADA Integration	250,000	250,000	250,000	250,000	250,000			1,250,000
Ocean Pines WWTP Tank Cleaning & Repairs	250,000	250,000	250,000	250,000	250,000	250,000		1,500,000
Assateague Point Water Meters		125,000	125,000	125,000	125,000			500,000
West OC Pump Station 1 Screen Upgrades	225,000					100,000		325,000
Bayview Estates Sewer Connection		50,000	1,029,900					1,079,900
Bali-Hi Sewer Connection		50,000	75,000	1,250,000				1,375,000
Hidden Harbor Sewer Connection				50,000	1,893,400			1,943,400
Total Water Wastewater	11,395,000	6,382,500	8,099,900	4,345,000	6,018,400	3,844,565	0	40,085,365
Solid Waste								
Landfill Gas Collection System	4,500,000					126,550		4,626,550
Landfill Cell 6 Design and Construction	15,000,000					1,000,000		16,000,000
Landfill Capping Cell 1				585,000	11,700,000			12,285,000
Total Solid Waste	19,500,000	0	0	585,000	11,700,000	1,126,550	0	32,911,550
Total CIP FY2028-2032	101,644,043	151,998,514	69,944,900	47,022,107	20,252,304	11,833,334	0	402,695,202

**FY 2028 TO FY 2032 SUMMARY BY PROJECT
REQUESTED**

11/17/2026

**WORCESTER COUNTY
FIVE YEAR CAPITAL IMPROVEMENT PLAN**

	FY2028	FY2029	FY2030	FY2031	FY2032	Prior Allocation	Balance To Complete	TOTAL
CAPITAL PROJECT SUMMARY - BY SOURCE OF FUNDS								
Source of Funds	FY2028	FY2029	FY2030	FY2031	FY2032	Prior Allocation	Balance to Complete	TOTAL
General Fund								0
Water Wastewater User Fees	1,995,000	945,000	2,595,000	3,045,000	625,000	1,294,565		10,499,565
Solid Waste User Fees	4,500,000	0		585,000		1,126,550		6,211,550
Grant Funds	2,100,000	6,631,000	4,130,000	850,000	700,000	2,550,000		16,961,000
State Match	23,665,025	14,633,087	13,419,000	10,399,000		2,565,802		64,681,914
State Loan		0						0
Assigned Funds	28,479,637	22,256,289	11,976,722	2,241,582	2,000,000	3,158,169		70,112,399
Private Donation		0						0
Enterprise Bonds	22,250,000	0	4,829,900	450,000	14,393,400			41,923,300
General Bonds	16,504,381	102,195,638	32,894,278	29,451,525	533,904	1,138,248		182,717,974
Other Funding	2,150,000	5,337,500	100,000		2,000,000			9,587,500
TOTAL	101,644,043	151,998,514	69,944,900	47,022,107	20,252,304	11,833,334	0	402,695,202

CIP Project Name: Snow Hill Library Building Improvements

Project Director (Name & Title) Jennifer Ranck, Library Director

Phone Number: 410-632-5622

Project Location: Snow Hill Library, 307 N. Washington Street, Snow Hill, MD 21863

Project Summary

This project will complete the Snow Hill Library renovations and will replace the HVAC system, install sprinkler system, and replace ceilings. (Phase one of the project is currently underway and includes plumbing and electrical upgrades as well as space reallocation. This phase is scheduled for completion in January 2027.) A new HVAC system is critical. A building system survey completed in August 2025 revealed that the current system is poorly designed and no longer operating adequately. There is no fresh air getting into the building. The Snow Hill Library houses the great majority of the library's local history collection and installing a sprinkler system will provide protection for those materials.

	FY 28	FY 29	FY 30	FY 31	FY 32	Prior Allocation	Balance to Complete	Total Project Cost
EXPENDITURES								
Engineering/Design								0
Land Acquisition								0
Site Work								0
Construction	2,257,200					403,136		2,660,336
Equipment/Furnishings								0
Other Expenditures- Please Specify								0
TOTAL	2,257,200	0	0	0	0	403,136	0	2,660,336

	FY 28	FY 29	FY 30	FY 31	FY 32	Prior Allocation	Balance to Complete	Total Project Cost
SOURCES OF FUNDS								
General Fund								0
Water Wastewater User Fees								0
Solid Waste User Fees								0
Grant Funds	1,000,000							1,000,000
State Match								0
State Loan								0
Assigned Funds	1,257,200					403,136		1,660,336
Private Donation								0
Enterprise Bonds								0
General Bonds								0
Other Funding - Please Specify								0
TOTAL	2,257,200	0	0	0	0	403,136	0	2,660,336

If this project will have operating impacts, the fields below will populate from the data that is entered on the Operating Impact Projection tab of this workbook

PROJECTED OPERATING IMPACTS	0	0	0	0	0			0
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Additional Project Information**Project: Snow Hill Library Building Improvements**

Complete the following questions:

What is the useful life of the asset/project?

Equipment replacement should last 20-25 years.

Will this project generate revenue?

The library generates some revenue through copy and fax service.

Are there any grant funds available? If so, through what agency? What is the grant deadline? How much funding will you be requesting through the grant?

Yes, the Maryland State Library Agency does have a capital grant program and has supported other library projects in Ocean City, Berlin, and Pocomoke. The grant program provides \$7.5 million annually (sometimes more) and is open to all 24 jurisdictions. Depending on the timing of this project and the capital grant program, the library can pursue a state match. Grant applications for FY 29 will be due in May 2027.

Does this project qualify for IAC funding or other state funding? If so, what is the status of the funding?

N/A

Is there a Federal or State mandate related to this project? If so, please elaborate:

N/A

Are there impacts to the General Fund operating expenditures such as personnel or utilities & maintenance?

No impact to personnel; operating costs should decrease with efficient equipment. If equipment requires vendor to support, there could be some additional maintenance costs.

CIP Project Name: Countywide ERP Modernization and System Upgrade Initiative

Project Director (Name & Title) Candace Savage, Deputy Chief Administrative Officer

Phone Number: (410) 632-1194

Project Location: Countywide

Project Summary

To enhance operational efficiency, data transparency, and service delivery across all county departments by implementing an integrated ERP (Enterprise Resource Planning) solution including Financial Management, Human Resources Management, and Utility modules. This initiative will unify core business functions, reduce redundancy, and support data-driven decision-making countywide. Potential benefits of the ERP upgrade may include the following.

Improve Financial Oversight and Transparency

- Provide real-time access to financial data for more informed decision-making
- Automate budgeting, accounting, and procurement processes to reduce manual effort
- Equip department heads with intuitive dashboards and reporting tools to monitor budgets, expenditures, and financial performance

Enhance Human Resources Management and Workforce Planning

- Streamline employee lifecycle management, from recruitment to retirement
- Automate payroll processing and benefits administration with full audit trails
- Enable employees to access and manage their own HR information through a self-service portal

Modernize Utility Billing and Customer Service Operations

- Provide residents with 24/7 access to billing information and online payment options
- Improve revenue collection through automated billing cycles and delinquency tracking

Enable Performance Tracking and Data-Driven Decision-Making

- Centralize operational data across departments for a unified view of county performance
- Deliver key performance indicators (KPIs) and trend analysis through customizable dashboards
- Empower leadership with actionable insights to evaluate program effectiveness and resource allocation
- Reduce reliance on manual data compilation by automating report generation and distribution

	FY 28	FY 29	FY 30	FY 31	FY 32	Prior Allocation	Balance to Complete	Total Project Cost
EXPENDITURES								
Engineering/Design	195,000	494,087	469,087					1,158,174
Land Acquisition								0
Site Work								0
Construction								0
Equipment/Furnishings								0
Other- Contractual Staff	616,125	438,244	460,156	241,582	0			1,756,107
TOTAL	811,125	932,331	929,243	241,582	0	0	0	2,914,281

	FY 28	FY 29	FY 30	FY 31	FY 32	Prior Allocation	Balance to Complete	Total Project Cost
SOURCES OF FUNDS								
General Fund								0
Water Wastewater User Fees								0
Solid Waste User Fees								0
Grant Funds								0
State Match								0
State Loan								0
Assigned Funds	811,125	932,331	929,243	241,582				2,914,281
Private Donation								0
Enterprise Bonds								0
General Bonds								0
Other Funding - Please Specify								0
TOTAL	811,125	932,331	929,243	241,582	0	0	0	2,914,281

If this project will have operating impacts, the fields below will populate from the data that is entered on the Operating Impact Projection tab of this workbook

PROJECTED OPERATING IMPACTS	0	405,245	342,662	269,332	288,185			1,305,424
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Additional Project Information

Project: Countywide ERP Modernization and System Upgrade Initiative

Complete the following questions:

What is the useful life of the asset/project?

The useful life of a modern ERP system is typically 15+ years, depending on system maintenance, updates, and evolving operational needs.

With proper support and upgrades, the system is expected to serve as a long-term solution for countywide operations.

Will this project generate revenue?

While the ERP system itself is not a direct revenue generator, it will:

Improve revenue collection through more accurate billing and streamlined processes

Reduce operational costs by eliminating redundant systems and manual tasks

Enhance financial oversight, leading to better resource allocation and cost savings

Are there any grant funds available? No.

If so, through what agency? What is the grant deadline? How much funding will you be requesting through the grant?

Does this project qualify for IAC funding or other state funding? If so, what is the status of the funding?

No.

Is there a Federal or State mandate related to this project? If so, please elaborate:

There may not be a direct mandate requiring an ERP upgrade, but the project supports compliance with:

Governmental accounting and reporting standards (e.g., GAAP, GASB)

Cybersecurity and data protection requirements

Transparency and public access to financial and operational data

Upgrading the system ensures the county can meet these obligations more effectively and efficiently.

Are there impacts to the General Fund operating expenditures such as personnel or utilities & maintenance?

Yes, there may be short-term impacts to the General Fund, including:

Implementation costs (e.g., training, data migration, consulting)

Temporary staffing or backfill during the transition

However, the system is expected to:

Reduce long-term personnel costs through automation

Lower IT maintenance expenses by consolidating outdated systems

Improve operational efficiency, resulting in long-term savings

CIP Operating Impact Projections**Project: Countywide ERP Modernization and System Upgrade Initiative**

Personnel Expenses	FY 28	FY 29	FY 30	FY 31	FY 32	Operating Cost
Job Title & Salary/Benefit Costs (List Separately)						
						0
						0
						0
						0
						0
						0
EXPENDITURES						

New Positions Salary & Benefits TOTAL 0 0 0 0 0 0

Operating Expenses	FY 28	FY 29	FY 30	FY 31	FY 32	Total Operating Cost
Utilities						0
Telephone						0
Custodial						0
Cleaning						0
Maintenance Repairs						0
Refuse						0
Fire/Security Alarm						0
Internet						0
Vehicle Expense						0
Other - Annual Increase over Current System		235,245	251,712	269,332	288,185	1,044,474
Other- ERP Overlap		170,000	90,950			260,950
EXPENDITURES						

Operating TOTAL 0 405,245 342,662 269,332 288,185 1,305,424

Capital Expenses	FY 28	FY 29	FY 30	FY 31	FY 32	Total Operating Cost
Furnishings						0
Equipment						0
						0
						0
EXPENDITURES						

Capital TOTAL 0 0 0 0 0 0

Projected Revenue Impact	FY 28	FY 29	FY 30	FY 31	FY 32	Revenue Total
						0
						0
						0
						0
						0
REVENUES						

Project Revenue TOTAL 0 0 0 0 0 0

PROJECTED OPERATING IMPACTS	0	405,245	342,662	269,332	288,185	1,305,424
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Operating Impacts

Project: Countywide ERP Modernization and System Upgrade Initiative

Complete the following questions:

Employee Positions

Will the project change staffing needs? How many positions are added or removed? Indicate if they are full-time, part-time, contractual, grant-funded, or enterprise-funded. What is the estimated cost or savings? Include benefit costs: use 63% for full-time and 49% for part-time with insurance.

Yes. The project will temporarily increase staffing needs through the addition of contractual positions to support implementation and transition activities.

Positions Added (Contractual):

1 Human Resources Specialist

1 Budget Specialist

1 Staff Accountant (Treasurer's Office)

1 IT Analyst

Total Positions Added: 4

Type: Contractual (non-permanent, project-funded)

Estimated Annual Cost: \$354,375

Utility Costs

Will the project increase or decrease costs for electricity, oil, gas, phone, water, or sewer?

No significant change is expected. The ERP system is cloud-based, so there will be some reductions in utilities.

Maintenance Costs

Will internal maintenance costs or external vendor agreements change? Consider custodial, field, road, or general maintenance.

Yes, internal maintenance costs and external vendor agreements are expected to change significantly with the implementation of the new ERP system, particularly due to the transition to a cloud-based platform.

Cloud-Related Savings:

- **Elimination of On-Premises Server Maintenance:**
Moving to the cloud removes the need for maintaining physical servers, which reduces costs related to hardware repairs, upgrades, and replacements.
- **Reduced IT Labor for System Maintenance:**
Cloud hosting shifts responsibilities such as patching, backups, and system monitoring to the provider, allowing internal IT staff to focus on strategic initiatives rather than routine maintenance.

Insurance Costs

Will insurance costs change? Include liability, property, and vehicle coverage.

No

Telecommunications

Will the project require additional phones, copiers, computers, or other hardware? List them below.

Yes, primarily for contractual staff. This could include four laptops and office phones.

Furniture, Equipment, or Capital Outlay

Will the need for furniture, equipment, or other capital outlay increase or decrease? Is the cost change one-time or ongoing?

There could be a need for additional workstations, desks, and chairs for the contractual staff.

CIP Project Name: Courthouse - Courtroom 4/Family Services Expansion

Project Director (Name & Title) Administrative Judge Brian D. Shockley

Phone Number: (410) 632-0600

Project Location: Courthouse - Courtroom 4 and Family Services Offices

Project Summary

All hearings for divorce, child custody and truancy in Worcester County are held in Courtroom 4. Attending the hearings are representatives from partner agencies including schools, probation and child protective services, along with the Magistrate, Clerk, Trust Clerk, one Bailiff, one Sheriff's Deputy, the plaintiff, defendant and counsel, child's counsel, and members of the public. Courtroom 4 is an inadequate size, with a maximum capacity of only 25 people, according to the Worcester County Fire Marshals' Office. Attending the more than 800 hearings in this Courtroom each year are the Magistrate, Clerk of Court, Trust Clerk, Bailiff, Sheriff's Deputies, Plaintiff and counsel, Defendant and counsel, Child Counsel, family members, representatives from the schools, the Probation Department and Child Protective Services. Very often, attorneys and necessary parties are required to sit in the public gallery. Additionally, the Magistrate must also walk through the Family Services conference room, disrupting ongoing conferences and jeopardizing her personal safety in order to access the bench. Once seated at the bench, the Magistrate hearing and ruling on the cases is located only six feet from the defendant and plaintiff tables. The security risk presented by the current configuration is heightened by the fact that the types of cases heard in Courtroom 4 are often emotional and volatile and are recognized as the most dangerous ones heard by the Court.

The renovation is requested to expand the size of Courtroom 4 to provide distance between parties to the case, and also to centralize the offices and the intake/reception area of Family Services to improve public access. Currently, the office of the Forensic Child Custody evaluator is located on the Courthouse second floor, away from the rest of Family Services Staff on the first floor. The current public intake area is insufficiently sized to accommodate the more than 1,700 in-person requests for assistance annually. Like many older Courthouses in Maryland, room for expansion by the Court and Clerk's office would not be possible without removal of some existing offices including the Register of Wills and some divisions of the Clerk of Court. Approximately 2,000 additional square feet of office space will need to be allocated for some divisions of the Clerk of Court and the Register of Wills, but consolidation of some current storage space could reduce that number. Notably, the Register of Wills temporarily relocated to the third floor of the County Government Center when the HVAC was last replaced in the early 1990s.

The renovation requested will expand Courtroom 4 and Family Services offices beginning in FY 27. Funding is also requested to reconfigure and replace the HVAC cooling units in this area of the Courthouse with more efficient units. The systems are at or nearing the end of their useful life and replacing the system during construction would be less costly than doing so in the event of failure before or after construction is completed. \$100,000 was awarded from the FY2023 Fund Balance for an evaluation of the project. \$160,850 was approved in FY2026 for architectural services. Construction costs are estimated at between \$800,000 to \$1,500,000, including \$225,000 to relocate approximately 2,000 square feet for the Clerk of Court and Register of Wills offices during and after construction.

	FY 28	FY 29	FY 30	FY 31	FY 32	Prior Allocation	Balance to Complete	Total Project Cost
EXPENDITURES								
Engineering/Design						292,252		292,252
Land Acquisition								0
Site Work								0
Construction	1,200,000							1,200,000
Equipment/Furnishings		120,000						120,000
Other Expenditures- Please Specify								0
TOTAL	1,200,000	120,000	0	0	0	292,252	0	1,612,252

	FY 28	FY 29	FY 30	FY 31	FY 32	Prior Allocation	Balance to Complete	Total Project Cost
SOURCES OF FUNDS								
General Fund								0
Water Wastewater User Fees		0						0
Solid Waste User Fees		0						0
Grant Funds		0						0
State Match		0						0
State Loan		0						0
Assigned Funds	1,200,000	120,000				292,252		1,612,252
Private Donation		0						0
Enterprise Bonds		0						0
General Bonds								0
Other Funding - Please Specify		0						0
TOTAL	1,200,000	120,000	0	0	0	292,252	0	1,612,252

If this project will have operating impacts, the fields below will populate from the data that is entered on the Operating Impact Projection tab of this workbook

PROJECTED OPERATING IMPACTS	0	0	0	0	0		0
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**Additional Project Information
Project:**

Complete the following questions:

What is the useful life of the asset/project?

More than 30 years.

Will this project generate revenue?

No.

Are there any grant funds available? If so, through what agency? What is the grant deadline? How much funding will you be requesting through the grant?

In the past, funding has not been available for capital improvements, but with recent violent events against judges, funding could become available through the AOC. As always, the Court will continue to pursue any State or Federal funding available.

Does this project qualify for IAC funding or other state funding? If so, what is the status of the funding?

No.

Is there a Federal or State mandate related to this project? If so, please elaborate:

No.

Are there impacts to the General Fund operating expenditures such as personnel or utilities & maintenance?

No additional costs are anticipated, other than cleaning and maintaining the additional square footage requested.

CIP Project Name: Courthouse - Washington Street Entrance

Project Director (Name & Title) Administrative Judge Brian D. Shockley

Phone Number: (410) 632-0600

Project Location: Main Courthouse Entrance at Washington Street

Project Summary

To enhance public safety, the entrance of the Courthouse at Washington Street will be expanded to allow Sheriff's Deputies to better control the flow of traffic into the Courthouse while screening individuals through the magnetometer and x-ray machine. According to a 2023 security review conducted by the Maryland Administrative Office of the Courts (AOC) Office of Security Administration, the portico outside the entrance should be enclosed giving the Deputies a larger space to screen individuals quickly and efficiently. During jury trials, more than 80 jurors can be summoned to the Courthouse, entering at the same time as attorneys, witnesses, staff, and members of the public. The entrance is also used by members of the public to access the services of the Clerk of Court and Register of Wills. Currently, individuals walk into the building and pass an interior door leading to the basement Jury assembly room before entering the deputy screening area with magnetometer and x-ray machine. After security screening, individuals must then proceed either to the elevator on the side of the screening area or go back through the magnetometer and x-ray machine to the interior basement door. The renovation requested will create an additional 672 square feet of enclosed space to move the screening area forward in front of the basement door and the elevator, bring the Courthouse entrance parallel to the County Government Center entrance, and relocate the wheelchair ramp to connect it to the sidewalk leading to accessible parking. The existing configuration is inefficient and constitutes a serious security risk in that it creates a backlog of unscreened people (potential bad-actors and targets) and prevents their safe, orderly and efficient screening and entry.

\$50,000 was awarded from the FY2023 Fund Balance for an evaluation of the project and an additional \$126,800 was approved in FY2027 for Architectural Services.

	FY 28	FY 29	FY 30	FY 31	FY 32	Prior Allocation	Balance to Complete	Total Project Cost
EXPENDITURES								
Engineering/Design						226,100		226,100
Land Acquisition								0
Site Work								0
Construction	739,129							739,129
Equipment/Furnishings		73,913						73,913
Other Expenditures- Please Specify								0
TOTAL	739,129	73,913	0	0	0	226,100	0	1,039,142

	FY 28	FY 29	FY 30	FY 31	FY 32	Prior Allocation	Balance to Complete	Total Project Cost
SOURCES OF FUNDS								
General Fund								0
Water Wastewater User Fees								0
Solid Waste User Fees								0
Grant Funds								0
State Match								0
State Loan								0
Assigned Funds	739,129	73,913				226,100		1,039,142
Private Donation								0
Enterprise Bonds								0
General Bonds								0
Other Funding - Please Specify								0
TOTAL	739,129	73,913	0	0	0	226,100	0	1,039,142

If this project will have operating impacts, the fields below will populate from the data that is entered on the Operating Impact Projection tab of this workbook

PROJECTED OPERATING IMPACTS	0	0	0	0	0			0
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Additional Project Information**Project: Courthouse Washington Street Entrance**

Complete the following questions:

What is the useful life of the asset/project?

30 years or longer.

Will this project generate revenue?

No.

Are there any grant funds available? If so, through what agency? What is the grant deadline? How much funding will you be requesting through the grant?

In the past, funding has not been available for capital improvements, but with recent violent events against judges, funding could become available through the AOC. As always, the Court will continue to pursue any State or Federal funding available.

Does this project qualify for IAC funding or other state funding? If so, what is the status of the funding?

No.

Is there a Federal or State mandate related to this project? If so, please elaborate:

No.

Are there impacts to the General Fund operating expenditures such as personnel or utilities & maintenance?

No additional costs are anticipated, other than cleaning and maintaining the additional square footage requested.

CIP Project Name: Recycle Building Expansion

Project Director (Name & Title) David Candy, Superintendent, Solid Waste

Phone Number: 410-632-3177

Project Location: Central Site Landfill, Newark MD

Project Summary

The Recycling team would like to expand the building in order to add another sorting line and much needed storage space. At this time, we store bi-metal, aluminum and plastic outside. Bailed plastic, cardboard and paper are stored indoors until a full tractor trailer load is achieved utilizing valuable floor space.

With the rise in on-line ordering, cardboard recycling has increased tremendously. An additional line would allow us to keep up with processing this material as well as others when needed.

	FY 28	FY 29	FY 30	FY 31	FY 32	Prior Allocation	Balance to Complete	Total Project Cost
EXPENDITURES								
Engineering/Design	100,000					30,000		130,000
Land Acquisition								0
Site Work								0
Construction		2,000,000						2,000,000
Equipment/Furnishings								0
Other Expenditures- Please Specify								0
TOTAL	100,000	2,000,000	0	0	0	30,000	0	2,130,000

	FY 28	FY 29	FY 30	FY 31	FY 32	Prior Allocation	Balance to Complete	Total Project Cost
SOURCES OF FUNDS								
General Fund								0
Water Wastewater User Fees								0
Solid Waste User Fees								0
Grant Funds	100,000							100,000
State Match								0
State Loan								0
Assigned Funds		2,000,000				30,000		2,030,000
Private Donation								0
Enterprise Bonds								0
General Bonds								0
Other Funding - Please Specify								0
TOTAL	100,000	2,000,000	0	0	0	30,000	0	2,130,000

If this project will have operating impacts, the fields below will populate from the data that is entered on the Operating Impact Projection tab of this workbook

PROJECTED OPERATING IMPACTS	0	0	0	891,631	391,631			1,283,261
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Additional Project Information
Project: Recycle Building Expansion

Complete the following questions:

What is the useful life of the asset/project?

Will this project generate revenue?

Yes, we are able to sell the bailed materials.

Are there any grant funds available? If so, through what agency? What is the grant deadline? How much funding will you be requesting through the grant?

A state capital grant for \$100,000 has been approved.

Does this project qualify for IAC funding or other state funding? If so, what is the status of the funding?

No.

Is there a Federal or State mandate related to this project? If so, please elaborate:

No.

Are there impacts to the General Fund operating expenditures such as personnel or utilities & maintenance?

Yes. We would need to hire 4 additional Recycle employees; utilities would double our current and it would require additional fire alarms and sprinkler system maintenance.

CIP Operating Impact Projections**Project: Recycle Building Expansion**

Personnel Expenses	FY 28	FY 29	FY 30	FY 31	FY 32	Operating Cost
Job Title & Salary/Benefit Costs (List Separately)						
Recycle Worker 1				37,315	37,315	74,630
Recycle Worker 1				37,315	37,315	74,630
Recycle Worker 3				41,121	41,121	82,242
Recycle Worker 3				41,121	41,121	82,242
Employee Benefits at 63%				197,659	197,659	395,317
						0
EXPENDITURES						

New Positions Salary & Benefits TOTAL	0	0	0	354,531	354,531	709,061
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Operating Expenses	FY 28	FY 29	FY 30	FY 31	FY 32	Total Operating Cost
Utilities				36,000	36,000	72,000
Telephone						0
Custodial						0
Cleaning						0
Maintenance Repairs						0
Refuse						0
Fire/Security Alarm				1,100	1,100	2,200
Internet						0
Vehicle Expense						0
Other						0
						0
EXPENDITURES						

Operating TOTAL	0	0	0	37,100	37,100	74,200
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Capital Expenses	FY 28	FY 29	FY 30	FY 31	FY 32	Total Operating Cost
Furnishings						0
Equipment						0
1 Loader				400,000		400,000
1 Skid Steer				100,000		100,000
						0
EXPENDITURES						

Capital TOTAL	0	0	0	500,000	0	500,000
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Projected Revenue Impact	FY 28	FY 29	FY 30	FY 31	FY 32	Revenue Total
						0
						0
						0
						0
						0
REVENUES						

Project Revenue TOTAL	0	0	0	0	0	0
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PROJECTED OPERATING IMPACTS	0	0	0	891,631	391,631	1,283,261
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Operating Impacts**Project: Recycle Building Expansion**

Complete the following questions:

Employee Positions

Will the project change staffing needs? How many positions are added or removed? Indicate if they are full-time, part-time, contractual, grant-funded, or enterprise-funded. What is the estimated cost or savings? Include benefit costs: use 63% for full-time and 49% for part-time with insurance.

Yes, 4 full-time employees.

Utility Costs

Will the project increase or decrease costs for electricity, oil, gas, phone, water, or sewer?

Increase Electric and gas.

Maintenance Costs

Will internal maintenance costs or external vendor agreements change? Consider custodial, field, road, or general maintenance.

Additional fire alarm monitoring and Annual Testing

Insurance Costs

Will insurance costs change? Include liability, property, and vehicle coverage.

Yes. With the building addition and equipment, insurance will increase.

Telecommunications

Will the project require additional phones, copiers, computers, or other hardware? List them below.

Possible computer for new equipment.

Furniture, Equipment, or Capital Outlay

Will the need for furniture, equipment, or other capital outlay increase or decrease? Is the cost change one-time or ongoing?

There will be a one-time increase for the additional equipment such as compactor and bailer.

CIP Project Name: Health Department and 50 Plus Center Pocomoke Service Building Replacement

Project Director (Name & Title) Michael Hutchinson, Maintenance Superintendent

Phone Number: 410 632-3766/410 632-1200 ext 1150

Project Location: 400 Walnut Street, Pocomoke, MD

Project Summary

The numbers have increased by 10% due to inflation. This project is for replacement of the existing building at the same address. The existing building was constructed in 1949/1950. This update is based on a schematic building design completed by DBF Architects & Engineers in 2025 (report attached), Health Department representatives, 50 Plus Department representatives and County Public Works. This schematic plan is based on considerations of the current operations, space planning and ancillary requirements for a new 13,500 SF building. The building plan will have one wing for Health Department and a second wing for the 50 Plus Center. The schematic design reports includes proposed floor plans and renderings for the building. The schematic design results is an increase in construction cost estimate of \$800k.

From previous CIP Request...

There was a Facility Condition Assessment of the Pocomoke Service Facility completed in June 2024 by Davis Bowen & Friedel, Inc, which has been provided to you and documents the state of the building. The proposed project involves the complete replacement of the existing building in the same location that is in a deteriorated state and fails to meet current building codes and safety standards. The building's age (constructed in 1949/1950), non-compliance with modern safety, accessibility, and energy efficiency codes necessitate a comprehensive approach to address these issues. The primary purpose of this capital improvement plan is to ensure the safety, usability, and longevity of the facility by replacing the outdated structure with a new, code-compliant building. The new building will meet all current regulations, including fire safety, accessibility (ADA), structural integrity, and energy efficiency standards. Additionally, the project aims to: 1. **Enhance Safety:** Address critical safety concerns related to the building's deteriorated condition, ensuring the well-being of all occupants. 2. **Improve Functionality:** Provide a modern facility that meets the operational needs of its users, supporting current and future activities effectively. 3. **Ensure Compliance:** Bring the facility up to code, eliminating legal liabilities and ensuring adherence to local, state, and federal regulations. 4. **Optimize Energy Efficiency:** Incorporate energy-efficient systems and materials to reduce operating costs and environmental impact. 5. **Support Community and Economic Growth:** The new building will serve as a vital asset to the community, potentially attracting investment, improving public services, and contributing to local economic development. This capital improvement plan is a critical investment in the future of the facility and the Pocomoke community it serves, ensuring it remains a safe, functional, and valuable asset for years to come.

	FY 28	FY 29	FY 30	FY 31	FY 32	Prior Allocation	Balance to Complete	Total Project Cost
EXPENDITURES								
Engineering/Design	521,620	253,330				73,150		848,100
Land Acquisition								0
Site Work								0
Construction		7,117,575	2,372,525					9,490,100
Equipment/Furnishings		253,000	610,500					863,500
Other Expenditures- Please Specify								0
TOTAL	521,620	7,623,905	2,983,025	0	0	73,150	0	11,201,700

	FY 28	FY 29	FY 30	FY 31	FY 32	Prior Allocation	Balance to Complete	Total Project Cost
SOURCES OF FUNDS								
General Fund								0
Water Wastewater User Fees								0
Solid Waste User Fees								0
Grant Funds								0
State Match								0
State Loan								0
Assigned Funds	521,620	7,623,905	2,983,025			73,150		11,201,700
Private Donation								0
Enterprise Bonds								0
General Bonds								0
Other Funding - Please Specify								0
TOTAL	521,620	7,623,905	2,983,025	0	0	73,150	0	11,201,700

If this project will have operating impacts, the fields below will populate from the data that is entered on the Operating Impact Projection tab of this workbook

PROJECTED OPERATING IMPACTS	73,083	73,083	73,083	73,083	73,083			365,415
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Additional Project Information**Project: Health Department and 50 Plus Center Pocomoke Service Building Replacement**

Complete the following questions:

What is the useful life of the asset/project? 50 years

Will this project generate revenue? No

Are there any grant funds available? If so, through what agency? What is the grant deadline? How much funding will you be requesting through the grant? Currently None. 50 Plus Center would solicit State and foundation grant contributions. The Federal Appropriation request of \$3 million is still pending.

Does this project qualify for IAC funding or other state funding? If so, what is the status of the funding?
None identified.

Is there a Federal or State mandate related to this project? If so, please elaborate:
No

Are there impacts to the General Fund operating expenditures such as personnel or utilities & maintenance?

Yes, building operation and maintenance expenses are estimated.

CIP Project Name: Health Department and 50 Plus Center Pocomoke Service Building Replacement

Project Director (Name & Title) Michael Hutchinson, Maintenance Superintendent

Phone Number: 410 632-3766/410 632-1200 ext 1150

Project Location: 400 Walnut Street, Pocomoke, MD

Project Summary

The numbers have increased by 10% due to inflation. This project is for replacement of the existing building at the same address. The existing building was constructed in 1949/1950. This update is based on a schematic building design completed by DBF Architects & Engineers in 2025 (report attached), Health Department representatives, 50 Plus Department representatives and County Public Works. This schematic plan is based on considerations of the current operations, space planning and ancillary requirements for a new 13,500 SF building. The building plan will have one wing for Health Department and a second wing for the 50 Plus Center. The schematic design reports includes proposed floor plans and renderings for the building. The schematic design results is an increase in construction cost estimate of \$800k.

From previous CIP Request...

There was a Facility Condition Assessment of the Pocomoke Service Facility completed in June 2024 by Davis Bowen & Friedel, Inc, which has been provided to you and documents the state of the building. The proposed project involves the complete replacement of the existing building in the same location that is in a deteriorated state and fails to meet current building codes and safety standards. The building's age (constructed in 1949/1950), non-compliance with modern safety, accessibility, and energy efficiency codes necessitate a comprehensive approach to address these issues. The primary purpose of this capital improvement plan is to ensure the safety, usability, and longevity of the facility by replacing the outdated structure with a new, code-compliant building. The new building will meet all current regulations, including fire safety, accessibility (ADA), structural integrity, and energy efficiency standards. Additionally, the project aims to: 1. **Enhance Safety:** Address critical safety concerns related to the building's deteriorated condition, ensuring the well-being of all occupants. 2. **Improve Functionality:** Provide a modern facility that meets the operational needs of its users, supporting current and future activities effectively. 3. **Ensure Compliance:** Bring the facility up to code, eliminating legal liabilities and ensuring adherence to local, state, and federal regulations. 4. **Optimize Energy Efficiency:** Incorporate energy-efficient systems and materials to reduce operating costs and environmental impact. 5. **Support Community and Economic Growth:** The new building will serve as a vital asset to the community, potentially attracting investment, improving public services, and contributing to local economic development. This capital improvement plan is a critical investment in the future of the facility and the Pocomoke community it serves, ensuring it remains a safe, functional, and valuable asset for years to come.

	FY 28	FY 29	FY 30	FY 31	FY 32	Prior Allocation	Balance to Complete	Total Project Cost
EXPENDITURES								
Engineering/Design	521,620	253,330				73,150		848,100
Land Acquisition								0
Site Work								0
Construction		7,117,575	2,372,525					9,490,100
Equipment/Furnishings		253,000	610,500					863,500
Other Expenditures- Please Specify								0
TOTAL	521,620	7,623,905	2,983,025	0	0	73,150	0	11,201,700

	FY 28	FY 29	FY 30	FY 31	FY 32	Prior Allocation	Balance to Complete	Total Project Cost
SOURCES OF FUNDS								
General Fund								0
Water Wastewater User Fees								0
Solid Waste User Fees								0
Grant Funds								0
State Match								0
State Loan								0
Assigned Funds	521,620	7,623,905	2,983,025			73,150		11,201,700
Private Donation								0
Enterprise Bonds								0
General Bonds								0
Other Funding - Please Specify								0
TOTAL	521,620	7,623,905	2,983,025	0	0	73,150	0	11,201,700

If this project will have operating impacts, the fields below will populate from the data that is entered on the Operating Impact Projection tab of this workbook

PROJECTED OPERATING IMPACTS	73,083	73,083	73,083	73,083	73,083			365,415
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Additional Project Information**Project: Health Department and 50 Plus Center Pocomoke Service Building Replacement**

Complete the following questions:

What is the useful life of the asset/project? 50 years

Will this project generate revenue? No

Are there any grant funds available? If so, through what agency? What is the grant deadline? How much funding will you be requesting through the grant? Currently None. 50 Plus Center would solicit State and foundation grant contributions. The Federal Appropriation request of \$3 million is still pending.

Does this project qualify for IAC funding or other state funding? If so, what is the status of the funding?
None identified.

Is there a Federal or State mandate related to this project? If so, please elaborate:
No

Are there impacts to the General Fund operating expenditures such as personnel or utilities & maintenance?

Yes, building operation and maintenance expenses are estimated.

CIP Operating Impact Projections**Project: Health Department and 50 Plus Center Pocomoke Service Building Replacement**

Personnel Expenses	FY 28	FY 29	FY 30	FY 31	FY 32	Operating Cost
Job Title & Salary/Benefit Costs (List Separately)						
						0
						0
						0
						0
						0
						0
EXPENDITURES						

New Positions Salary & Benefits TOTAL	0	0	0	0	0	0
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Operating Expenses	FY 28	FY 29	FY 30	FY 31	FY 32	Total Operating Cost
Utilities	31,462	31,462	31,462	31,462	31,462	157,310
Telephone	6,211	6,211	6,211	6,211	6,211	31,055
Custodial	275	275	275	275	275	1,375
Cleaning	20,370	20,370	20,370	20,370	20,370	101,850
Maintenance Repairs	8,580	8,580	8,580	8,580	8,580	42,900
Refuse	22	22	22	22	22	110
Fire/Security Alarm	798	798	798	798	798	3,990
Internet	4,705	4,705	4,705	4,705	4,705	23,525
Vehicle Expense						0
Other	660	660	660	660	660	3,300
						0
EXPENDITURES						

Operating TOTAL	73,083	73,083	73,083	73,083	73,083	365,415
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Capital Expenses	FY 28	FY 29	FY 30	FY 31	FY 32	Total Operating Cost
Furnishings						0
Equipment						0
						0
						0
						0
EXPENDITURES						

Capital TOTAL	0	0	0	0	0	0
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Projected Revenue Impact	FY 28	FY 29	FY 30	FY 31	FY 32	Revenue Total
						0
						0
						0
						0
						0
REVENUES						

Project Revenue TOTAL	0	0	0	0	0	0
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PROJECTED OPERATING IMPACTS	73,083	73,083	73,083	73,083	73,083	365,415
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Operating Impacts

Project: Health Department and 50 Plus Center Pocomoke Service Building Replacement

Complete the following questions:

Employee Positions

Will the project change staffing needs? How many positions are added or removed? Indicate if they are full-time, part-time, contractual, grant-funded, or enterprise-funded. What is the estimated cost or savings? Include benefit costs: use 63% for full-time and 49% for part-time with insurance.

There is an opportunity for increasing services to constituents in or around the Pocomoke area, the exact volume is yet to be determined, based on the footprint of the building. There is also an opportunity to expand service delivery with our partners. This information will be helpful in determining if additional staff will be needed for the Health Department. There will be no change in the staff of the WorCOA 50plus Center.

Utility Costs

Will the project increase or decrease costs for electricity, oil, gas, phone, water, or sewer?

This project will decrease the utility costs by updating and utilizing efficient units.

Maintenance Costs

Will internal maintenance costs or external vendor agreements change? Consider custodial, field, road, or general maintenance.

The project will decrease the maintenance costs because the systems and units would be new and would not be past their usable life.

Insurance Costs

Will insurance costs change? Include liability, property, and vehicle coverage.

Insurance will likely increase due to higher value asset.

Telecommunications

Will the project require additional phones, copiers, computers, or other hardware? List them below.

The cost of telephones, copiers, computers and hardware should remain the same and not increase.

Furniture, Equipment, or Capital Outlay

Will the need for furniture, equipment, or other capital outlay increase or decrease? Is the cost change one-time or ongoing?

There will be a need for a one time purchase of furniture.

CIP Project Name: Ocean Pines Library Restroom Renovation

Project Director (Name & Title) Jennifer Ranck, Library Director

Phone Number: 410-632-5622

Project Location: Ocean Pines Library, 11107 Cathell Road, Ocean Pines, MD 21811

Project Summary

This project will renovate the public restroom, the staff restroom, and the drinking fountain. The Ocean Pines branch opened in 1999 and this is the busiest branch in the Worcester County Library system, accounting for approximately 1/3 of the system's circulation. Since opening 27 years ago, the building has been visited nearly 2 million times and the restrooms are showing their age.

	FY 28	FY 29	FY 30	FY 31	FY 32	Prior Allocation	Balance to Complete	Total Project Cost
EXPENDITURES								
Engineering/Design		49,500						49,500
Land Acquisition								0
Site Work								0
Construction		247,500						247,500
Equipment/Furnishings		165,000						165,000
Other Expenditures- Please Specify								0
TOTAL	0	462,000	0	0	0	0	0	462,000

	FY 28	FY 29	FY 30	FY 31	FY 32	Prior Allocation	Balance to Complete	Total Project Cost
SOURCES OF FUNDS								
General Fund								0
Water Wastewater User Fees								0
Solid Waste User Fees								0
Grant Funds		231,000						231,000
State Match								0
State Loan								0
Assigned Funds		231,000						231,000
Private Donation								0
Enterprise Bonds								0
General Bonds								0
Other Funding - Please Specify								0
TOTAL	0	462,000	0	0	0	0	0	462,000

If this project will have operating impacts, the fields below will populate from the data that is entered on the Operating Impact Projection tab of this workbook

PROJECTED OPERATING IMPACTS	0	0	0	0	0			0
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Additional Project Information**Project: Ocean Pines Library Restroom Renovation**

Complete the following questions:

What is the useful life of the asset/project?

New restrooms will last approximately 25-30 years.

Will this project generate revenue?

No, this project will not generate revenue.

Are there any grant funds available? If so, through what agency? What is the grant deadline? How much funding will you be requesting through the grant?

Yes, the Maryland State Library Agency offers a Capital Grant program that may cover up to 50% of the project. Grants are due each Spring for the following year cycle. If this project is approved for the FY 29 cycle, the grant would be due sometime in May 2027.

Does this project qualify for IAC funding or other state funding? If so, what is the status of the funding?

No

Is there a Federal or State mandate related to this project? If so, please elaborate:

New and renovated restrooms require the addition of changing facilities for the personal care needs of teens and adults, as well as baby changing facilities.

Are there impacts to the General Fund operating expenditures such as personnel or utilities & maintenance?

No impact to personnel expenditures. New water saving fixtures and/or touchless technology may decrease the use of water and subsequent charges.

CIP Project Name: Public Safety Logistical Storage Facility

Project Director (Name & Title) Matthew Owens, Fire Marshal

Phone Number: 410-632-5666

Project Location: 6743 Central Site Lane, Newark, Maryland 21841

Project Summary

The proposed storage building will house vehicles and equipment for the Fire Marshal's Office, the Department of Emergency Services and the Sheriff's Office. The proposed building will hold the current 22 vehicles and trailers used by all three departments. Plus the building will house the storage for the Logistical Staging Area (LSA) inventory and supplies for all emergency preparation, to include pandemics, weather related emergencies, hazardous material responses (CBRNE) and a secure impound facility. Currently there is a need due to no covered storage for vehicles and trailers containing expensive and sensitive equipment with the need to respond to emergencies quickly. This project is nearing completion hopefully by the end of this year.

	FY 28	FY 29	FY 30	FY 31	FY 32	Prior Allocation	Balance to Complete	Total Project Cost
EXPENDITURES								
Engineering/Design								0
Land Acquisition								0
Site Work						192,626		192,626
Construction	2,343,252					945,622		3,288,874
Equipment/Furnishings	66,000							66,000
Other Expenditures- Please Specifi	275,000							275,000
TOTAL	2,684,252	0	0	0	0	1,138,248	0	3,822,500

	FY 28	FY 29	FY 30	FY 31	FY 32	Prior Allocation	Balance to Complete	Total Project Cost
SOURCES OF FUNDS								
General Fund								0
Water Wastewater User Fees								0
Solid Waste User Fees								0
Grant Funds								0
State Match								0
State Loan								0
Assigned Funds	672,500							672,500
Private Donation								0
Enterprise Bonds								0
General Bonds 2022	2,011,752					1,138,248		3,150,000
Other Funding - Please Specify								0
TOTAL	2,684,252	0	0	0	0	1,138,248	0	3,822,500

If this project will have operating impacts, the fields below will populate from the data that is entered on the Operating Impact Projection tab of this workbook

PROJECTED OPERATING IMPACTS	25,630	25,630	25,630	25,630	25,630			128,150
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Additional Project Information**Project: Public Safety Logistical Storage Facility**

Complete the following questions:

What is the useful life of the asset/project?

30 + years

Will this project generate revenue?

No

Are there any grant funds available? If so, through what agency? What is the grant deadline? How much funding will you be requesting through the grant?

No

Does this project qualify for IAC funding or other state funding? If so, what is the status of the funding?

No

Is there a Federal or State mandate related to this project? If so, please elaborate:

No

Are there impacts to the General Fund operating expenditures such as personnel or utilities & maintenance?

The impacts, from a financial standpoint, would be limited. From a personnel standpoint, no immediate additional personnel is projected. There would be an increase in maintenance cost due to the larger size building.

CIP Operating Impact Projections**Project: Public Safety Logistical Storage Facility**

Personnel Expenses	FY 28	FY 29	FY 30	FY 31	FY 32	Operating Cost
Job Title & Salary/Benefit Costs (List Separately)						
						0
						0
						0
						0
						0
						0
EXPENDITURES						

New Positions Salary & Benefits TOTAL	0	0	0	0	0	0
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Operating Expenses	FY 28	FY 29	FY 30	FY 31	FY 32	Total Operating Cost
Utilities	11,000	11,000	11,000	11,000	11,000	55,000
Telephone	550	550	550	550	550	2,750
Custodial	2,750	2,750	2,750	2,750	2,750	13,750
Cleaning	330	330	330	330	330	1,650
Maintenance Repairs	6,600	6,600	6,600	6,600	6,600	33,000
Refuse	1,100	1,100	1,100	1,100	1,100	5,500
Fire/Security Alarm	2,200	2,200	2,200	2,200	2,200	11,000
Internet	1,100	1,100	1,100	1,100	1,100	5,500
Vehicle Expense						0
Other						0
						0
EXPENDITURES						

Operating TOTAL	25,630	25,630	25,630	25,630	25,630	128,150
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Capital Expenses	FY 28	FY 29	FY 30	FY 31	FY 32	Total Operating Cost
Furnishings						0
Equipment						0
						0
						0
						0
EXPENDITURES						

Capital TOTAL	0	0	0	0	0	0
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Projected Revenue Impact	FY 28	FY 29	FY 30	FY 31	FY 32	Revenue Total
						0
						0
						0
						0
						0
REVENUES						

Project Revenue TOTAL	0	0	0	0	0	0
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PROJECTED OPERATING IMPACTS	25,630	25,630	25,630	25,630	25,630	128,150
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Operating Impacts

Project: Public Safety Logistical Storage Facility

Complete the following questions:

Employee Positions

Will the project change staffing needs? How many positions are added or removed? Indicate if they are full-time, part-time, contractual, grant-funded, or enterprise-funded. What is the estimated cost or savings? Include benefit costs: use 63% for full-time and 49% for part-time with insurance.

No new personnel is expected at this time.

Utility Costs

Will the project increase or decrease costs for electricity, oil, gas, phone, water, or sewer?

Utility cost will increase because of this new building.

Maintenance Costs

Will internal maintenance costs or external vendor agreements change? Consider custodial, field, road, or general maintenance.

Maintenance cost will increase because of this new building.

Insurance Costs

Will insurance costs change? Include liability, property, and vehicle coverage.

Insurance cost will increase because of this new building.

Telecommunications

Will the project require additional phones, copiers, computers, or other hardware? List them below.

There will be a fire alarm system, sprinkler protection and a security system to include cameras.

Furniture, Equipment, or Capital Outlay

Will the need for furniture, equipment, or other capital outlay increase or decrease? Is the cost change one-time or ongoing?

There will be a one-time furniture and equipment cost.

CIP Project Name: Classroom Addition to Logistical Storage Facility

Project Director (Name & Title) Matthew Owens, Fire Marshal

Phone Number: 410-632-5666

Project Location: 6743 Central Site Lane, Newark, Maryland 21841

Project Summary

The proposed classroom and classroom support areas will be for the future education and development of Public Safety personnel in Worcester County. The proposed classroom had be utilized for County Meetings and drills by various departments and organizations within Worcester County. The current classroom is utilized in the same fashion and is often double-booked; one of the reasons we are requesting this classroom addition. This proposed addition would be constructed onto the newly construction Vehicle Storage Building. In the event of another pandemic, this proposed area along with the Vehicle Storage Building, would be utilized as the Logistical Storage Area (LSA). The classroom area was originally part of the Vehicle Storage Building plans but was cut due to cost estimates.

	FY 28	FY 29	FY 30	FY 31	FY 32	Prior Allocation	Balance to Complete	Total Project Cost
EXPENDITURES								
Engineering/Design	200,000							200,000
Land Acquisition								0
Site Work	200,000							200,000
Construction	2,000,000							2,000,000
Equipment/Furnishings	150,000							150,000
Other Expenditures- Please Specif	510,000							510,000
TOTAL	3,060,000	0	0	0	0	0	0	3,060,000

	FY 28	FY 29	FY 30	FY 31	FY 32	Prior Allocation	Balance to Complete	Total Project Cost
SOURCES OF FUNDS								
General Fund								0
Water Wastewater User Fees								0
Solid Waste User Fees								0
Grant Funds								0
State Match								0
State Loan								0
Assigned Funds	3,060,000							3,060,000
Private Donation								0
Enterprise Bonds								0
General Bonds								0
Other Funding - Please Specify								0
TOTAL	3,060,000	0	0	0	0	0	0	3,060,000

If this project will have operating impacts, the fields below will populate from the data that is entered on the Operating Impact Projection tab of this workbook

PROJECTED OPERATING IMPACTS	28,000	28,000	28,000	28,000	28,000			140,000
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Additional Project Information**Project: Classroom Addition to Logistical Storage Facility**

Complete the following questions:

What is the useful life of the asset/project?

30 + years

Will this project generate revenue?

No

Are there any grant funds available? If so, through what agency? What is the grant deadline? How much funding will you be requesting through the grant?

No

Does this project qualify for IAC funding or other state funding? If so, what is the status of the funding?

No

Is there a Federal or State mandate related to this project? If so, please elaborate:

No

Are there impacts to the General Fund operating expenditures such as personnel or utilities & maintenance?

The impacts would be limited to utility and maintenance costs.

CIP Operating Impact Projections**Project: Classroom Addition to Logistical Storage Facility**

Personnel Expenses	FY 28	FY 29	FY 30	FY 31	FY 32	Operating Cost
Job Title & Salary/Benefit Costs (List Separately)						
						0
						0
						0
						0
						0
						0
EXPENDITURES						

New Positions Salary & Benefits TOTAL **0** **0** **0** **0** **0** **0**

Operating Expenses	FY 28	FY 29	FY 30	FY 31	FY 32	Total Operating Cost
Utilities	12,000	12,000	12,000	12,000	12,000	60,000
Telephone	600	600	600	600	600	3,000
Custodial	3,000	3,000	3,000	3,000	3,000	15,000
Cleaning	500	500	500	500	500	2,500
Maintenance Repairs	7,000	7,000	7,000	7,000	7,000	35,000
Refuse	1,200	1,200	1,200	1,200	1,200	6,000
Fire/Security Alarm	2,500	2,500	2,500	2,500	2,500	12,500
Internet	1,200	1,200	1,200	1,200	1,200	6,000
Vehicle Expense						0
Other						0
						0
EXPENDITURES						

Operating TOTAL **28,000** **28,000** **28,000** **28,000** **28,000** **140,000**

Capital Expenses	FY 28	FY 29	FY 30	FY 31	FY 32	Total Operating Cost
Furnishings						0
Equipment						0
						0
						0
						0
EXPENDITURES						

Capital TOTAL **0** **0** **0** **0** **0** **0**

Projected Revenue Impact	FY 28	FY 29	FY 30	FY 31	FY 32	Revenue Total
						0
						0
						0
						0
						0
REVENUES						

Project Revenue TOTAL **0** **0** **0** **0** **0** **0**

PROJECTED OPERATING IMPACTS	28,000	28,000	28,000	28,000	28,000	140,000
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Operating Impacts Project:

Complete the following questions:

Employee Positions

Will the project change staffing needs? How many positions are added or removed? Indicate if they are full-time, part-time, contractual, grant-funded, or enterprise-funded. What is the estimated cost or savings? Include benefit costs: use 63% for full-time and 49% for part-time with insurance.

No new personnel requested at this time.

Utility Costs

Will the project increase or decrease costs for electricity, oil, gas, phone, water, or sewer?

Utility cost will increase because this is a new building.

Maintenance Costs

Will internal maintenance costs or external vendor agreements change? Consider custodial, field, road, or general maintenance.

Maintenance cost will increase because this is a new building.

Insurance Costs

Will insurance costs change? Include liability, property, and vehicle coverage.

Insurance cost will increase because this is a new building.

Telecommunications

Will the project require additional phones, copiers, computers, or other hardware? List them below.

There will be a fire alarm system, sprinkler protection, and a security system to include cameras.

Furniture, Equipment, or Capital Outlay

Will the need for furniture, equipment, or other capital outlay increase or decrease? Is the cost change one-time or ongoing?

There will be a one-time furniture and equipment cost.

CIP Project Name: Outdoor Warning Siren Replacement

Project Director (Name & Title) James E Hamilton, JR - Deputy Director

Phone Number: 410.632.3080

Project Location: Countywide

Project Summary

This project fully replaces the countywide public warning system that is inclusive of sirens and has options to provide building based and portable emergency notifications. Project is divided into four phases. Based upon funds so far allocated, it is anticipated that Phases 1 and 2 will be able to be completed with currently assigned funding and phases 3 and 4 with funds programmed here for FY28. Of note in Phase 4, the project targets high risk areas such as campgrounds and public parks.

Existing funds were allocated to a countywide outdoor warning siren project. Those funds as allocated provide for all services covered by the prime contractor. Additional funding is needed for new electrical services and network attachments require this project to provide for: Approximately 60 new electrical service connections / meters for sirens, approximately 60 new network connections via a combination of fiber optic cabling and cellular modems.

	FY 28	FY 29	FY 30	FY 31	FY 32	Prior Allocation	Balance to Complete	Total Project Cost
EXPENDITURES								
Engineering/Design								0
Land Acquisition								0
Site Work								0
Construction	2,160,143					298,720		2,458,863
Equipment/Furnishings								0
Other Expenditures- Please Specify								0
TOTAL	2,160,143	0	0	0	0	298,720	0	2,458,863

	FY 28	FY 29	FY 30	FY 31	FY 32	Prior Allocation	Balance to Complete	Total Project Cost
SOURCES OF FUNDS								
General Fund								0
Water Wastewater User Fees								0
Solid Waste User Fees								0
Grant Funds								0
State Match								0
State Loan								0
Assigned Funds	2,160,143					298,720		2,458,863
Private Donation								0
Enterprise Bonds								0
General Bonds								0
Other Funding - Please Specify								0
TOTAL	2,160,143	0	0	0	0	298,720	0	2,458,863

If this project will have operating impacts, the fields below will populate from the data that is entered on the Operating Impact Projection tab of this workbook

PROJECTED OPERATING IMPACTS	18,300	18,300	18,300	18,300	18,300			91,500
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Additional Project Information
Project: Outdoor Warning Siren Replacement

Complete the following questions:

What is the useful life of the asset/project?

Project is being procured with a life expectancy before replacement of 20 years.

Will this project generate revenue?

No

Are there any grant funds available? If so, through what agency? What is the grant deadline? How much funding will you be requesting through the grant?

Staff are continuing to work toward obtaining federal mitigation grant funds to support this project. The RFP is structured to require vendors to work within the terms of a federal award (contracting, labor, and environmental/historic requirements) should those funds become available.

Does this project qualify for IAC funding or other state funding? If so, what is the status of the funding?

No

Is there a Federal or State mandate related to this project? If so, please elaborate:

No

Are there impacts to the General Fund operating expenditures such as personnel or utilities & maintenance?

Current estimates based on proposals received suggest between \$13,00 - \$27,000 annual maintenance costs in years 1-5 and escalating every five years to an estimated \$18,500 - \$70,000 per year in years 16-20.

CIP Operating Impact Projections**Project: Outdoor Warning Siren Replacement**

Personnel Expenses	FY 28	FY 29	FY 30	FY 31	FY 32	Operating Cost
Job Title & Salary/Benefit Costs (List Separately)						
						0
						0
						0
						0
						0
						0
EXPENDITURES						

New Positions Salary & Benefits TOTAL	0	0	0	0	0	0
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Operating Expenses	FY 28	FY 29	FY 30	FY 31	FY 32	Total Operating Cost
Utilities	5,000	5,000	5,000	5,000	5,000	25,000
Telephone						0
Custodial						0
Cleaning						0
Maintenance Repairs	13,300	13,300	13,300	13,300	13,300	66,500
Refuse						0
Fire/Security Alarm						0
Internet						0
Vehicle Expense						0
Other						0
						0
EXPENDITURES						

Operating TOTAL	18,300	18,300	18,300	18,300	18,300	91,500
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Capital Expenses	FY 28	FY 29	FY 30	FY 31	FY 32	Total Operating Cost
Furnishings						0
Equipment						0
						0
						0
						0
EXPENDITURES						

Capital TOTAL	0	0	0	0	0	0
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Projected Revenue Impact	FY 28	FY 29	FY 30	FY 31	FY 32	Revenue Total
						0
						0
						0
						0
						0
REVENUES						

Project Revenue TOTAL	0	0	0	0	0	0
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PROJECTED OPERATING IMPACTS	18,300	18,300	18,300	18,300	18,300	91,500
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Operating Impacts

Project: Outdoor Warning Siren Replacement

Complete the following questions:

Employee Positions

Will the project change staffing needs? How many positions are added or removed? Indicate if they are full-time, part-time, contractual, grant-funded, or enterprise-funded. What is the estimated cost or savings? Include benefit costs: use 63% for full-time and 49% for part-time with insurance.

N/A

Utility Costs

Will the project increase or decrease costs for electricity, oil, gas, phone, water, or sewer?

Some locations may require new electrical services. Baseline electrical utility costs are contemplated on the high end in the impact projection.

Maintenance Costs

Will internal maintenance costs or external vendor agreements change? Consider custodial, field, road, or general maintenance.

New vendor maintenance agreement is contemplated and included in operating impact projection.

Insurance Costs

Will insurance costs change? Include liability, property, and vehicle coverage.

As project progresses, it is anticipated that Risk Management will consider adding equipment to insurance policies however at this time substantive increases in cost are not anticipated

Telecommunications

Will the project require additional phones, copiers, computers, or other hardware? List them below.

Contemplated and included in project costs

Furniture, Equipment, or Capital Outlay

Will the need for furniture, equipment, or other capital outlay increase or decrease? Is the cost change one-time or ongoing?

All costs are contemplated and included.

CIP Project Name: Public Safety Facility

Project Director (Name & Title) Sheriff M. Crisafulli

Phone Number: 410-632-1111

Project Location: Central Site Lane. Adjacent to Worcester Vo-Tech, Newark, Maryland

Project Summary

The current Worcester County Sheriff's Office facility was designed to accommodate approximately 46 law enforcement personnel. Due to increased community needs, operational demands, and state mandates, the number of sworn law enforcement personnel has grown to 101. This increase does not include the additional growth in civilian staffing.

The current facility is extremely limited in space, making it increasingly difficult for personnel to perform their duties in a productive, efficient, and safe manner. Public access to the Sheriff's Office is also inhibited by its location on the basement level of the Government Center, creating additional security and public safety concerns.

One example involves sex offenders and individuals wanted for serious crimes who must currently travel through an unsecured portion of the Government Center to access the Sheriff's Office. This creates a potential safety concern for members of the public visiting the Government Center, Government Center employees, and Sheriff's Office personnel.

The Sheriff's Office currently receives federal funding to lease additional facility space in Berlin, Maryland. This space is utilized by major crimes detectives, Child Advocacy Center (CAC) detectives, drug enforcement detectives, digital forensics personnel, and crime analysts. While this additional space is necessary to accommodate current staffing levels, maintaining personnel in separate locations creates operational challenges.

Consolidating all Sheriff's Office personnel into a single facility would provide a more efficient and productive working environment while enhancing communication, coordination, and supervisory oversight. Additionally, once all personnel are operating from one location, the federal funding currently used for the Berlin lease could potentially be redirected toward other critical investigative needs and resources.

The current facility footprint also creates internal security and operational challenges. For example, sworn and civilian personnel must travel through a prisoner holding area in order to move from one side of the facility to the other. This is not an ideal configuration for a modern law enforcement facility; it creates unnecessary safety and security concerns.

A new expanded facility would provide the Sheriff's Office with the space and infrastructure necessary to safely and effectively serve the continuously growing needs of Worcester County. Consolidating personnel into one secure, appropriately designed facility would improve operational efficiency, enhance

	FY 28	FY 29	FY 30	FY 31	FY 32	Prior Allocation	Balance to Complete	Total Project Cost
EXPENDITURES								
Engineering/Design	213,000							213,000
Land Acquisition								0
Site Work	915,000	320,000						1,235,000
Construction		67,000,000						67,000,000
Equipment/Furnishings		355,000						355,000
Other Expenditures- Please Specify								0
TOTAL	1,128,000	67,675,000	0	0	0	0	0	68,803,000

	FY 28	FY 29	FY 30	FY 31	FY 32	Prior Allocation	Balance to Complete	Total Project Cost
SOURCES OF FUNDS								
General Fund								0
Water Wastewater User Fees								0
Solid Waste User Fees								0
Grant Funds								0
State Match								0
State Loan								0
Assigned Funds	1,128,000	675,000						1,803,000
Private Donation								0
Enterprise Bonds								0
General Bonds		67,000,000						67,000,000
Other Funding - Please Specify								0
TOTAL	1,128,000	67,675,000	0	0	0	0	0	68,803,000

If this project will have operating impacts, the fields below will populate from the data that is entered on the Operating Impact Projection tab of this workbook

PROJECTED OPERATING IMPACTS	0	355,000	262,500	273,000	283,500			1,174,000
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Additional Project Information

Project: Public Safety Facility

Complete the following questions:

What is the useful life of the asset/project?

The goal of this project is to construct a facility that not only serves an essential public safety purpose, but also provides a long term solution to the Worcester County Sheriff's Office's operational and space needs. The facility will be designed to accommodate current staffing and operational requirements, while also allowing for future growth and expansion as the needs of Worcester County continue to evolve. With appropriate construction, maintenance, and ongoing capital investment, the facility is expected to provide a useful life of several decades and serve as a long term public safety asset for Worcester County.

Will this project generate revenue?

This project will not generate any new revenue. The Worcester County Sheriff's Office will continue to generate the same revenue associated with its existing operations and services; however, no additional revenue is anticipated as a result of the construction of this facility.

Are there any grant funds available? If so, through what agency? What is the grant deadline? How much funding will you be requesting through the grant?

The Worcester County Sheriff's Office is not currently aware of any grant funding opportunities specifically available to support this project. However, the Sheriff's Office continually monitors federal, state, and other funding opportunities for grants that may assist in supporting the planning, construction, and related costs of this project.

Does this project qualify for IAC funding or other state funding? If so, what is the status of the funding?

This project does not qualify for IAC funding.

Is there a Federal or State mandate related to this project? If so, please elaborate:

There are no known federal or state mandates or funding requirements specifically associated with this project. However, if 911 or Emergency Services were incorporated into the project, there may be potential state funding opportunities available through the Maryland 911 Board. The Worcester County Sheriff's Office will continue to evaluate potential funding opportunities and applicable requirements as the scope of the project develops.

Are there impacts to the General Fund operating expenditures such as personnel or utilities & maintenance?

Yes. There would be an increase in General Fund operating expenditures associated with utilities, maintenance, and other ongoing operational costs. Because the proposed facility would be a new standalone property rather than part of the existing Government Center, the County would incur additional costs for utilities, routine maintenance, repairs, grounds maintenance, and other facility related expenses. Personnel costs are not expected to increase solely as a result of the construction of the facility.

CIP Operating Impact Projections**Project: Public Safety Facility**

Personnel Expenses	FY 28	FY 29	FY 30	FY 31	FY 32	Operating Cost
Job Title & Salary/Benefit Costs (List Separately)						
						0
						0
						0
						0
						0
						0
EXPENDITURES						

New Positions Salary & Benefits TOTAL	0	0	0	0	0	0
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Operating Expenses	FY 28	FY 29	FY 30	FY 31	FY 32	Total Operating Cost
Utilities			27,000	27,000	27,000	81,000
Telephone			190,000	195,000	200,000	585,000
Custodial			7,000	7,000	7,000	21,000
Cleaning			8,000	8,000	8,000	24,000
Maintenance Repairs			12,000	15,000	18,000	45,000
Refuse			1,000	1,000	1,000	3,000
Fire/Security Alarm			7,500	8,000	8,500	24,000
Internet			10,000	12,000	14,000	36,000
Vehicle Expense						0
Other						0
						0
EXPENDITURES						

Operating TOTAL	0	0	262,500	273,000	283,500	819,000
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Capital Expenses	FY 28	FY 29	FY 30	FY 31	FY 32	Total Operating Cost
Furnishings		255,000				255,000
Equipment		100,000				100,000
						0
						0
						0
EXPENDITURES						

Capital TOTAL	0	355,000	0	0	0	355,000
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Projected Revenue Impact	FY 28	FY 29	FY 30	FY 31	FY 32	Revenue Total
						0
						0
						0
						0
						0
REVENUES						

Project Revenue TOTAL	0	0	0	0	0	0
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PROJECTED OPERATING IMPACTS	0	355,000	262,500	273,000	283,500	1,174,000
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Operating Impacts

Project: Public Safety Facility

Complete the following questions:

Employee Positions

Will the project change staffing needs? How many positions are added or removed? Indicate if they are full-time, part-time, contractual, grant-funded, or enterprise-funded. What is the estimated cost or savings? Include benefit costs: use 63% for full-time and 49% for part-time with insurance.

As you are aware, the State of Maryland has imposed a number of unfunded mandates related to law enforcement, which have resulted in the need for additional positions and contributed to the current space limitations within the Worcester County Sheriff's Office. The growth in staffing required to meet these mandates is one of the factors contributing to the current need for additional workspace. At this time, the Worcester County Sheriff's Office is not aware of any additional positions that would be required solely as a result of the increased square footage or construction of a new facility. Any future requests for additional personnel would be based on the operational needs of the Sheriff's Office and the law enforcement needs of Worcester County, such as additional patrol deputies or other specialized personnel. It is also unknown at this time whether the Maryland General Assembly will enact additional unfunded mandates in the future that could require additional personnel or resources. The Sheriff's Office will continue to evaluate staffing needs as legislative requirements, community needs, and law enforcement responsibilities evolve.

Utility Costs

Will the project increase or decrease costs for electricity, oil, gas, phone, water, or sewer?

The project would increase costs for electricity, natural gas, water, sewer, telecommunications, and other utilities because the proposed facility would be a new standalone facility. However, the anticipated location would provide convenient access to existing sewer and fiber infrastructure, which should help minimize the costs associated with connecting the facility to these services.

Maintenance Costs

Will internal maintenance costs or external vendor agreements change? Consider custodial, field, road, or general maintenance.

There would be additional costs associated with custodial services and ongoing maintenance of the new facility. These costs could include maintenance performed by Worcester County staff, as well as services provided by outside vendors for specialized maintenance, repairs, systems, equipment, grounds, and other facility related needs. Any necessary vendor agreements would be evaluated based on the specific maintenance requirements of the facility.

Insurance Costs

Will insurance costs change? Include liability, property, and vehicle coverage.

It is unknown what the insurance cost would be for this facility.

Telecommunications

Will the project require additional phones, copiers, computers, or other hardware? List them below.

The majority of the Worcester County Sheriff's Office's existing telecommunications and technology equipment would be relocated to the new facility. However, additional equipment may be necessary to support the size, configuration, and operational needs of the new facility. The specific equipment needs, quantities, and associated costs are unknown at this time and would be determined as the design and operational requirements of the facility are finalized.

Furniture, Equipment, or Capital Outlay

Will the need for furniture, equipment, or other capital outlay increase or decrease? Is the cost change one-time or ongoing?

To the extent possible, existing furniture and equipment at the Worcester County Sheriff's Office would be utilized in the new facility. However, a number of existing workspaces currently have outdated or unsuitable furniture that would need to be replaced as part of the transition to the new facility. These costs would primarily be one time capital or startup expenses

CIP Project Name: Asphalt Overlay/Pavement Preservation of County Roads

Project Director (Name & Title) Dallas Baker Jr., P.E., Public Works Director

Phone Number: 410-632-5623

Project Location: Various road throughout Worcester County

Project Summary

In FY10 the Highway User Revenue (HUR) was cut significantly, therefore the General Fund had to begin funding the cost of our paving projects. Due to many factors including but not limited too; exiting age of our roadway surfaces, increased vehicular traffic on our roadways, and increased cost in materials and labor for hot mix asphalt, the miles of roadway we can repave is getting less with the current funding levels. The Road's Division has explored other resurfacing options such as slurry seal to help preserve our roadways but not all roadways meet the criteria and must be repaved to restore the surface back to a safe and smooth riding surface.

	FY 28	FY 29	FY 30	FY 31	FY 32	Prior Allocation	Balance to Complete	Total Project Cost
EXPENDITURES								
Engineering/Design								0
Land Acquisition								0
Site Work								0
Construction	1,500,000	1,500,000	2,000,000	2,000,000	2,000,000	1,500,000		10,500,000
Equipment/Furnishings								0
Other Expenditures- Please Specify								0
TOTAL	1,500,000	1,500,000	2,000,000	2,000,000	2,000,000	1,500,000	0	10,500,000

	FY 28	FY 29	FY 30	FY 31	FY 32	Prior Allocation	Balance to Complete	Total Project Cost
SOURCES OF FUNDS								
General Fund								0
Water Wastewater User Fees								0
Solid Waste User Fees								0
Grant Funds								0
State Match								0
State Loan								0
Assigned Funds	1,500,000	1,500,000	2,000,000	2,000,000	2,000,000	1,500,000		10,500,000
Private Donation								0
Enterprise Bonds								0
General Bonds								0
Other Funding - Please Specify								0
TOTAL	1,500,000	1,500,000	2,000,000	2,000,000	2,000,000	1,500,000	0	10,500,000

If this project will have operating impacts, the fields below will populate from the data that is entered on the Operating Impact Projection tab of this workbook

PROJECTED OPERATING IMPACTS	0	0	0	0	0			0
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**Additional Project Information
Project:**

Complete the following questions:

What is the useful life of the asset/project?

20+ years

Will this project generate revenue?

N/A

Are there any grant funds available? If so, through what agency? What is the grant deadline? How much funding will you be requesting through the grant?

N/A

Does this project qualify for IAC funding or other state funding? If so, what is the status of the funding?

N/A

Is there a Federal or State mandate related to this project? If so, please elaborate:

N/A

Are there impacts to the General Fund operating expenditures such as personnel or utilities & maintenance?

Since our paving projects are funded by the General Fund, increasing this puts a strain on the County's General Fund budget.

CIP Project Name: Northern Worcester Athletic Complex Engineering and Construction

Project Director (Name & Title) Kelly Rados, Director of Recreation and Parks

Phone Number: 410-632-2144 x2502

Project Location: Northern Worcester Athletic Complex

Project Summary

This project includes final engineering and construction for the master plan of Northern Worcester Athletic Complex/Lion's Club Property. The final result will include: 7 baseball/softball fields (re-design and construction of 6 fields, renovations to existing senior league field), 7 multi-purpose athletic fields (2 New Artificial Turf, 5 existing), 2 playgrounds (1 New), 6 pickleball courts (New), accessible sidewalks, sufficient parking, stone dust walking trail, 3 batting cages (New), sewer and water upgrades, 2 concession stands(existing), 4 bathroom locations (2 new), 60' by 80' maintenance shop (New), 30' by 40' storage shed (New).

	FY 28	FY 29	FY 30	FY 31	FY 32	Prior Allocation	Balance to Complete	Total Project Cost
EXPENDITURES								
Engineering/Design	200,000							200,000
Land Acquisition								0
Site Work	1,000,000	1,000,000						2,000,000
Construction	4,500,000	4,500,000						9,000,000
Equipment/Furnishings								0
Other Expenditures- Please Specify								0
TOTAL	5,700,000	5,500,000	0	0	0	0	0	11,200,000

	FY 28	FY 29	FY 30	FY 31	FY 32	Prior Allocation	Balance to Complete	Total Project Cost
SOURCES OF FUNDS								
General Fund								0
Water Wastewater User Fees								0
Solid Waste User Fees								0
Grant Funds	1,000,000	300,000						1,300,000
State Match								0
State Loan								0
Assigned Funds	4,700,000	5,200,000						9,900,000
Private Donation								0
Enterprise Bonds								0
General Bonds								0
Other Funding - Please Specify								0
TOTAL	5,700,000	5,500,000	0	0	0	0	0	11,200,000

If this project will have operating impacts, the fields below will populate from the data that is entered on the Operating Impact Projection tab of this workbook

PROJECTED OPERATING IMPACTS	0	195,730	(15,670)	(15,670)	(20,670)			143,720
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Additional Project Information**Project: Northern Worcester Athletic Complex Engineering and Construction**

Complete the following questions:

What is the useful life of the asset/project?

50+ years.

Will this project generate revenue?

Yes. This project will generate revenue through field rentals, tournament rentals, concessions, and increase program opportunities. This project will enhance our opportunity to host tournaments, providing an economic benefit for Worcester County businesses and the local economy.

Are there any grant funds available? If so, through what agency? What is the grant deadline? How much funding will you be requesting through the grant?

Yes. Program Open Space funds will be utilized. Currently there is approximately 1 million dollars allocated to this project. Additional funds will be allocated to the project as we receive allotments each year. Our Department will also be applying for Land and Water Conservation Fund in the Spring of 2027, up to 3 million dollars. A deadline has not been established at this time.

Does this project qualify for IAC funding or other state funding? If so, what is the status of the funding?

The project qualifies for Program Open Space funding.

Is there a Federal or State mandate related to this project? If so, please elaborate:

N/A

Are there impacts to the General Fund operating expenditures such as personnel or utilities & maintenance?

Yes, the general fund operating expenditure will increase due to necessary personnel needed to maintain the facility, equipment, material, etc. Utilities will also increase due to sewer and water additions and electricity increase due to expected increased use of the complex.

CIP Operating Impact Projections**Project: Northern Worcester Athletic Complex Engineering and Construction**

Personnel Expenses	FY 28	FY 29	FY 30	FY 31	FY 32	Operating Cost
Job Title & Salary/Benefit Costs (List Separately)						
Parks Worker II		43,804				43,804
Benefits for Parks Worker II		27,596				27,596
						0
						0
						0
						0
EXPENDITURES						

New Positions Salary & Benefits TOTAL	0	71,400	0	0	0	71,400
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Operating Expenses	FY 28	FY 29	FY 30	FY 31	FY 32	Total Operating Cost
Utilities		6,000	6,000	6,000	6,000	24,000
Telephone						0
Custodial						0
Cleaning						0
Maintenance Repairs		15,000	15,000	20,000	20,000	70,000
Refuse		3,330	3,330	3,330	3,330	13,320
Fire/Security Alarm						0
Internet						0
Vehicle Expense		45,000				45,000
Other						0
						0
EXPENDITURES						

Operating TOTAL	0	69,330	24,330	29,330	29,330	152,320
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Capital Expenses	FY 28	FY 29	FY 30	FY 31	FY 32	Total Operating Cost
Furnishings		10,000				10,000
Equipment		75,000				75,000
						0
						0
						0
EXPENDITURES						

Capital TOTAL	0	85,000	0	0	0	85,000
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Projected Revenue Impact	FY 28	FY 29	FY 30	FY 31	FY 32	Revenue Total
Tournament/Field Rentals		30,000	40,000	45,000	50,000	165,000
						0
						0
						0
						0
REVENUES						

Project Revenue TOTAL	0	30,000	40,000	45,000	50,000	165,000
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PROJECTED OPERATING IMPACTS	0	195,730	(15,670)	(15,670)	(20,670)	143,720
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Operating Impacts

Project: Northern Worcester Athletic Complex Engineering and Construction

Complete the following questions:

Employee Positions

Will the project change staffing needs? How many positions are added or removed? Indicate if they are full-time, part-time, contractual, grant-funded, or enterprise-funded. What is the estimated cost or savings? Include benefit costs: use 63% for full-time and 49% for part-time with insurance.

A Parks Worker II position will need to be added to our Parks Team to assist with properly maintaining the renovated facility. This position could also serve as the weekend coordinator to effectively maintain the facility during tournament use. Estimated cost is \$71,400 including benefits.

Utility Costs

Will the project increase or decrease costs for electricity, oil, gas, phone, water, or sewer?

There will be an increase in utility costs due to adding amenities and increased facility usage.

Maintenance Costs

Will internal maintenance costs or external vendor agreements change? Consider custodial, field, road, or general maintenance.

General Maintenance costs will increase due to additional amenities and increased use of the facility.

Insurance Costs

Will insurance costs change? Include liability, property, and vehicle coverage.

Yes, insurance costs will change due to increased property value and new vehicles/equipment.

Telecommunications

Will the project require additional phones, copiers, computers, or other hardware? List them below.

N/A

Furniture, Equipment, or Capital Outlay

Will the need for furniture, equipment, or other capital outlay increase or decrease? Is the cost change one-time or ongoing?

There will be an increase due to the need for furniture in a staff meeting area, equipment to maintain the Bermuda fields and artificial turf fields. These expenses will not be needed each year but will be on-going and needed at the end of equipment's serviceable life.

CIP Project Name: Ocean City Inlet Commercial Dredging

Project Director (Name & Title) Robert Mitchell, LEHS, REHS/RS, Director of Environmental Programs

Phone Number: 410-632-1220

Project Location: Ocean City Inlet

Project Summary

This project will utilize \$9.555 M allocated in Federal FY25 to dredge the Ocean City Inlet to its authorized depth + 2 feet. Work will also include dredging federal channels to Isle of Wight and Sinepuxent if there remain funds/capacity to do so. These are separate funds from regular, ongoing projects that annually provided sediment removal to the OC Inlet area. The local component is considered a match and consists of the requirement to locate, secure, and prepare/maintain a suitable site or sites for the dredge disposal. This component could have funding involved if in-kind services are not sufficient to provide this project with the disposal capacity necessary for placement of the removed sediment. The project provides for an inlet channel 10 feet deep from the Atlantic Ocean through West Ocean City harbor. The inlet channel width varies from 100 to 200 feet. The inlet channel is protected by two stone jetties at the entrance from the Atlantic Ocean. The project also includes a channel six feet deep and with widths that vary from 100 to 150 feet in Sinepuxent Bay from the inlet to Chincoteague Bay, and a channel six feet deep with widths that vary from 75 to 125 feet from the inlet into the Isle of Wight Bay. The project also includes the seawall located along the north side of Ocean City Inlet at 2nd Street in Ocean City

	FY 28	FY 29	FY 30	FY 31	FY 32	Prior Allocation	Balance to Complete	Total Project Cost
EXPENDITURES								
Engineering/Design								0
Land Acquisition								0
Site Work		100,000						100,000
Construction		6,000,000	3,555,000					9,555,000
Equipment/Furnishings								0
Other Expenditures- Please Specify								0
TOTAL	0	6,100,000	3,555,000	0	0	0	0	9,655,000

	FY 28	FY 29	FY 30	FY 31	FY 32	Prior Allocation	Balance to Complete	Total Project Cost
SOURCES OF FUNDS								
General Fund								0
Water Wastewater User Fees								0
Solid Waste User Fees								0
Grant Funds		6,000,000	3,555,000					9,555,000
State Match								0
State Loan								0
Assigned Funds		100,000						100,000
Private Donation								0
Enterprise Bonds								0
General Bonds								0
Other Funding - Please Specify								0
TOTAL	0	6,100,000	3,555,000	0	0	0	0	9,655,000

If this project will have operating impacts, the fields below will populate from the data that is entered on the Operating Impact Projection tab of this workbook

PROJECTED OPERATING IMPACTS	0	100,000	0	0	0			100,000
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Additional Project Information

Project: Ocean City Inlet Commercial Dredging

Complete the following questions:

What is the useful life of the asset/project?

The abatement of the shoaling depends on the weather and the tides. This scale of sediment removal has not been attempted for some time so we expect the project to provide at least 5-10 years of clearance before issues arise where annual maintenance dredging is not keeping up with sediment accretion in the inlet and federal channels

Will this project generate revenue?

This may generate revenue for local businesses through federal contracts for the dredging. This will benefit local commerce for charter and recreational fishing and the commercial harbor and the fishermen utilizing that harbor as the inlet and channels will be cleaned out in a way that hasnt been done in a long time. If we are able to use the material for resiliency projects, that material may save costs for project funding for those grant funded projects that will protect waterfront communities.

Are there any grant funds available? If so, through what agency? What is the grant deadline? How much funding will you be requesting through the grant?

The US Army Corps of Engineers has already secured an additional \$9.6 M in federal funds for their portion of the project.

Does this project qualify for IAC funding or other state funding? If so, what is the status of the funding?

We may have some cost-share from the state and other parties

Is there a Federal or State mandate related to this project? If so, please elaborate:

The federal funding of maintenance dredging of designated US navigational channels is subject to Congressional budget approval. This was an ask of the Baltimore Corps District to fund this project and it was granted.

Are there impacts to the General Fund operating expenditures such as personnel or utilities & maintenance?

The County is responsible for a local match component limited to securing and providing outlets for the dredged materials. There may be in-kind or actual funds expended in this effort to secure and prepare land-based site(s) to receive those materials.

CIP Operating Impact Projections**Project: Ocean City Inlet Commercial Dredging**

Personnel Expenses	FY 28	FY 29	FY 30	FY 31	FY 32	Operating Cost
Job Title & Salary/Benefit Costs (List Separately)						
						0
						0
						0
						0
						0
						0
EXPENDITURES						

New Positions Salary & Benefits TOTAL 0 0 0 0 0 0

Operating Expenses	FY 28	FY 29	FY 30	FY 31	FY 32	Total Operating Cost
Utilities						0
Telephone						0
Custodial						0
Cleaning						0
Maintenance Repairs						0
Refuse						0
Fire/Security Alarm						0
Internet						0
Vehicle Expense						0
Other						0
						0
EXPENDITURES						

Operating TOTAL 0 0 0 0 0 0

Capital Expenses	FY 28	FY 29	FY 30	FY 31	FY 32	Total Operating Cost
Furnishings						0
Equipment						0
Investments in securing and preparing dredge sites		100,000				100,000
						0
						0
EXPENDITURES						

Capital TOTAL 0 100,000 0 0 0 100,000

Projected Revenue Impact	FY 28	FY 29	FY 30	FY 31	FY 32	Revenue Total
						0
						0
						0
						0
						0
REVENUES						

Project Revenue TOTAL 0 0 0 0 0 0

PROJECTED OPERATING IMPACTS	0	100,000	0	0	0	100,000
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Operating Impacts**Project: Ocean City Inlet Commercial Dredging**

Complete the following questions:

Employee Positions

Will the project change staffing needs? How many positions are added or removed? Indicate if they are full-time, part-time, contractual, grant-funded, or enterprise-funded. What is the estimated cost or savings? Include benefit costs: use 63% for full-time and 49% for part-time with insurance.

No

Utility Costs

Will the project increase or decrease costs for electricity, oil, gas, phone, water, or sewer?

No

Maintenance Costs

Will internal maintenance costs or external vendor agreements change? Consider custodial, field, road, or general maintenance.

No

Insurance Costs

Will insurance costs change? Include liability, property, and vehicle coverage.

No

Telecommunications

Will the project require additional phones, copiers, computers, or other hardware? List them below.

No

Furniture, Equipment, or Capital Outlay

Will the need for furniture, equipment, or other capital outlay increase or decrease? Is the cost change one-time or ongoing? No, we will be utilizing existing facilities, with some preparation of existing sites, if needed.

CIP Project Name: Buckingham Elementary School Replacement Project

Project Director (Name & Title) Vince Tolbert, Chief Financial Officer

Phone Number: 410-632-5062

Project Location: Buckingham Elementary School, 100 Buckingham Road, Berlin, MD 21811

Project Summary

A feasibility study for the Buckingham Elementary School (BES) replacement project began in July 2022. The study documented existing facility, site, and instructional deficiencies and evaluated options to address the school's long-term needs. In January 2023, the Worcester County Board of Education approved the construction of a replacement school on the existing site, followed by approval from the Worcester County Commissioners in March 2023. Educational Specifications were completed in May 2023, and Conceptual Planning was finalized in September 2023.

After the State determined that the BES replacement project was ineligible for State funding, a BES Workgroup was established in May 2024 to evaluate alternative solutions. The Workgroup reviewed five potential options and ultimately recommended proceeding with construction of the Buckingham Elementary School replacement facility, followed by the replacement of Berlin Intermediate School. This recommendation was subsequently presented to the Worcester County Board of Education and the Worcester County Commissioners.

In May 2025, the Worcester County Board of Education and the Worcester County Commissioners approved the project's Schematic Design. In April 2026, the Maryland Department of General Services (DGS) approved the project's Design Development documents. Subsequently, in August 2026, DGS approved the Construction Documents, authorizing the project to advance to the bidding phase.

All project information and cost estimates included in this submission are contingent upon final approval by the Worcester County Board of Education and the

Worcester County Commissioners, as well as the successful execution of a Memorandum of Understanding between Worcester County and the State of Maryland. Cost estimates reflected herein are based on the most recent estimates developed during the Construction Documents phase and represent the best available projection of project costs at the time of submission.

	FY 28	FY 29	FY 30	FY 31	FY 32	Prior Allocation	Balance to Complete	Total Project Cost
EXPENDITURES								
Engineering/Design	554,979	201,366	67,122			2,741,203		3,564,670
Land Acquisition								0
Site Work	2,520,916							2,520,916
Construction	31,730,477	32,448,812	689,793					64,869,082
Equipment/Furnishings		2,040,837						2,040,837
Other Expenditures- Please Spec	1,038,753	1,038,753	546,251					2,623,757
TOTAL	35,845,125	35,729,768	1,303,166	0	0	2,741,203	0	75,619,262

	FY 28	FY 29	FY 30	FY 31	FY 32	Prior Allocation	Balance to Complete	Total Project Cost
SOURCES OF FUNDS								
General Fund								0
Water Wastewater User Fees								0
Solid Waste User Fees								0
Grant Funds								0
State Match	16,572,201	6,617,997				2,565,802		25,756,000
State Loan								0
Assigned Funds	4,780,295					175,401		4,955,696
Private Donation								0
Enterprise Bonds								0
General Bonds	14,492,629	29,111,771	1,303,166					44,907,566
Other Funding - Please Specify								0
TOTAL	35,845,125	35,729,768	1,303,166	0	0	2,741,203	0	75,619,262

If this project will have operating impacts, the fields below will populate from the data that is entered on the Operating Impact Projection tab of this workbook

PROJECTED OPERATING IMPACTS	0	0	0	0	0			0
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Additional Project Information

Project: Buckingham Elementary School Replacement

Complete the following questions:

What is the useful life of the asset/project? The useful life of the Buckingham Elementary School replacement project is estimated at **30–50 years**. This timeframe reflects the expected longevity of new school facilities constructed to current State and local standards. The project replaces the existing 46-year-old facility, which has aging structural, mechanical, and electrical systems, and requires ongoing maintenance and the use of portable classrooms. By incorporating energy-efficient design features and modern building systems, the replacement school is anticipated to provide decades of reliable service to students, staff, and the community before major reinvestment is required.

Will this project generate revenue? The project will not generate revenue.

Are there any grant funds available? If so, through what agency? What is the grant deadline? How much funding will you be requesting through the grant? State school construction funding will be requested through the Interagency Commission on School Construction (IAC) and the Maryland Stadium Authority (MSA) under the Built-to-Learn program. The maximum amount of State funding will be established through a Memorandum of Understanding (MOU) between the IAC and the County Commissioners.

Does this project qualify for IAC funding or other state funding? If so, what is the status of the funding? The State funding calculation for the project is \$25,756,000, including Build to Learn (BTL) funding.

Is there a Federal or State mandate related to this project? If so, please elaborate: No.

Are there impacts to the General Fund operating expenditures such as personnel or utilities & maintenance? The Buckingham Elementary School replacement project will result in a facility larger than the existing 49,000 square feet. However, the inclusion of energy-efficient design features and modern building systems with reduced maintenance requirements is expected to minimize any significant increase in General Fund operating expenditures.

CIP Project Name: Berlin Intermediate School Replacement Project

Project Director (Name & Title) Vince Tolbert, Chief Financial Officer

Phone Number: 410-632-5062

Project Location: Berlin Intermediate School, 309 Franklin Avenue, Berlin, MD 21811

Project Summary

The Berlin Intermediate School (BIS) Replacement Project builds upon Worcester County Public Schools' (WCPS) long-term capital planning efforts for the Berlin-area schools. Following the State's determination that the Buckingham Elementary School (BES) Replacement Project was not eligible for State funding, WCPS convened a BES Workgroup in May 2024 to evaluate five potential options for addressing the facility needs of both BES and BIS. The Workgroup ultimately endorsed an option to proceed with construction of a replacement BES, followed by a replacement BIS. This approach was approved by the Worcester County Board of Education in September 2024 and subsequently by the Worcester County Commissioners in October 2024.

In March 2026, the Board of Education approved the BIS Feasibility Study and its recommendation to construct a new replacement school. In April 2026, the Worcester County Commissioners approved the Feasibility Study, allowing the project to advance to the Interagency Commission on School Construction (IAC) for State review. In August 2026, WCPS received IAC approval of the project.

With these approvals in place, WCPS is now beginning the conceptual planning and design phase for the BIS Replacement Project. This phase will further define the educational program, site configuration, building layout, project scope, and preliminary cost estimates in preparation for subsequent design and approval milestones.

All cost estimates, schedules, and project information included in this submission remain subject to refinement as design progresses and are contingent upon approval by the Worcester County Board of Education and the Worcester County Commissioners, as applicable, as well as the successful execution of a Memorandum of Understanding between the Worcester County Commissioners and the State of Maryland.

	FY 28	FY 29	FY 30	FY 31	FY 32	Prior Allocation	Balance to Complete	Total Project Cost
EXPENDITURES								
Engineering/Design	1,600,910	1,523,628	234,421	225,921	87,230	159,410		3,831,520
Land Acquisition								0
Site Work								0
Construction		2,323,876	37,384,779	36,794,696				76,503,351
Equipment/Furnishings				1,936,563				1,936,563
Other Expenditures- Please Specify		394,122	893,345	893,345	446,674			2,627,486
TOTAL	1,600,910	4,241,626	38,512,545	39,850,525	533,904	159,410	0	84,898,920

	FY 28	FY 29	FY 30	FY 31	FY 32	Prior Allocation	Balance to Complete	Total Project Cost
SOURCES OF FUNDS								
General Fund								0
Water Wastewater User Fees								0
Solid Waste User Fees								0
Grant Funds								0
State Match	1,600,910	586,090	10,559,000	10,399,000				23,145,000
State Loan								0
Assigned Funds		1,571,678	362,441			159,410		2,093,529
Private Donation								0
Enterprise Bonds								0
General Bonds	0	2,083,858	27,591,104	29,451,525	533,904			59,660,391
Other Funding - Please Specify								0
TOTAL	1,600,910	4,241,626	38,512,545	39,850,525	533,904	159,410	0	84,898,920

If this project will have operating impacts, the fields below will populate from the data that is entered on the Operating Impact Projection tab of this workbook

PROJECTED OPERATING IMPACTS	0	0	0	0	0			0
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Additional Project Information

Project: Berlin Intermediate School Replacement Project

Complete the following questions:

What is the useful life of the asset/project?

30-50 years.

Will this project generate revenue?

The project will not generate revenue.

Are there any grant funds available? If so, through what agency? What is the grant deadline? How much funding will you be requesting through the grant?

State school construction funding will be requested through the Interagency Commission on School Construction (IAC). Maximum State funding (preliminarily \$23,145,000) will be determined through the MOU between the IAC and the County Commissioners.

Does this project qualify for IAC funding or other state funding? If so, what is the status of the funding?

The State funding calculation for the project is \$23,145,000, per the executed MOU between WCBOE, Worcester County Government, and IAC.

Is there a Federal or State mandate related to this project? If so, please elaborate: No.

Are there impacts to the General Fund operating expenditures such as personnel or utilities & maintenance?

The Berlin Intermediate Replacement School Project will provide more efficient square footage than the existing 101,000 square feet facility. Also, with energy efficiency elements included in the future design and new building systems requiring minimal maintenance costs, impact on general funds should be lessened compared to those of the existing 54-year-old building.

CIP Project Name: Worcester Technical High School Roof Replacement

Project Director (Name & Title): Vince Tolbert, Chief Financial Officer

Phone Number: 410-632-5062

Project Location: Worcester Technical High School, 6290 Worcester Highway, Newark, MD. 21801

Project Summary

This project will replace the existing shingle roof system at Worcester Technical High School, which has reached the end of its serviceable life after repeated leak repairs and documented condition ratings of 1.5–2.5 out of 4 during annual inspections.

The work will include removal of all existing shingles, installation of new insulation and high-temperature underlayment, and construction of a new standing seam metal roof system across all roof sections (approx. 58,000–65,000 sq. ft. based on EagleView measurements). The scope also includes:

- Installation of new gutters and downspouts throughout.
- Snow retention systems at all required slopes.
- Metal coping, edge, and fascia systems meeting ANSI-SPRI ES-1 standards.
- All insulation installed to meet or exceed the State of Maryland R-30 requirement.
- Factory Mutual–approved systems and components.

Upon completion, the new system will carry a 30-year warranty, providing long-term protection and significantly reducing ongoing leak response and repair costs.

	FY 28	FY 29	FY 30	FY 31	FY 32	Prior Allocation	Balance to Complete	Total Project Cost
EXPENDITURES								
Engineering/Design								0
Land Acquisition								0
Site Work								0
Construction	10,969,914							10,969,914
Equipment/Furnishings								0
Other Expenditures- Please Specify								0
TOTAL	10,969,914	0	0	0	0	0	0	10,969,914

	FY 28	FY 29	FY 30	FY 31	FY 32	Prior Allocation	Balance to Complete	Total Project Cost
SOURCES OF FUNDS								
General Fund								0
Water Wastewater User Fees								0
Solid Waste User Fees								0
Grant Funds								0
State Match	5,491,914							5,491,914
State Loan								0
Assigned Funds	5,478,000							5,478,000
Private Donation								0
Enterprise Bonds								0
General Bonds								0
Other Funding - Please Specify								0
TOTAL	10,969,914	0	0	0	0	0	0	10,969,914

If this project will have operating impacts, the fields below will populate from the data that is entered on the Operating Impact Projection tab of this workbook

PROJECTED OPERATING IMPACTS	0	0	0	0	0			0
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Additional Project Information**Project: Worcester Technical High School Roof Replacement**

Complete the following questions:

What is the useful life of the asset/project?

30-40 years.

Will this project generate revenue?

The project will not generate revenue.

Are there any grant funds available? If so, through what agency? What is the grant deadline? How much funding will you be requesting through the grant?

In FY27, WCPS received \$1,757,059 in state funding from the Interagency Commission on School Construction (IAC).

In FY28, WCPS will request \$3,709,355 in its upcoming CIP request from the IAC.

Does this project qualify for IAC funding or other state funding? If so, what is the status of the funding?

Yes. In FY27, WCPS received \$1,757,059 in state funding from the Interagency Commission on School Construction (IAC).

Is there a Federal or State mandate related to this project? If so, please elaborate: No.**Are there impacts to the General Fund operating expenditures such as personnel or utilities & maintenance?**

Yes. WCPS anticipates decreased utility costs at Worcester Technical High School upon completion of the project due to improved building envelope insulation characteristics. In recent years, ongoing maintenance expenditures have risen significantly to address roof deficiencies. With the installation of the new roof system, these recurring maintenance requirements will be substantially reduced, resulting in long-term operational savings for the General Fund.

CIP Project Name: Stephen Decatur High School Roof Replacement

Project Director (Name & Title) Vince Tolbert, Chief Financial Officer

Phone Number: 410-632-5062

Project Location: Stephen Decatur High School, 9913 Seahawk Rd, Berlin, MD 21811

Project Summary

Stephen Decatur High School originally opened in 1958 and underwent a major renovation and addition project, including a roof replacement, in 2002. The first phase of this work was completed in 1999, meaning portions of the current roof will be approximately 30 years old when the planned roof replacement project begins in 2028.

Evaluations and inspections conducted by both the WCPS roofing consultant and State of Maryland maintenance inspectors have consistently identified deficiencies in the existing roof system, including blisters, seam separations, pitch pan failures, drain issues, and expansion joint deterioration. The roof has been assigned an overall condition rating of Fair/Poor.

This project will replace the aging built-up roof system with a new, durable roofing system designed to address current deficiencies and extend the useful life of the facility.

	FY 28	FY 29	FY 30	FY 31	FY 32	Prior Allocation	Balance to Complete	Total Project Cost
EXPENDITURES								
Engineering/Design								0
Land Acquisition								0
Site Work								0
Construction		11,314,009	4,000,008					15,314,017
Equipment/Furnishings								0
Other Expenditures- Please Specify								0
TOTAL	0	11,314,009	4,000,008	0	0	0	0	15,314,017

	FY 28	FY 29	FY 30	FY 31	FY 32	Prior Allocation	Balance to Complete	Total Project Cost
SOURCES OF FUNDS								
General Fund								0
Water Wastewater User Fees								0
Solid Waste User Fees								0
Grant Funds								0
State Match		7,314,000						7,314,000
State Loan								0
Assigned Funds								0
Private Donation								0
Enterprise Bonds								0
General Bonds		4,000,009	4,000,008					8,000,017
Other Funding - Please Specify								0
TOTAL	0	11,314,009	4,000,008	0	0	0	0	15,314,017

If this project will have operating impacts, the fields below will populate from the data that is entered on the Operating Impact Projection tab of this workbook

PROJECTED OPERATING IMPACTS	0	0	0	0	0		0
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Additional Project Information

Project Stephen Decatur High School Roof Replacement

Complete the following questions:

What is the useful life of the asset/project?

30-40 years.

Will this project generate revenue?

The project will not generate revenue.

Are there any grant funds available? If so, through what agency? What is the grant deadline? How much funding will you be requesting through the grant?

Yes, WCPS listed SDHS Roof Replacement in its Future Roof Replacement in its Future Projects through the IAC and will request funding in FY28.

Does this project qualify for IAC funding or other state funding? If so, what is the status of the funding?

Yes, WCPS will request funding from the IAC in FY28.

Is there a Federal or State mandate related to this project? If so, please elaborate: No.

Are there impacts to the General Fund operating expenditures such as personnel or utilities & maintenance?

WCPS anticipates decreased utility costs at Stephen Decatur High School following completion of the project, due to improved building envelope insulation. In recent years, ongoing maintenance requirements have increased to address roof deficiencies; however, these needs will be significantly reduced once the new roof is installed.

CIP Project Name: Ocean City Elementary Roof Replacement

Project Director (Name & Title) Vince Tolbert, Chief Financial Officer

Phone Number: 410-632-5062

Project Location: Ocean City Elementary School, 12828 Center Dr, Ocean City, MD 21842

Project Summary

Ocean City Elementary School (OCES), which opened in 2005, is scheduled for a roof replacement in 2029, when the existing shingle and built-up roofing systems will have reached approximately 24 years of service. Recent facility inspections have identified several areas of deterioration, including wind-damaged shingles, seam separations, drainage deficiencies, and deteriorating expansion joints, demonstrating the need for a comprehensive roof replacement.

The project will include removal and replacement of the existing shingle and built-up roofing systems, along with improvements to roof drainage, flashings, pitch pans, expansion joints, and other associated roofing components. New insulation will be installed to meet or exceed applicable State of Maryland performance standards.

Upon completion, the new roofing system will provide a durable, watertight building envelope with a long-term warranty, reducing ongoing maintenance and repair needs while protecting the facility from water intrusion and further deterioration.

The project is particularly important as enrollment at OCES is projected to increase from 548 students in 2024 to approximately 648 students by 2033. Replacing the aging roof will protect the County's investment in the facility while supporting a safe, reliable, and effective learning environment for the growing student population in northern Worcester County.

	FY 28	FY 29	FY 30	FY 31	FY 32	Prior Allocation	Balance to Complete	Total Project Cost
EXPENDITURES								
Engineering/Design		115,000						115,000
Land Acquisition								0
Site Work								0
Construction			6,120,500					6,120,500
Equipment/Furnishings								0
Other Expenditures- Please Specify								0
TOTAL	0	115,000	6,120,500	0	0	0	0	6,235,500

	FY 28	FY 29	FY 30	FY 31	FY 32	Prior Allocation	Balance to Complete	Total Project Cost
SOURCES OF FUNDS								
General Fund								0
Water Wastewater User Fees								0
Solid Waste User Fees								0
Grant Funds								0
State Match		115,000	2,860,000					2,975,000
State Loan								0
Assigned Funds			3,260,500					3,260,500
Private Donation								0
Enterprise Bonds								0
General Bonds								0
Other Funding - Please Specify								0
TOTAL	0	115,000	6,120,500	0	0	0	0	6,235,500

If this project will have operating impacts, the fields below will populate from the data that is entered on the Operating Impact Projection tab of this workbook

PROJECTED OPERATING IMPACTS	0	0	0	0	0		0
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Additional Project Information**Project: Ocean City Elementary Roof Replacement**

Complete the following questions:

What is the useful life of the asset/project?

30-40 years.

Will this project generate revenue?

The project will not generate revenue.

Are there any grant funds available? If so, through what agency? What is the grant deadline? How much funding will you be requesting through the grant?

Yes, WCPS listed OCES Roof Replacement in its Future Roof Replacement in its Future Projects thought the IAC and will request funding in FY29.

Does this project qualify for IAC funding or other state funding? If so, what is the status of the funding?

Yes, WCPS will request funding from the IAC in FY29.

Is there a Federal or State mandate related to this project? If so, please elaborate: No.**Are there impacts to the General Fund operating expenditures such as personnel or utilities & maintenance?**

WCPS anticipates decreased utility costs at Ocean City Elementary School following completion of the project, due to improved building envelope insulation. In recent years, ongoing maintenance requirements have increased to address roof deficiencies; however, these needs will be significantly reduced once the new roof is installed.

CIP Project Name: Wor-Wic Student Success and Wellness Center

Project Director (Name & Title) Jennifer Sandt, Vice President for Administrative Services

Phone Number: 410-334-2911

Project Location: 32000 Campus Drive, Salisbury MD 21804

Project Summary

A Student Success and Wellness Center is being proposed for design in FY 2028 and completion in FY 2030. This building will be a 50,000 to 80,000 square foot building. The building will include offices for several departments within the student affairs division, including a new athletic department. Additional offices/suites are planned for the public safety department and a new events department. We also vision the building to include a multi-purpose gym, physical fitness equipment, locker rooms, several multi-purpose meeting rooms with a stage for performances, a food service/concession space, the college bookstore, an esports arena, and conference rooms. Comfortable and collaborative spaces designed for students to study, relax and socialize, such as lounges, study zones, a meditation/religious observance room, rooms for student clubs and the food pantry, will also be included. The multi-purpose spaces within the building can be utilized to support our existing instructional programs in allied health and criminal justice for selected laboratory and skills-based training. There is opportunity to create additional credit programming. The college will need to redesign at least one roadway and some parking areas as part of this project. The college currently has a space deficit for offices, and student wellness and recreational spaces. The new building and roadway work is projected to cost approximately \$74.8 million. The cost estimate was provided by Forella Group in March 2025 as part of consulting services to assist with writing the State program. If approved, the State would fund 75% of the project. The college is submitting a request to Worcester and Wicomico Counties for consideration, as part of their Capital Improvement Plans, for the 25% local share of the project.

	FY 28	FY 29	FY 30	FY 31	FY 32	Prior Allocation	Balance to Complete	Total Project Cost
EXPENDITURES								
Engineering/Design	471,625							471,625
Land Acquisition								0
Site Work								0
Construction		2,228,462	2,228,463					4,456,925
Equipment/Furnishings			213,050					213,050
Other Expenditures- Please Specify								0
TOTAL	471,625	2,228,462	2,441,513	0	0	0	0	5,141,600

	FY 28	FY 29	FY 30	FY 31	FY 32	Prior Allocation	Balance to Complete	Total Project Cost
SOURCES OF FUNDS								
General Fund								0
Water Wastewater User Fees								0
Solid Waste User Fees								0
Grant Funds								0
State Match								0
State Loan								0
Assigned Funds	471,625	2,228,462	2,441,513					5,141,600
Private Donation								0
Enterprise Bonds								0
General Bonds								0
Other Funding - Please Specify								0
TOTAL	471,625	2,228,462	2,441,513	0	0	0	0	5,141,600

If this project will have operating impacts, the fields below will populate from the data that is entered on the Operating Impact Projection tab of this workbook

PROJECTED OPERATING IMPACTS	0	0	0	0	0			0
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Additional Project Information**Project: Wor-Wic Student Success and Wellness Center**

Complete the following questions:

What is the useful life of the asset/project?

50+ years

Will this project generate revenue?

NA

Are there any grant funds available? If so, through what agency? What is the grant deadline? How much funding will you be requesting through the grant?

NA

Does this project qualify for IAC funding or other state funding? If so, what is the status of the funding?

State capital funding of 75% of the project, if approved

Is there a Federal or State mandate related to this project? If so, please elaborate:

No

Are there impacts to the General Fund operating expenditures such as personnel or utilities & maintenance?

Impacts to the college's operating budget

WOR-WIC

COMMUNITY COLLEGE

32000 CAMPUS DR
SALISBURY MD 21804
410-334-2800
worwic.edu

October 9, 2026

Mr. Weston Young
Chief Administrative Officer
Worcester County Government Center
1 W. Market St. Room 1103
Snow Hill, MD 21863

Dear Weston,

Attached is Wor-Wic Community College's board-approved 10-Year Capital Improvement Program (CIP) for 2027-2036.

The college is finalizing the design of a \$4.75 million Maintenance Building expansion for central storage, college vehicles and equipment, warehouse and repair functions, and offices. The project is eligible for 75% state funding, and the college will fund the local share, as approved by its board of trustees on October 5, 2023. Construction is expected to begin this winter and conclude in early FY 2028.

Design of a proposed Student Success and Wellness Center is scheduled for FY 2028, with completion in FY 2030. The approximately 50,000- to 80,000-square-foot facility would include offices for student affairs, athletics, public safety, and events; gym, fitness, locker, meeting, performance, food service, bookstore, esports, and conference spaces; and areas for students to study, gather, reflect, participate in clubs, and access the food pantry. Roadway and parking modifications are also required.

The facility would provide essential space for existing instructional programs. Health, wellness, physical education, physical therapist assistant, and occupational therapy assistant students could use its gym and flexible areas for therapeutic exercise, mobility, adaptive activity, injury prevention, and related skills. Emergency medical services students could practice assessment, emergency response, triage, and transport, while criminal justice and corrections students could conduct exercises in de-escalation, crisis intervention, emergency response, inmate movement, and supervision. These activities require open, flexible space unavailable in conventional classrooms.

The college lacks sufficient office, wellness, and recreational space. The building and roadway work is estimated at \$74.8 million. If approved, the state would fund 75%. The college is asking Worcester and Wicomico counties to consider the 25% local share in their Capital Improvement Programs. Each county's requested amount is provided in the attached CIP.

BOARD OF TRUSTEES

Russell W. Blake

Dr. Charles Dolan

Kimberly C. Gillis

Martin T. Neat

Anna C. Newton

Lorraine Purnell-Ayres

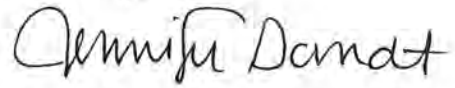
Bill Turner

PRESIDENT

Deborah Casey, Ph.D.

Thank you for your consideration. Please contact me or President Deb Casey with questions.

Sincerely,

A handwritten signature in black ink that reads "Jennifer Sandt". The script is cursive and fluid, with the first name and last name clearly legible.

Jennifer Sandt
Vice President for Administrative Services

Attachment

cc: Lynn Wright
Kim Reynolds

CIP Project Name: Edgewater Pump Station Replacement

Project Director (Name & Title) Dallas Baker Jr., P.E. - Director of Public Works

Phone Number: 410-632-5623

Project Location: Edgewater Acres (Edgewater Acres Service Area)

Project Summary

Edgewater Acres pump station replacement is to replace an existing pump station that was built in Feb 1991. This pump station serves 123 customers and is showing signs of deterioration. The wet well that holds the raw wastewater is a steel barrel and has been patched in previous years. Additionally, the station does not have an emergency bypass connection in the event of failure. The stations emergency generator is over 40 years old and parts have been obsolete. With this stations close proximity to the local water ways and residents of the area Public Works is requesting funding for design and construction.

	FY 28	FY 29	FY 30	FY 31	FY 32	Prior Allocation	Balance to Complete	Total Project Cost
EXPENDITURES								
Engineering/Design						140,000		140,000
Land Acquisition								0
Site Work								0
Construction	2,500,000							2,500,000
Equipment/Furnishings								0
Other Expenditures- Please Specify								0
TOTAL	2,500,000	0	0	0	0	140,000	0	2,640,000

	FY 28	FY 29	FY 30	FY 31	FY 32	Prior Allocation	Balance to Complete	Total Project Cost
SOURCES OF FUNDS								
General Fund								0
Water Wastewater User Fees						140,000		140,000
Solid Waste User Fees								0
Grant Funds								0
State Match								0
State Loan								0
Assigned Funds								0
Private Donation								0
Enterprise Bonds	2,500,000							2,500,000
General Bonds								0
Other Funding - Please Specify								0
TOTAL	2,500,000	0	0	0	0	140,000	0	2,640,000

If this project will have operating impacts, the fields below will populate from the data that is entered on the Operating Impact Projection tab of this workbook

PROJECTED OPERATING IMPACTS	0	0	0	0	0			0
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Additional Project Information**Project: Edgewater Pump Station Replacement**

Complete the following questions:

What is the useful life of the asset/project?

30 years, based off of estimated

Will this project generate revenue?

No

Are there any grant funds available? If so, through what agency? What is the grant deadline? How much funding will you be requesting through the grant?

This project will have to be submitted to MDE for any potential grant/loan opportunity. It will not qualify for USDA funding.

Does this project qualify for IAC funding or other state funding? If so, what is the status of the funding?

No

Is there a Federal or State mandate related to this project? If so, please elaborate:

No

Are there impacts to the General Fund operating expenditures such as personnel or utilities & maintenance?

No

CIP Project Name: Newark Transite Pipe Replacement

Project Director (Name & Title) Dallas Baker Jr., P.E. - Director of Public Works

Phone Number: 410-632-5623

Project Location: Newark WTP (Newark Service Area)

Project Summary

The funding will be used to replace a water main within the Newark Sanitary Service Area, which is over 50 years old. This project will help the brown water problem in the community water system. This project involves the design, permitting, and construction necessary to replace approximately 2,000 feet of aging 8-inch asbestos-lined concrete water main (Transite) with modern C900 PVC pipe. Originally installed in 1972, the existing Transite pipe has exceeded its useful life and poses both structural and water quality concerns. Over time, its rough interior has accumulated significant iron sediment, which has contributed to Newark's persistent "brown water" issues. Replacing the outdated infrastructure with smooth-lined PVC will significantly reduce sediment buildup and improve water quality for the community. Additionally, this project will replace older homes services without backflow preventions and bring them to current standards protecting our water system.

	FY 28	FY 29	FY 30	FY 31	FY 32	Prior Allocation	Balance to Complete	Total Project Cost
EXPENDITURES								
Engineering/Design			100,000					100,000
Land Acquisition								0
Site Work								0
Construction					2,000,000			2,000,000
Equipment/Furnishings								0
Other Expenditures- Please Specify								0
TOTAL	0	0	100,000	0	2,000,000	0	0	2,100,000

	FY 28	FY 29	FY 30	FY 31	FY 32	Prior Allocation	Balance to Complete	Total Project Cost
SOURCES OF FUNDS								
General Fund								0
Water Wastewater User Fees								0
Solid Waste User Fees								0
Grant Funds								0
State Match								0
State Loan								0
Assigned Funds								0
Private Donation								0
Enterprise Bonds								0
General Bonds								0
Other Funding - USDA/MDE			100,000		2,000,000			2,100,000
TOTAL	0	0	100,000	0	2,000,000	0	0	2,100,000

If this project will have operating impacts, the fields below will populate from the data that is entered on the Operating Impact Projection tab of this workbook

PROJECTED OPERATING IMPACTS	0	0	0	0	0		0
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Additional Project Information
Project: Newark Transite Pipe Replacement

Complete the following questions:

What is the useful life of the asset/project?

30 years, based off of estimated

Will this project generate revenue?

No

Are there any grant funds available? If so, through what agency? What is the grant deadline? How much funding will you be requesting through the grant?

This project will be submitted to MDE/USDA for any potential grant/loan opportunity. MDE did not give any funding to the project in the FY25 application.

Does this project qualify for IAC funding or other state funding? If so, what is the status of the funding?

No

Is there a Federal or State mandate related to this project? If so, please elaborate:

No

Are there impacts to the General Fund operating expenditures such as personnel or utilities & maintenance?

No

CIP Project Name: Ocean Pines Water Well Rehabilitation

Project Director (Name & Title) Dallas Baker Jr., P.E. - Director of Public Works

Phone Number: 410-632-5623

Project Location: Ocean Pines Water Treatment (Ocean Pines Service Area)

Project Summary

Currently there are five (5) existing raw water wells that serve the Ocean Pines water service area. During high flow events, such as over the July 4th weekend, the service area experiences production shortfalls and multiple operational challenges. Equipment has failed due to age and the overall mechanical and control setup. George Miles and Buhr was contracted in November of 2024 to complete an evaluation of all production wells, to identify deficiencies, and opportunities for future improvements. Items that were identified varied from MDE/EPA deficiencies in chemical backup storage, ventilation, scada equipment, and included heavily corroded piping internal to the well house. This improvement to the Ocean Pines Drinking Water Wells is not an option, without it Worcester County's largest residential water customer can go without water. GMB completed study outlines phase 1 necessity short term repairs that need to be completed and phase 2. Additionally, Public Works has included funding for engineering inspection and oversight during the repairs being put in place. One well will be required to be done for the next five years until completed.

	FY 28	FY 29	FY 30	FY 31	FY 32	Prior Allocation	Balance to Complete	Total Project Cost
EXPENDITURES								
Engineering/Design	20,000	20,000	20,000	20,000				80,000
Land Acquisition								0
Site Work								0
Construction	350,000	300,000	300,000	300,000		300,000		1,550,000
Equipment/Furnishings								0
Other Expenditures- Please Specify								0
TOTAL	370,000	320,000	320,000	320,000	0	300,000	0	1,630,000

	FY 28	FY 29	FY 30	FY 31	FY 32	Prior Allocation	Balance to Complete	Total Project Cost
SOURCES OF FUNDS								
General Fund								0
Water Wastewater User Fees	370,000	320,000	320,000	320,000		300,000		1,630,000
Solid Waste User Fees								0
Grant Funds								0
State Match								0
State Loan								0
Assigned Funds								0
Private Donation								0
Enterprise Bonds								0
General Bonds								0
Other Funding - Please Specify								0
TOTAL	370,000	320,000	320,000	320,000	0	300,000	0	1,630,000

If this project will have operating impacts, the fields below will populate from the data that is entered on the Operating Impact Projection tab of this workbook

PROJECTED OPERATING IMPACTS	0	0	0	0	0			0
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Additional Project Information**Project: Ocean Pines Water Well Rehabilitation**

Complete the following questions:

What is the useful life of the asset/project?

The project is expected to have a useful life of at least 30 years.

Will this project generate revenue?

No direct new revenue is projected. The project supports continued water/wastewater service and is expected to be supported through the applicable service area funding structure.

Are there any grant funds available? If so, through what agency? What is the grant deadline? How much funding will you be requesting through the grant?

No grant funding is identified in the current CIP register. Staff will continue to evaluate applicable State and Federal funding programs.

Does this project qualify for IAC funding or other state funding? If so, what is the status of the funding?

No IAC or other State funding is currently identified in the CIP register. Eligibility will be evaluated as the project advances.

Is there a Federal or State mandate related to this project? If so, please elaborate:

No specific Federal or State mandate is identified in the Project Register. The project supports regulatory compliance, reliability, capacity, and protection of public health and the environment, as applicable.

Are there impacts to the General Fund operating expenditures such as personnel or utilities & maintenance?

No General Fund operating impact is identified in the Project Register. Any future staffing, utility, maintenance, or contractual-service impacts should be entered on the Operating Impact Projection tab when quantified.

CIP Project Name: Assateague Point Replacement Liner

Project Director (Name & Title) Dallas Baker Jr., P.E. - Director of Public Works

Phone Number: 410-632-5623

Project Location: Assateague Point WWTP (Assateague Point Service Area)

Project Summary

Replacement of the liner at the Assateague Point WWTP Lagoon. Current liner is at the end of its useful life with increasing repair costs every year. Scope is based off of the need for an in-kind replacement of the liner at the lagoon. Extending the life of this lagoon will allow for continued operations of a critical WWTP in the County's network. A replacement liner will lessen the risk of breaks and tears which cost money to repair and open the potential for fines from MDE.

	FY 28	FY 29	FY 30	FY 31	FY 32	Prior Allocation	Balance to Complete	Total Project Cost
EXPENDITURES								
Engineering/Design				100,000				100,000
Land Acquisition								0
Site Work								0
Construction					1,500,000			1,500,000
Equipment/Furnishings								0
Other Expenditures- Please Specify								0
TOTAL	0	0	0	100,000	1,500,000	0	0	1,600,000

	FY 28	FY 29	FY 30	FY 31	FY 32	Prior Allocation	Balance to Complete	Total Project Cost
SOURCES OF FUNDS								
General Fund								0
Water Wastewater User Fees				100,000				100,000
Solid Waste User Fees								0
Grant Funds								0
State Match								0
State Loan								0
Assigned Funds								0
Private Donation								0
Enterprise Bonds					1,500,000			1,500,000
General Bonds								0
Other Funding - Please Specify								0
TOTAL	0	0	0	100,000	1,500,000	0	0	1,600,000

If this project will have operating impacts, the fields below will populate from the data that is entered on the Operating Impact Projection tab of this workbook

PROJECTED OPERATING IMPACTS	0	0	0	0	0		0
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Additional Project Information**Project: Assateague Point Replacement Liner**

Complete the following questions:

What is the useful life of the asset/project?

30 years, based off of estimated lifespan of liners at other County-operated facilities.

Will this project generate revenue?

No direct new revenue is projected. The project supports continued water/wastewater service and is expected to be supported through the applicable service area funding structure.

Are there any grant funds available? If so, through what agency? What is the grant deadline? How much funding will you be requesting through the grant?

No grant funding is identified in the current CIP register. Staff will continue to evaluate applicable State and Federal funding programs.

Does this project qualify for IAC funding or other state funding? If so, what is the status of the funding?

No IAC or other State funding is currently identified in the CIP register. Eligibility will be evaluated as the project advances.

Is there a Federal or State mandate related to this project? If so, please elaborate:

No specific Federal or State mandate is identified in the Project Register. The project supports regulatory compliance, reliability, capacity, and protection of public health and the environment, as applicable.

Are there impacts to the General Fund operating expenditures such as personnel or utilities & maintenance?

No General Fund operating impact is identified in the Project Register.

CIP Project Name: Landings Water Tower Rehabilitation

Project Director (Name & Title) Dallas Baker Jr., P.E. - Director of Public Works

Phone Number: 410-632-5623

Project Location: Landings Water Tower (Landings Service Area)

Project Summary

Painting and rehabilitation of the Landings Water Tower. Repainting, and miscellaneous improvements to the Landings Water Tower. Scope was determined by the County's tank consultant MBW tanks. The Landings water tower was last painted in 2004 and the coating system is due to be redone.

	FY 28	FY 29	FY 30	FY 31	FY 32	Prior Allocation	Balance to Complete	Total Project Cost
EXPENDITURES								
Engineering/Design								0
Land Acquisition								0
Site Work								0
Construction	650,000							650,000
Equipment/Furnishings								0
Other Expenditures- Please Specify								0
TOTAL	650,000	0	0	0	0	0	0	650,000

	FY 28	FY 29	FY 30	FY 31	FY 32	Prior Allocation	Balance to Complete	Total Project Cost
SOURCES OF FUNDS								
General Fund								0
Water Wastewater User Fees	650,000							650,000
Solid Waste User Fees								0
Grant Funds								0
State Match								0
State Loan								0
Assigned Funds								0
Private Donation								0
Enterprise Bonds								0
General Bonds								0
Other Funding - Please Specify								0
TOTAL	650,000	0	0	0	0	0	0	650,000

If this project will have operating impacts, the fields below will populate from the data that is entered on the Operating Impact Projection tab of this workbook

PROJECTED OPERATING IMPACTS	0	0	0	0	0			0
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Additional Project Information

Project: Landings Water Tower Rehabilitation

Complete the following questions:

What is the useful life of the asset/project?

15-20 years, based off of estimated lifespan at other County-operated facilities.

Will this project generate revenue?

No direct new revenue is projected. The project supports continued water/wastewater service and is expected to be supported through the applicable service area funding structure.

Are there any grant funds available? If so, through what agency? What is the grant deadline? How much funding will you be requesting through the grant?

Grant or other outside funding is identified in the current CIP funding schedule. The administering agency, application deadline, and final requested amount should be confirmed and supported before submission.

Does this project qualify for IAC funding or other state funding? If so, what is the status of the funding?

Potential State, Federal, USDA, MDE, or IAC eligibility should be confirmed during project development. The current CIP funding schedule includes outside funding assumptions.

Is there a Federal or State mandate related to this project? If so, please elaborate:

No specific Federal or State mandate is identified in the Project Register. The project supports regulatory compliance, reliability, capacity, and protection of public health and the environment, as applicable.

Are there impacts to the General Fund operating expenditures such as personnel or utilities & maintenance?

No General Fund operating impact is identified in the Project Register. Any future staffing, utility, maintenance, or contractual-service impacts should be entered on the Operating Impact Projection tab when quantified.

CIP Project Name: Landings/Assateague Point Sewer to West OC

Project Director (Name & Title) Dallas Baker Jr., P.E. - Director of Public Works

Phone Number: 410-632-5623

Project Location: Rt 611 Corridor to West Ocean City

Project Summary

The sewer system along Rt 611 has been interconnected between Landings, Assateague Point and Mystic Harbour. With the agreement from Ocean City to handle flow from Landings and Assateague Point the systems need to be either disconnected from each other or provide a system to allow meters to be installed on the sewer mains to calculate the flow.

	FY 28	FY 29	FY 30	FY 31	FY 32	Prior Allocation	Balance to Complete	Total Project Cost
EXPENDITURES								
Engineering/Design						36,800		36,800
Land Acquisition								0
Site Work								0
Construction	2,000,000							2,000,000
Equipment/Furnishings								0
Other Expenditures- Please Specify								0
TOTAL	2,000,000	0	0	0	0	36,800	0	2,036,800

	FY 28	FY 29	FY 30	FY 31	FY 32	Prior Allocation	Balance to Complete	Total Project Cost
SOURCES OF FUNDS								
General Fund								0
Water Wastewater User Fees						36,800		36,800
Solid Waste User Fees								0
Grant Funds								0
State Match								0
State Loan								0
Assigned Funds								0
Private Donation								0
Enterprise Bonds								0
General Bonds								0
Other Funding - GF Loan	2,000,000							2,000,000
TOTAL	2,000,000	0	0	0	0	36,800	0	2,036,800

If this project will have operating impacts, the fields below will populate from the data that is entered on the Operating Impact Projection tab of this workbook

PROJECTED OPERATING IMPACTS	0	0	0	0	0			0
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Additional Project Information

Project: Landings/Assateague Point Sewer to West OC

Complete the following questions:

What is the useful life of the asset/project?

The project is expected to have a useful life of at least 15 years.

Will this project generate revenue?

No direct new revenue is projected. The project supports continued water/wastewater service and is expected to be supported through the applicable service area funding structure.

Are there any grant funds available? If so, through what agency? What is the grant deadline? How much funding will you be requesting through the grant?

Grant or other outside funding is identified in the current CIP funding schedule. The administering agency, application deadline, and final requested amount should be confirmed and supported before submission.

Does this project qualify for IAC funding or other state funding? If so, what is the status of the funding?

Potential State, Federal, USDA, MDE, or IAC eligibility should be confirmed during project development. The current CIP funding schedule includes outside funding assumptions.

Is there a Federal or State mandate related to this project? If so, please elaborate:

No specific Federal or State mandate is identified in the Project Register. The project supports regulatory compliance, reliability, capacity, and protection of public health and the environment, as applicable.

Are there impacts to the General Fund operating expenditures such as personnel or utilities & maintenance?

No General Fund operating impact is identified in the Project Register. Any future staffing, utility, maintenance, or contractual-service impacts should be entered on the Operating Impact Projection tab when quantified.

CIP Project Name: Mystic Harbour Water To Riddle Farm

Project Director (Name & Title) Dallas Baker Jr., P.E. - Director of Public Works

Phone Number: 410-632-5623

Project Location: Mystic Harbour WTP to Riddle Farm WTP

Project Summary

Interconnect Mystic Harbor water to Riddle Farm service area as a backup via water main. This will allow Mystic Harbor to provide Riddle Farm water in the event of emergency. This project scope involves the interconnection of the Mystic Harbor water to Riddle Farm WTP. The work entails running a water main from Mystic Harbor plant down Old Bridge Road Rt. 707, along Rt. 50 heading west, boring under neath Herring Creek, and eventually turning North into Man O War Ln. This project would include permitting work within Maryland SHA right of way for a utility permitting and traffic control. J.W. Salm Engineering provided 85% design showing the layout and submitted permit applications to MDE/SHA.

This interconnect would minimize the potential for downtime in the event of equipment failure at Riddle Farm, Mystic Harbor, or Ocean Pines water. Since these three facilities will be interconnected for water we could push water whichever way we see is needed to assist. The negative impacts of not funding or delaying this project would be Riddle Farm would be reliant upon Ocean Pines water in the event of a failure.

	FY 28	FY 29	FY 30	FY 31	FY 32	Prior Allocation	Balance to Complete	Total Project Cost
EXPENDITURES								
Engineering/Design						67,765		67,765
Land Acquisition								0
Site Work								0
Construction		2,000,000						2,000,000
Equipment/Furnishings								0
Other Expenditures- Please Specify								0
TOTAL	0	2,000,000	0	0	0	67,765	0	2,067,765

	FY 28	FY 29	FY 30	FY 31	FY 32	Prior Allocation	Balance to Complete	Total Project Cost
SOURCES OF FUNDS								
General Fund								0
Water Wastewater User Fees						67,765		67,765
Solid Waste User Fees								0
Grant Funds								0
State Match								0
State Loan								0
Assigned Funds								0
Private Donation								0
Enterprise Bonds								0
General Bonds								0
Other Funding - EPA/USDA Grant		2,000,000						2,000,000
TOTAL	0	2,000,000	0	0	0	67,765	0	2,067,765

If this project will have operating impacts, the fields below will populate from the data that is entered on the Operating Impact Projection tab of this workbook

PROJECTED OPERATING IMPACTS	0	0	0	0	0			0
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Additional Project Information

Project: Mystic Harbour Water To Riddle Farm

Complete the following questions:

What is the useful life of the asset/project?

The project is expected to have a useful life of at least 15 years.

Will this project generate revenue?

No direct new revenue is projected. The project supports continued water/wastewater service and is expected to be supported through the applicable service area funding structure.

Are there any grant funds available? If so, through what agency? What is the grant deadline? How much funding will you be requesting through the grant?

Grant or other outside funding is identified in the current CIP funding schedule. The administering agency, application deadline, and final requested amount should be confirmed and supported before submission.

Does this project qualify for IAC funding or other state funding? If so, what is the status of the funding?

Potential State, Federal, USDA, MDE, or IAC eligibility should be confirmed during project development. The current CIP funding schedule includes outside funding assumptions.

Is there a Federal or State mandate related to this project? If so, please elaborate:

No specific Federal or State mandate is identified in the Project Register. The project supports regulatory compliance, reliability, capacity, and protection of public health and the environment, as applicable.

Are there impacts to the General Fund operating expenditures such as personnel or utilities & maintenance?

No General Fund operating impact is identified in the Project Register. Any future staffing, utility, maintenance, or contractual-service impacts should be entered on the Operating Impact Projection tab when quantified.

CIP Project Name: Newark WTP Rehabilitation

Project Director (Name & Title) Dallas Baker Jr., P.E. - Director of Public Works

Phone Number: 410-632-5623

Project Location: Newark WTP (Newark Service Area)

Project Summary

Replacement of the Newark Water Treatment plant building and equipment as the existing treatment plant is at the end of its useful life. The current Newark WTP and building was put into service in 1971. While numerous upgrades have been made over the last 50 years, the plant is nearing the end of its useful life. A new WTP building will need to be built at the existing water tower site so that the existing plant can remain in-service during construction. As part of a new WTP construction, at least one new supply well will need to be constructed. Project is required to maintain the operation of the Newark Water Treatment Plant to continue to efficiently serve the Newark Service Area.

	FY 28	FY 29	FY 30	FY 31	FY 32	Prior Allocation	Balance to Complete	Total Project Cost
EXPENDITURES								
Engineering/Design	150,000							150,000
Land Acquisition								0
Site Work								0
Construction		3,337,500				2,550,000		5,887,500
Equipment/Furnishings								0
Other Expenditures- Please Specify								0
TOTAL	150,000	3,337,500	0	0	0	2,550,000	0	6,037,500

	FY 28	FY 29	FY 30	FY 31	FY 32	Prior Allocation	Balance to Complete	Total Project Cost
SOURCES OF FUNDS								
General Fund								0
Water Wastewater User Fees								0
Solid Waste User Fees								0
Grant Funds						2,550,000		2,550,000
State Match								0
State Loan								0
Assigned Funds								0
Private Donation								0
Enterprise Bonds								0
General Bonds								0
Other Funding - USDA/EPA	150,000	3,337,500						3,487,500
TOTAL	150,000	3,337,500	0	0	0	2,550,000	0	6,037,500

If this project will have operating impacts, the fields below will populate from the data that is entered on the Operating Impact Projection tab of this workbook

PROJECTED OPERATING IMPACTS	0	0	0	0	0		0
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Additional Project Information
Project: Newark WTP Rehabilitation

Complete the following questions:

What is the useful life of the asset/project?

The project is expected to have a useful life of at least 50 years.

Will this project generate revenue?

No direct new revenue is projected. The project supports continued water/wastewater service and is expected to be supported through the applicable service area funding structure.

Are there any grant funds available? If so, through what agency? What is the grant deadline? How much funding will you be requesting through the grant?

Grant or other outside funding is identified in the current CIP funding schedule. The administering agency, application deadline, and final requested amount should be confirmed and supported before submission.

Does this project qualify for IAC funding or other state funding? If so, what is the status of the funding?

Potential State, Federal, USDA, MDE, or IAC eligibility should be confirmed during project development. The current CIP funding schedule includes outside funding assumptions.

Is there a Federal or State mandate related to this project? If so, please elaborate:

No specific Federal or State mandate is identified in the Project Register. The project supports regulatory compliance, reliability, capacity, and protection of public health and the environment, as applicable.

Are there impacts to the General Fund operating expenditures such as personnel or utilities & maintenance?

No General Fund operating impact is identified in the Project Register. Any future staffing, utility, maintenance, or contractual-service impacts should be entered on the Operating Impact Projection tab when quantified.

CIP Project Name: Ocean Pines - Force Main Replacement Station N to L

Project Director (Name & Title) Dallas Baker Jr., P.E. - Director of Public Works

Phone Number: 410-632-5623

Project Location: Ocean Pines Collection Station N to Station L along Ocean Parkway (Ocean Pines Service Area)

Project Summary

This project is to replace the failing force main from Station N to L. The pipe material is deteriorating and is in need of replacement. The existing force main from Stations N to L has a common line that has failures routinely over the last three years. The number of failures over the last two years is 8 breaks which has yielded fines to the service area and emergency repair work. The limits of the project would be to replace in-kind with the same size pipe but with a stronger material to the common manifold point. Historically, the same force main has been repaired over 44 times in the last 5 years based upon patches in the road.

The primary benefit of this project to the Citizens and the County is it would minimize the amount of fines, eliminate some of the emergency repair work, minimize the number of patches, routine disturbance to the neighboring property owners, and minimize the need for staff to do traffic control at such a busy intersection on the south side of Ocean Pines. (Macklin Creek and Ocean Parkway)

	FY 28	FY 29	FY 30	FY 31	FY 32	Prior Allocation	Balance to Complete	Total Project Cost
EXPENDITURES								
Engineering/Design						200,000		200,000
Land Acquisition								0
Site Work								0
Construction			1,500,000					1,500,000
Equipment/Furnishings								0
Other Expenditures- Please Specify								0
TOTAL	0	0	1,500,000	0	0	200,000	0	1,700,000

	FY 28	FY 29	FY 30	FY 31	FY 32	Prior Allocation	Balance to Complete	Total Project Cost
SOURCES OF FUNDS								
General Fund								0
Water Wastewater User Fees			1,500,000			200,000		1,700,000
Solid Waste User Fees								0
Grant Funds								0
State Match								0
State Loan								0
Assigned Funds								0
Private Donation								0
Enterprise Bonds								0
General Bonds								0
Other Funding - Please Specify								0
TOTAL	0	0	1,500,000	0	0	200,000	0	1,700,000

If this project will have operating impacts, the fields below will populate from the data that is entered on the Operating Impact Projection tab of this workbook

PROJECTED OPERATING IMPACTS	0	0	0	0	0			0
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Additional Project Information**Project: Force Main Replacement Station N to L**

Complete the following questions:

What is the useful life of the asset/project?

The project is expected to have a useful life of at least 15 years.

Will this project generate revenue?

No direct new revenue is projected. The project supports continued water/wastewater service and is expected to be supported through the applicable service area funding structure.

Are there any grant funds available? If so, through what agency? What is the grant deadline? How much funding will you be requesting through the grant?

No grant funding is identified in the current CIP register. Staff will continue to evaluate applicable State and Federal funding programs.

Does this project qualify for IAC funding or other state funding? If so, what is the status of the funding?

No IAC or other State funding is currently identified in the CIP register. Eligibility will be evaluated as the project advances.

Is there a Federal or State mandate related to this project? If so, please elaborate:

No specific Federal or State mandate is identified in the Project Register. The project supports regulatory compliance, reliability, capacity, and protection of public health and the environment, as applicable.

Are there impacts to the General Fund operating expenditures such as personnel or utilities & maintenance?

No General Fund operating impact is identified in the Project Register. Any future staffing, utility, maintenance, or contractual-service impacts should be entered on the Operating Impact Projection tab when quantified.

CIP Project Name: Ocean Pines Drying Beds

Project Director (Name & Title) Dallas Baker Jr., P.E. - Director of Public Works

Phone Number: 410-632-5623

Project Location: Ocean Pines WWTP (Ocean Pines Service Area)

Project Summary

This project is to design and construct drying beds in support to the new belt filter press equipment. The Ocean Pines WWTP had originally 6 drying beds 3 were utilized for sludge. During the 1994 plant upgrades, three of the drying beds were demo'ed and only three remain currently. The decrease in drying bed storage creates a operational issue for continuous wasting causing less efficient solids management within the treatment trains. The primary benefit of this project increase efficiency of the Ocean Pines Wastewater Treatment Plant solids handling activities.

	FY 28	FY 29	FY 30	FY 31	FY 32	Prior Allocation	Balance to Complete	Total Project Cost
EXPENDITURES								
Engineering/Design			50,000					50,000
Land Acquisition								0
Site Work								0
Construction				500,000				500,000
Equipment/Furnishings								0
Other Expenditures- Please Specify								0
TOTAL	0	0	50,000	500,000	0	0	0	550,000

	FY 28	FY 29	FY 30	FY 31	FY 32	Prior Allocation	Balance to Complete	Total Project Cost
SOURCES OF FUNDS								
General Fund								0
Water Wastewater User Fees			50,000	500,000				550,000
Solid Waste User Fees								0
Grant Funds								0
State Match								0
State Loan								0
Assigned Funds								0
Private Donation								0
Enterprise Bonds								0
General Bonds								0
Other Funding - Please Specify								0
TOTAL	0	0	50,000	500,000	0	0	0	550,000

If this project will have operating impacts, the fields below will populate from the data that is entered on the Operating Impact Projection tab of this workbook

PROJECTED OPERATING IMPACTS	0	0	0	0	0			0
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Additional Project Information
Project: Ocean Pines Drying Beds

Complete the following questions:

What is the useful life of the asset/project?

The project is expected to have a useful life of at least 15 years.

Will this project generate revenue?

No direct new revenue is projected. The project supports continued water/wastewater service and is expected to be supported through the applicable service area funding structure.

Are there any grant funds available? If so, through what agency? What is the grant deadline? How much funding will you be requesting through the grant?

No grant funding is identified in the current CIP register. Staff will continue to evaluate applicable State and Federal funding programs.

Does this project qualify for IAC funding or other state funding? If so, what is the status of the funding?

No IAC or other State funding is currently identified in the CIP register. Eligibility will be evaluated as the project advances.

Is there a Federal or State mandate related to this project? If so, please elaborate:

No specific Federal or State mandate is identified in the Project Register. The project supports regulatory compliance, reliability, capacity, and protection of public health and the environment, as applicable.

Are there impacts to the General Fund operating expenditures such as personnel or utilities & maintenance?

No General Fund operating impact is identified in the Project Register. Any future staffing, utility, maintenance, or contractual-service impacts should be entered on the Operating Impact Projection tab when quantified.

CIP Project Name: River Run Replacement Liner

Project Director (Name & Title) Dallas Baker Jr., P.E. - Director of Public Works

Phone Number: 410-632-5623

Project Location: River Run WWTP (River Run Service Area)

Project Summary

Replacement of the liner at the River Run lagoon. Current liner is at the end of its useful life with increasing repair costs every year. Scope is based off of the need for an replacement of the Hypolon liner with a more durable 100 mil thick HDPE liner. Extending the life of this lagoon will allow for continued operations of a critical WWTP in the County's network. A replacement liner will lessen the risk of breaks and tears which cost money to repair and open the potential for fines from MDE.

	FY 28	FY 29	FY 30	FY 31	FY 32	Prior Allocation	Balance to Complete	Total Project Cost
EXPENDITURES								
Engineering/Design			100,000					100,000
Land Acquisition								0
Site Work								0
Construction				1,500,000				1,500,000
Equipment/Furnishings								0
Other Expenditures- Please Specify								0
TOTAL	0	0	100,000	1,500,000	0	0	0	1,600,000

	FY 28	FY 29	FY 30	FY 31	FY 32	Prior Allocation	Balance to Complete	Total Project Cost
SOURCES OF FUNDS								
General Fund								0
Water Wastewater User Fees			100,000	1,500,000				1,600,000
Solid Waste User Fees								0
Grant Funds								0
State Match								0
State Loan								0
Assigned Funds								0
Private Donation								0
Enterprise Bonds								0
General Bonds								0
Other Funding - Please Specify								0
TOTAL	0	0	100,000	1,500,000	0	0	0	1,600,000

If this project will have operating impacts, the fields below will populate from the data that is entered on the Operating Impact Projection tab of this workbook

PROJECTED OPERATING IMPACTS	0	0	0	0	0		0
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Additional Project Information
Project: River Run Replacement Liner

Complete the following questions:

What is the useful life of the asset/project?

The project is expected to have a useful life of at least 15 years.

Will this project generate revenue?

No direct new revenue is projected. The project supports continued water/wastewater service and is expected to be supported through the applicable service area funding structure.

Are there any grant funds available? If so, through what agency? What is the grant deadline? How much funding will you be requesting through the grant?

Grant or other outside funding is identified in the current CIP funding schedule. The administering agency, application deadline, and final requested amount should be confirmed and supported before submission.

Does this project qualify for IAC funding or other state funding? If so, what is the status of the funding?

Potential State, Federal, USDA, MDE, or IAC eligibility should be confirmed during project development. The current CIP funding schedule includes outside funding assumptions.

Is there a Federal or State mandate related to this project? If so, please elaborate:

No specific Federal or State mandate is identified in the Project Register. The project supports regulatory compliance, reliability, capacity, and protection of public health and the environment, as applicable.

Are there impacts to the General Fund operating expenditures such as personnel or utilities & maintenance?

No General Fund operating impact is identified in the Project Register. Any future staffing, utility, maintenance, or contractual-service impacts should be entered on the Operating Impact Projection tab when quantified.

CIP Project Name: River Run Sewer Interconnection to Ocean Pines

Project Director (Name & Title) Dallas Baker Jr., P.E. - Director of Public Works

Phone Number: 410-632-5623

Project Location: River Run WWTP to Ocean Pines Collections (River Run Service Area)

Project Summary

Interconnect the River Run and Ocean Pines Sewer systems via the installation of a new sewer line. This will allow for the River Run lagoon liner to be replaced while still treating the service area's wastewater via the Ocean Pines WWTP. In the future, this interconnect allows for redundancy in the event of an emergency or unexpected shutdown of one of the connected plants.

	FY 28	FY 29	FY 30	FY 31	FY 32	Prior Allocation	Balance to Complete	Total Project Cost
EXPENDITURES								
Engineering/Design	250,000					200,000		450,000
Land Acquisition								0
Site Work								0
Construction			2,000,000					2,000,000
Equipment/Furnishings								0
Other Expenditures- Please Specify								0
TOTAL	250,000	0	2,000,000	0	0	200,000	0	2,450,000

	FY 28	FY 29	FY 30	FY 31	FY 32	Prior Allocation	Balance to Complete	Total Project Cost
SOURCES OF FUNDS								
General Fund								0
Water Wastewater User Fees						200,000		200,000
Solid Waste User Fees								0
Grant Funds								0
State Match								0
State Loan								0
Assigned Funds								0
Private Donation								0
Enterprise Bonds	250,000		2,000,000					2,250,000
General Bonds								0
Other Funding - Please Specify								0
TOTAL	250,000	0	2,000,000	0	0	200,000	0	2,450,000

If this project will have operating impacts, the fields below will populate from the data that is entered on the Operating Impact Projection tab of this workbook

PROJECTED OPERATING IMPACTS	0	0	0	0	0			0
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Additional Project Information

Project: River Run Sewer Interconnection to Ocean Pines

Complete the following questions:

What is the useful life of the asset/project?

The project is expected to have a useful life of at least 15 years.

Will this project generate revenue?

No direct new revenue is projected. The project supports continued water/wastewater service and is expected to be supported through the applicable service area funding structure.

Are there any grant funds available? If so, through what agency? What is the grant deadline? How much funding will you be requesting through the grant?

Grant or other outside funding is identified in the current CIP funding schedule. The administering agency, application deadline, and final requested amount should be confirmed and supported before submission.

Does this project qualify for IAC funding or other state funding? If so, what is the status of the funding?

Potential State, Federal, USDA, MDE, or IAC eligibility should be confirmed during project development. The current CIP funding schedule includes outside funding assumptions.

Is there a Federal or State mandate related to this project? If so, please elaborate:

No specific Federal or State mandate is identified in the Project Register. The project supports regulatory compliance, reliability, capacity, and protection of public health and the environment, as applicable.

Are there impacts to the General Fund operating expenditures such as personnel or utilities & maintenance?

No General Fund operating impact is identified in the Project Register. Any future staffing, utility, maintenance, or contractual-service impacts should be entered on the Operating Impact Projection tab when quantified.

CIP Project Name: Mystic Harbour WTP Rehabilitation/Expansion

Project Director (Name & Title) Dallas Baker Jr., P.E. - Director of Public Works

Phone Number: 410-632-5623

Project Location: Mystic Harbour WTP (Mystic Harbour Service Area)

Project Summary

Rehabilitation of the Mystic Harbour Water Treatment plant building and equipment. The project includes rehabilitation of the exterior and interior of the Water Treatment building at Mystic Harbour. The exterior of the building needs a new roof, repair of the concrete block, painting or siding to make the building more aesthetically acceptable, and security fencing around the site to secure the property. The building interior requires a new interior ceiling, cleaning and painting of the walls, sandblasting and painting of the interior piping and filters. In addition there are a number of electrical improvements needed, safety issues addressed and chemical feed systems upgraded to current standards. All of these repairs will extend the useful life of this building.

The Mystic Harbor Water Treatment Plant was constructed in 1975 and has been in continuous use since. The building the treatment equipment is housed in has never been updated. There are holes in the roof, corroded electrical panels, corroded equipment and support. In Fall 2021, local engineering firm George, Miles, & Buhr conducted a feasibility study for rehabilitating the building. Their findings include rehabilitation of the exterior and interior of the building. The exterior of the building needs a new roof, repair of the concrete block and either painting or siding to make the building more aesthetically acceptable. The building interior requires a new interior ceiling, cleaning and painting of the walls, sandblasting and painting of the interior piping and filters. In addition, there are a number of electrical improvements needed, safety issues addressed and chemical feed systems upgraded to current standards.

	FY 28	FY 29	FY 30	FY 31	FY 32	Prior Allocation	Balance to Complete	Total Project Cost
EXPENDITURES								
Engineering/Design	250,000							250,000
Land Acquisition								0
Site Work								0
Construction			2,300,000					2,300,000
Equipment/Furnishings								0
Other Expenditures- Please Specify								0
TOTAL	250,000	0	2,300,000	0	0	0	0	2,550,000

	FY 28	FY 29	FY 30	FY 31	FY 32	Prior Allocation	Balance to Complete	Total Project Cost
SOURCES OF FUNDS								
General Fund								0
Water Wastewater User Fees	250,000							250,000
Solid Waste User Fees								0
Grant Funds								0
State Match								0
State Loan								0
Assigned Funds								0
Private Donation								0
Enterprise Bonds			2,300,000					2,300,000
General Bonds								0
Other Funding - Please Specify								0
TOTAL	250,000	0	2,300,000	0	0	0	0	2,550,000

If this project will have operating impacts, the fields below will populate from the data that is entered on the Operating Impact Projection tab of this workbook

PROJECTED OPERATING IMPACTS	0	0	0	0	0			0
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Additional Project Information**Project: Mystic Harbour WTP Rehabilitation/Expansion**

Complete the following questions:

What is the useful life of the asset/project?

40 Years

Will this project generate revenue?

Yes, the additional production of water is how the service area is funded.

Are there any grant funds available? If so, through what agency? What is the grant deadline? How much funding will you be requesting through the grant?

No, although Public Works has applied to MDE over the past 2 years for grant funds to cover the needed rehab. Grant applications will continue to be submitted until funding is secured.

Does this project qualify for IAC funding or other state funding? If so, what is the status of the funding?

No

Is there a Federal or State mandate related to this project? If so, please elaborate:

No

Are there impacts to the General Fund operating expenditures such as personnel or utilities & maintenance?

No

CIP Project Name: Riddle Farm WTP Expansion

Project Director (Name & Title) Dallas Baker Jr., P.E. - Director of Public Works

Phone Number: 410-632-5623

Project Location: Glenn Riddle Service Area

Project Summary

The Riddle Farm Water Treatment Plant was constructed in 2003 and currently has a maximum production capacity of approximately 300 gallons per minute, or 0.45 million gallons per day. Although the facility's two existing Manokin Aquifer wells can produce substantially more water, production is limited by the capacity and deteriorated condition of the existing treatment equipment. Upgrading this underutilized facility would provide additional water supply for the Riddle Farm and Ocean Pines service areas and reduce reliance on Ocean Pines wells that are approaching Columbia Aquifer withdrawal limits.

The proposed project would increase the plant's treatment capacity to approximately 1.0 million gallons per day. Improvements include higher-capacity well pumps, variable-frequency drives, raw-water piping and instrumentation, chemical storage and feed systems, horizontal pressure filters, a backwash supply tank and pump, modifications to the existing building and concrete structures, interior and exterior piping, and electrical and control upgrades. Backwash would continue to be directed to the existing holding tank, with excess flow routed to the wastewater treatment plant effluent wet well.

Pilot testing will be completed before final design to confirm treatment performance, chemical dosing, filter media, backwash requirements, and sludge production. The evaluation estimates a design-build cost of approximately \$3.98 million; CIP-022 provides \$4.5 million in FY28 to accommodate the proposed improvements and project contingencies. Expanding the existing facility is expected to be significantly more economical than constructing a new water treatment plant and could be completed within approximately one year following design, permitting, and procurement.

	FY 28	FY 29	FY 30	FY 31	FY 32	Prior Allocation	Balance to Complete	Total Project Cost
EXPENDITURES								
Engineering/Design								0
Land Acquisition								0
Site Work								0
Construction	4,500,000							4,500,000
Equipment/Furnishings								0
Other Expenditures- Please Specify								0
TOTAL	4,500,000	0	0	0	0	0	0	4,500,000

	FY 28	FY 29	FY 30	FY 31	FY 32	Prior Allocation	Balance to Complete	Total Project Cost
SOURCES OF FUNDS								
General Fund								0
Water Wastewater User Fees								0
Solid Waste User Fees								0
Grant Funds								0
State Match								0
State Loan								0
Assigned Funds								0
Private Donation								0
Enterprise Bonds	4,500,000							4,500,000
General Bonds								0
Other Funding - Please Specify								0
TOTAL	4,500,000	0	0	0	0	0	0	4,500,000

If this project will have operating impacts, the fields below will populate from the data that is entered on the Operating Impact Projection tab of this workbook

PROJECTED OPERATING IMPACTS	0	0	0	0	0			0
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Additional Project Information

Project: Riddle Farm WTP Expansion

Complete the following questions:

What is the useful life of the asset/project?

The principal treatment, piping, structural, electrical, and well improvements are expected to have a useful life of at least 30 years with appropriate maintenance. Pumps, chemical-feed equipment, controls, filter media, and other mechanical components may require rehabilitation or replacement during that period.

Will this project generate revenue?

The project is not expected to generate direct revenue by itself. However, increasing the Riddle Farm Water Treatment Plant's capacity from approximately 0.45 MGD to approximately 1.0 MGD will support continued service and future demand in the Riddle Farm and Ocean Pines service areas. Project and operating costs are expected to be supported through applicable water-service-area user fees.

Are there any grant funds available? If so, through what agency? What is the grant deadline? How much funding will you be requesting through the grant?

No grant funding has been identified or included in the current CIP request. Staff will evaluate potential funding through the Maryland Department of the Environment, Drinking Water State Revolving Fund, USDA Rural Development, and other applicable State or Federal infrastructure programs as the project advances. Application deadlines and the amount of funding to be requested have not yet been determined.

Does this project qualify for IAC funding or other state funding? If so, what is the status of the funding?

The project is not anticipated to qualify for IAC funding. It may be eligible for drinking-water infrastructure funding administered through the Maryland Department of the Environment or other State programs. No application has been submitted, and eligibility, funding terms, and required State or Federal procurement conditions remain to be evaluated.

Is there a Federal or State mandate related to this project? If so, please elaborate:

No specific Federal or State mandate currently requires the proposed expansion. The improvements will enhance the County's ability to treat elevated iron and manganese concentrations, maintain finished-water quality, provide reliable system capacity, and reduce reliance on Ocean Pines wells that are approaching permitted Columbia Aquifer withdrawal limits. The project will be designed and permitted in accordance with applicable State and Federal drinking-water requirements.

Are there impacts to the General Fund operating expenditures such as personnel or utilities & maintenance?

No General Fund operating impact is anticipated because the facility is operated through the applicable water service areas. The expanded facility is expected to increase enterprise-fund operating expenses for electricity, treatment chemicals, equipment maintenance, filter media, backwash handling, and sludge removal. The final operating impact will be quantified after pilot testing and design establish the selected treatment process, pumping requirements, chemical dosages, and backwash frequency.

CIP Project Name: Ocean Pines WWTP SCADA Integration

Project Director (Name & Title) Dallas Baker Jr., P.E. - Director of Public Works

Phone Number: 410-632-5623

Project Location: Ocean Pines

Project Summary

This request provides phased funding to implement supervisory control and data acquisition (SCADA) at the Ocean Pines Wastewater Treatment Plant. The work will improve process monitoring, alarms, trending, equipment control, operational visibility, and response to abnormal conditions. The implementation is planned at \$250,000 per year from FY28 through FY32.

	FY 28	FY 29	FY 30	FY 31	FY 32	Prior Allocation	Balance to Complete	Total Project Cost
EXPENDITURES								
Engineering/Design								0
Land Acquisition								0
Site Work								0
Construction	250,000	250,000	250,000	250,000	250,000			1,250,000
Equipment/Furnishings								0
Other Expenditures- Please Specify								0
TOTAL	250,000	250,000	250,000	250,000	250,000	0	0	1,250,000

	FY 28	FY 29	FY 30	FY 31	FY 32	Prior Allocation	Balance to Complete	Total Project Cost
SOURCES OF FUNDS								
General Fund								0
Water Wastewater User Fees	250,000	250,000	250,000	250,000	250,000			1,250,000
Solid Waste User Fees								0
Grant Funds								0
State Match								0
State Loan								0
Assigned Funds								0
Private Donation								0
Enterprise Bonds								0
General Bonds								0
Other Funding - Please Specify								0
TOTAL	250,000	250,000	250,000	250,000	250,000	0	0	1,250,000

If this project will have operating impacts, the fields below will populate from the data that is entered on the Operating Impact Projection tab of this workbook

PROJECTED OPERATING IMPACTS	0	0	0	0	0			0
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Additional Project Information

Project: Ocean Pines WWTP SCADA Integration

Complete the following questions:

What is the useful life of the asset/project?

The overall SCADA system is expected to have a useful life of approximately 15 years with routine maintenance and periodic upgrades. Network infrastructure, field wiring, panels, and instrumentation may remain serviceable longer, while servers, workstations, software, communications equipment, and cybersecurity components will likely require replacement or upgrading every five to ten years.

Will this project generate revenue?

The project will not generate direct revenue. It will improve operational efficiency, provide remote alarms and process visibility, strengthen regulatory reporting, and reduce the risk of equipment failures, permit violations, emergency response costs, and unplanned treatment disruptions. Capital and operating costs will be supported through the Ocean Pines wastewater service-area user fees.

Are there any grant funds available? If so, through what agency? What is the grant deadline? How much funding will you be requesting through the grant?

No grant funding has been identified or included in the current CIP request. Staff will evaluate potential assistance through the Maryland Department of the Environment, Clean Water State Revolving Fund, Bay Restoration Fund, and applicable Federal infrastructure or cybersecurity programs. Application deadlines and the amount of funding to be requested have not been determined.

Does this project qualify for IAC funding or other state funding? If so, what is the status of the funding?

The project is not anticipated to qualify for IAC funding. Portions of the project may be eligible for wastewater infrastructure funding administered through the Maryland Department of the Environment, particularly where improvements support permit compliance, nutrient monitoring, reliability, or cybersecurity. No funding application has been submitted, and eligibility remains to be confirmed.

Is there a Federal or State mandate related to this project? If so, please elaborate:

No Federal or State mandate specifically requires installation of a SCADA system. However, the Ocean Pines WWTP discharge permit requires monitoring and recordkeeping for effluent and treatment-process parameters, including BOD, total suspended solids, nitrogen, phosphorus, fecal coliform, pH, dissolved oxygen, and chlorine. The proposed SCADA system will improve the County's ability to monitor these parameters, retain compliance data, respond to alarms, and consistently meet permit and TMDL-related requirements.

Are there impacts to the General Fund operating expenditures such as personnel or utilities & maintenance?

No General Fund operating impact is anticipated because the system will be funded and operated through the Ocean Pines wastewater service area. Recurring enterprise-fund expenses may include software licensing, server and data storage, communications, cybersecurity, backups, instrumentation calibration, technical support, training, and periodic equipment replacement. These costs have not yet been fully quantified and should be refined during each implementation phase. The project is not expected to require additional full-time personnel, although County SCADA and operations staff will need to support system administration and maintenance.

CIP Project Name: Ocean Pines WWTP Tank Cleaning and Repairs

Project Director (Name & Title) Dallas Baker Jr., P.E. - Director of Public Works

Phone Number: 410-632-5623

Project Location: Ocean Pines

Project Summary

This request provides phased funding to clean and repair various wastewater treatment tanks at the Ocean Pines Wastewater Treatment Plant. The work will require taking one take a year out of service over the winter to fully clean the tank then perform structural inspection and minor repairs. The implementation is planned at \$250,000 per year from FY28 through FY32.

	FY 28	FY 29	FY 30	FY 31	FY 32	Prior Allocation	Balance to Complete	Total Project Cost
EXPENDITURES								
Engineering/Design								0
Land Acquisition								0
Site Work								0
Construction	250,000	250,000	250,000	250,000	250,000	250,000		1,500,000
Equipment/Furnishings								0
Other Expenditures- Please Specify								0
TOTAL	250,000	250,000	250,000	250,000	250,000	250,000	0	1,500,000

	FY 28	FY 29	FY 30	FY 31	FY 32	Prior Allocation	Balance to Complete	Total Project Cost
SOURCES OF FUNDS								
General Fund								0
Water Wastewater User Fees	250,000	250,000	250,000	250,000	250,000	250,000		1,500,000
Solid Waste User Fees								0
Grant Funds								0
State Match								0
State Loan								0
Assigned Funds								0
Private Donation								0
Enterprise Bonds								0
General Bonds								0
Other Funding - Please Specify								0
TOTAL	250,000	250,000	250,000	250,000	250,000	250,000	0	1,500,000

If this project will have operating impacts, the fields below will populate from the data that is entered on the Operating Impact Projection tab of this workbook

PROJECTED OPERATING IMPACTS	0	0	0	0	0			0
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Additional Project Information**Project: Ocean Pines WWTP Tank Cleaning and Repairs**

Complete the following questions:

What is the useful life of the asset/project?

The existing tanks have been constructed over the years with various plant upgrades. Some of the tanks are over 40 yrs old while others are just over 20 yrs old. If the tanks are cleaned and inspected every five years the useful life of the tanks could be extended by another 20 yrs.

Will this project generate revenue?

The project will not generate direct revenue. Capital and operating costs will be supported through the Ocean Pines wastewater service-area user fees.

Are there any grant funds available? If so, through what agency? What is the grant deadline? How much funding will you be requesting through the grant?

No grant funding has been identified or included in the current CIP request.

Does this project qualify for IAC funding or other state funding? If so, what is the status of the funding?

The project is not anticipated to qualify for IAC funding.

Is there a Federal or State mandate related to this project? If so, please elaborate:

No Federal or State mandate specifically requires for cleaning and repairs to the tanks. However if a tank failed structurally and caused a sanitary sewer overflow (SSO) then fine would be imposed by MDE.

Are there impacts to the General Fund operating expenditures such as personnel or utilities & maintenance?

No General Fund operating impact is anticipated because the system will be funded and operated through the Ocean Pines wastewater service area.

CIP Project Name: Assateague Point Water Meters

Project Director (Name & Title) Dallas Baker Jr., P.E. - Director of Public Works

Phone Number: 410-632-5623

Project Location: Assateague Point

Project Summary

The water meters in the Assateague Point Service Area are not compatible with the County Water Meter network. That service area is currently billed a flat rate without any way to detect leaks or high usage by residents. This project will provide funding for the meters and the meter pit structure to be replaced to accept modern water meters.

	FY 28	FY 29	FY 30	FY 31	FY 32	Prior Allocation	Balance to Complete	Total Project Cost
EXPENDITURES								
Engineering/Design								0
Land Acquisition								0
Site Work								0
Construction		125,000	125,000	125,000	125,000			500,000
Equipment/Furnishings								0
Other Expenditures- Please Specify								0
TOTAL	0	125,000	125,000	125,000	125,000	0	0	500,000

	FY 28	FY 29	FY 30	FY 31	FY 32	Prior Allocation	Balance to Complete	Total Project Cost
SOURCES OF FUNDS								
General Fund								0
Water Wastewater User Fees		125,000	125,000	125,000	125,000			500,000
Solid Waste User Fees								0
Grant Funds								0
State Match								0
State Loan								0
Assigned Funds								0
Private Donation								0
Enterprise Bonds								0
General Bonds								0
Other Funding - Please Specify								0
TOTAL	0	125,000	125,000	125,000	125,000	0	0	500,000

If this project will have operating impacts, the fields below will populate from the data that is entered on the Operating Impact Projection tab of this workbook

PROJECTED OPERATING IMPACTS	0	0	0	0	0			0
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Additional Project Information**Project: Assateague Point Water Meters**

Complete the following questions:

What is the useful life of the asset/project?

25 yrs

Will this project generate revenue?

Yes, This will allow water consumption to be billed based on the tiered rate structure used by all the other service areas.

Are there any grant funds available? If so, through what agency? What is the grant deadline? How much funding will you be requesting through the grant?

No grant funding has been identified or included in the current CIP request.

Does this project qualify for IAC funding or other state funding? If so, what is the status of the funding?

The project is not anticipated to qualify for IAC funding.

Is there a Federal or State mandate related to this project? If so, please elaborate:

No Federal or State mandate specifically requires for water meter upgrades.

Are there impacts to the General Fund operating expenditures such as personnel or utilities & maintenance?

No General Fund operating impact is anticipated because the system will be funded and operated through the Assateague Point service area.

CIP Project Name: West Ocean City Pump Station 1 Screen Upgrades

Project Director (Name & Title) Dallas Baker Jr., P.E. - Director of Public Works

Phone Number: 410-632-5623

Project Location: West Ocean City

Project Summary

Currently the West Ocean City Pump Station #1 has a inlet screen that requires staff to enter a confined space twice a week to remove rags and debris in the wet well to prevent the pumps from clogging. PW has created a plan to install an auger screening system that will remove the material and bring it to a collection point at the top of the wet well for removal. This eliminates the need to for staff to enter a confined space and reduces the number of man hours required for maintenance on this pump station every week.

	FY 28	FY 29	FY 30	FY 31	FY 32	Prior Allocation	Balance to Complete	Total Project Cost
EXPENDITURES								
Engineering/Design						100,000		100,000
Land Acquisition								0
Site Work								0
Construction	225,000							225,000
Equipment/Furnishings								0
Other Expenditures- Please Specify								0
TOTAL	225,000	0	0	0	0	100,000	0	325,000

	FY 28	FY 29	FY 30	FY 31	FY 32	Prior Allocation	Balance to Complete	Total Project Cost
SOURCES OF FUNDS								
General Fund								0
Water Wastewater User Fees	225,000					100,000		325,000
Solid Waste User Fees								0
Grant Funds								0
State Match								0
State Loan								0
Assigned Funds								0
Private Donation								0
Enterprise Bonds								0
General Bonds								0
Other Funding - Please Specify								0
TOTAL	225,000	0	0	0	0	100,000	0	325,000

If this project will have operating impacts, the fields below will populate from the data that is entered on the Operating Impact Projection tab of this workbook

PROJECTED OPERATING IMPACTS	0	0	0	0	0		0
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Additional Project Information**Project: West Ocean City Pump Station 1 Screen Upgrades**

Complete the following questions:

What is the useful life of the asset/project?

25 yrs

Will this project generate revenue?

No

Are there any grant funds available? If so, through what agency? What is the grant deadline? How much funding will you be requesting through the grant?

No grant funding has been identified or included in the current CIP request.

Does this project qualify for IAC funding or other state funding? If so, what is the status of the funding?

The project is not anticipated to qualify for IAC funding.

Is there a Federal or State mandate related to this project? If so, please elaborate:

No Federal or State mandate specifically requires for water meter upgrades.

Are there impacts to the General Fund operating expenditures such as personnel or utilities & maintenance?

No General Fund operating impact is anticipated because the system will be funded and operated through the West Ocean City service area.

CIP Project Name: Landfill Gas Collection System

Project Director (Name & Title) David Candy, Superintendent, Solid Waste

Phone Number: 410-632-3177

Project Location: Central Site Landfill, Newark MD

Project Summary

The Gas Collection System has to be built in the time MDE gave Counties to comply with the new Methane regulations. After results of testing done late last year, MDE has given us 1 year to design the system and 2 years to complete construction.

The Gas Collection System will attach several gas wells with header and lateral piping to extract the Methane and take the it to an enclosed flare. The flare is used to burn off the methane in a more efficient manner. EA Engineering is doing the design work on the Gas Collection System.

Cost estimate is based on engineering and design from EA Engineering.

	FY 28	FY 29	FY 30	FY 31	FY 32	Prior Allocation	Balance to Complete	Total Project Cost
EXPENDITURES								
Engineering/Design						126,550		126,550
Land Acquisition								0
Site Work	4,500,000							4,500,000
Construction								0
Equipment/Furnishings								0
Other Expenditures- Please Specify								0
TOTAL	4,500,000	0	0	0	0	126,550	0	4,626,550

	FY 28	FY 29	FY 30	FY 31	FY 32	Prior Allocation	Balance to Complete	Total Project Cost
SOURCES OF FUNDS								
General Fund								0
Water Wastewater User Fees								0
Solid Waste User Fees	4,500,000					126,550		4,626,550
Grant Funds								0
State Match								0
State Loan								0
Assigned Funds								0
Private Donation								0
Enterprise Bonds								0
General Bonds								0
Other Funding - Please Specify								0
TOTAL	4,500,000	0	0	0	0	126,550	0	4,626,550

If this project will have operating impacts, the fields below will populate from the data that is entered on the Operating Impact Projection tab of this workbook

PROJECTED OPERATING IMPACTS	17,200	17,200	17,200	17,200	17,200			86,000
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Additional Project Information
Project: Landfill Gas Collection System

Complete the following questions:

What is the useful life of the asset/project?

The gas collection system should last for many years with preventive maintenance.

Will this project generate revenue?

No.

Are there any grant funds available? If so, through what agency? What is the grant deadline? How much funding will you be requesting through the grant?

No.

Does this project qualify for IAC funding or other state funding? If so, what is the status of the funding?

No.

Is there a Federal or State mandate related to this project? If so, please elaborate:

Yes. The Maryland Department of the Environment is mandating Worcester County install a gas collection system.

Are there impacts to the General Fund operating expenditures such as personnel or utilities & maintenance?

No.

CIP Operating Impact Projections**Project: Landfill Gas Collection System**

Personnel Expenses	FY 28	FY 29	FY 30	FY 31	FY 32	Operating Cost
Job Title & Salary/Benefit Costs (List Separately)						
						0
						0
						0
						0
						0
						0
EXPENDITURES						

New Positions Salary & Benefits TOTAL	0	0	0	0	0	0
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Operating Expenses	FY 28	FY 29	FY 30	FY 31	FY 32	Total Operating Cost
Utilities	5,000	5,000	5,000	5,000	5,000	25,000
Telephone	200	200	200	200	200	1,000
Custodial						0
Cleaning						0
Maintenance Repairs	2,000	2,000	2,000	2,000	2,000	10,000
Refuse						0
Fire/Security Alarm						0
Internet						0
Vehicle Expense						0
Other CONTRACTUAL SERVICE	10,000	10,000	10,000	10,000	10,000	50,000
						0
EXPENDITURES						

Operating TOTAL	17,200	17,200	17,200	17,200	17,200	86,000
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Capital Expenses	FY 28	FY 29	FY 30	FY 31	FY 32	Total Operating Cost
Furnishings						0
Equipment						0
						0
						0
						0
EXPENDITURES						

Capital TOTAL	0	0	0	0	0	0
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Projected Revenue Impact	FY 28	FY 29	FY 30	FY 31	FY 32	Revenue Total
						0
						0
						0
						0
						0
REVENUES						

Project Revenue TOTAL	0	0	0	0	0	0
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PROJECTED OPERATING IMPACTS	17,200	17,200	17,200	17,200	17,200	86,000
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Operating Impacts**Project: Landfill Gas Collection System**

Complete the following questions:

Employee Positions

Will the project change staffing needs? How many positions are added or removed? Indicate if they are full-time, part-time, contractual, grant-funded, or enterprise-funded. What is the estimated cost or savings? Include benefit costs: use 63% for full-time and 49% for part-time with insurance.

N/A

Utility Costs

Will the project increase or decrease costs for electricity, oil, gas, phone, water, or sewer?

Electricity will increase an estimated \$5,000 annually

Maintenance Costs

Will internal maintenance costs or external vendor agreements change? Consider custodial, field, road, or general maintenance.

Flare and ignitor maintenance.

Insurance Costs

Will insurance costs change? Include liability, property, and vehicle coverage.

N/A

Telecommunications

Will the project require additional phones, copiers, computers, or other hardware? List them below.

An additional cellular line will be needed for alarm service

Furniture, Equipment, or Capital Outlay

Will the need for furniture, equipment, or other capital outlay increase or decrease? Is the cost change one-time or ongoing?

N/A

CIP Project Name: Landfill Cell 6 Design & Construction

Project Director (Name & Title) David Candy, Superintendent, Solid Waste

Phone Number: 410-632-3177

Project Location: Central Site Landfill, Newark MD

Project Summary

EA Engineering did a study on the amount of trash in place in Cell 5. They found Cell 5 will run out of landfill space between August 2028 and January 2029. By building Cell 6, Worcester County residents should have landfill space until the year 2036. If we don't build, Worcester County will need to find a place for trash when Cell 5 is full.

EA Engineering gave Worcester County Public Works a cost estimate for Cell 6 using their experience from designing Cells 1 thru 5 and other landfills around the state to work up the estimate.

Cell 6 design work began in FY26 and is continuing in FY27. The construction is now starting in late FY27/early FY28. This will make Cell 6 available to Solid Waste by the fall of FY29 to start putting the fluff trash in the bottom of the cell. This time line will allow Cell 5 to reach capacity and move into Cell 6. Public Works Solid Waste Division needs to move forward with the design and construction of Cell 6 now to keep Worcester County from running out of landfill space.

	FY 28	FY 29	FY 30	FY 31	FY 32	Prior Allocation	Balance to Complete	Total Project Cost
EXPENDITURES								
Engineering/Design						1,000,000		1,000,000
Land Acquisition								0
Site Work								0
Construction	15,000,000							15,000,000
Equipment/Furnishings								0
Other Expenditures- Please Specify								0
TOTAL	15,000,000	0	0	0	0	1,000,000	0	16,000,000

	FY 28	FY 29	FY 30	FY 31	FY 32	Prior Allocation	Balance to Complete	Total Project Cost
SOURCES OF FUNDS								
General Fund								0
Water Wastewater User Fees								0
Solid Waste User Fees						1,000,000		1,000,000
Grant Funds								0
State Match								0
State Loan								0
Assigned Funds								0
Private Donation								0
Enterprise Bonds	15,000,000							15,000,000
General Bonds								0
Other Funding - Please Specify								0
TOTAL	15,000,000	0	0	0	0	1,000,000	0	16,000,000

If this project will have operating impacts, the fields below will populate from the data that is entered on the Operating Impact Projection tab of this workbook

PROJECTED OPERATING IMPACTS	38,950	38,950	38,950	38,950	38,950			194,750
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Additional Project Information
Project: Landfill Cell 6 Design & Construction

Complete the following questions:

What is the useful life of the asset/project?

6 - 8 years.

Will this project generate revenue?

Yes, Cell 6 will generate revenue for the Solid Waste Enterprise fund.

Are there any grant funds available? If so, through what agency? What is the grant deadline? How much funding will you be requesting through the grant?

No.

Does this project qualify for IAC funding or other state funding? If so, what is the status of the funding?

No.

Is there a Federal or State mandate related to this project? If so, please elaborate:

No.

Are there impacts to the General Fund operating expenditures such as personnel or utilities & maintenance?

No.

CIP Operating Impact Projections**Project: Landfill Cell 6 Design & Construction**

Personnel Expenses	FY 28	FY 29	FY 30	FY 31	FY 32	Operating Cost
Job Title & Salary/Benefit Costs (List Separately)						
						0
						0
						0
						0
						0
						0
EXPENDITURES						

New Positions Salary & Benefits TOTAL **0** **0** **0** **0** **0** **0**

Operating Expenses	FY 28	FY 29	FY 30	FY 31	FY 32	Total Operating Cost
Utilities	3,500	3,500	3,500	3,500	3,500	17,500
Telephone	450	450	450	450	450	2,250
Custodial						0
Cleaning						0
Maintenance Repairs						0
Refuse						0
Fire/Security Alarm						0
Internet						0
Vehicle Expense						0
Other LEACHATE HAULING	35,000	35,000	35,000	35,000	35,000	175,000
						0
EXPENDITURES						

Operating TOTAL **38,950** **38,950** **38,950** **38,950** **38,950** **194,750**

Capital Expenses	FY 28	FY 29	FY 30	FY 31	FY 32	Total Operating Cost
Furnishings						0
Equipment						0
						0
						0
						0
EXPENDITURES						

Capital TOTAL **0** **0** **0** **0** **0** **0**

Projected Revenue Impact	FY 28	FY 29	FY 30	FY 31	FY 32	Revenue Total
						0
						0
						0
						0
						0
REVENUES						

Project Revenue TOTAL **0** **0** **0** **0** **0** **0**

PROJECTED OPERATING IMPACTS	38,950	38,950	38,950	38,950	38,950	194,750
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Operating Impacts**Project: Landfill Cell 6 Design & Construction**

Complete the following questions:

Employee Positions

Will the project change staffing needs? How many positions are added or removed? Indicate if they are full-time, part-time, contractual, grant-funded, or enterprise-funded. What is the estimated cost or savings? Include benefit costs: use 63% for full-time and 49% for part-time with insurance.

N/A

Utility Costs

Will the project increase or decrease costs for electricity, oil, gas, phone, water, or sewer?

Electricity usage will increase by an estimated \$3500 annually.

Maintenance Costs

Will internal maintenance costs or external vendor agreements change? Consider custodial, field, road, or general maintenance.

Leachate hauling will increase by an estimated \$35,000 annually.

Insurance Costs

Will insurance costs change? Include liability, property, and vehicle coverage.

N/A

Telecommunications

Will the project require additional phones, copiers, computers, or other hardware? List them below.

2 additional omnisite cell dialers will be needed for pump stations at an estimated cost of \$450 annually.

Furniture, Equipment, or Capital Outlay

Will the need for furniture, equipment, or other capital outlay increase or decrease? Is the cost change one-time or ongoing?

N/A

CIP Project Name: Landfill Capping Cell 1

Project Director (Name & Title) David Candy, Superintendent, Solid Waste

Phone Number: 410-632-3177

Project Location: Central Site Landfill, Newark MD

Project Summary

Cell one was the first cell to be built at Central Site. It has given us a lot of problems with washouts and leachate seeps. Grass cutting is another issue with all the holes and uneven slopes. Cell one will need to be closed in the same manner as Berlin, Pocomoke and Snow Hill as far as regrading and installing a cap system. By capping Cell 1 we will do away with issues that take a lot of manpower to fix weekly and reduce leachate generation. Capping Cell 1 will be another step towards keeping Central Site in compliance with MDE.

A cost estimate was developed by EA Engineering. EA did the original construction drawings for Cell 1. We have no concerns with the estimate.

We have added this project to FY30 and FY31 because of all the other projects that need to come before capping Cell 1. The Cell 1 capping project is necessary but not critical, so waiting until FY30 and FY31 will work in with all of the other construction at Central Site.

	FY 28	FY 29	FY 30	FY 31	FY 32	Prior Allocation	Balance to Complete	Total Project Cost
EXPENDITURES								
Engineering/Design				585,000				585,000
Land Acquisition								0
Site Work								0
Construction					11,700,000			11,700,000
Equipment/Furnishings								0
Other Expenditures- Please Specify								0
TOTAL	0	0	0	585,000	11,700,000	0	0	12,285,000

	FY 28	FY 29	FY 30	FY 31	FY 32	Prior Allocation	Balance to Complete	Total Project Cost
SOURCES OF FUNDS								
General Fund								0
Water Wastewater User Fees								0
Solid Waste User Fees				585,000				585,000
Grant Funds								0
State Match								0
State Loan								0
Assigned Funds								0
Private Donation								0
Enterprise Bonds					11,700,000			11,700,000
General Bonds								0
Other Funding - Please Specify								0
TOTAL	0	0	0	585,000	11,700,000	0	0	12,285,000

If this project will have operating impacts, the fields below will populate from the data that is entered on the Operating Impact Projection tab of this workbook

PROJECTED OPERATING IMPACTS	0	0	0	0	0			0
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Additional Project Information
Project: Landfill Capping Cell 1

Complete the following questions:

What is the useful life of the asset/project?

Once a cell has been capped, it should stay capped forever

Will this project generate revenue?

No

Are there any grant funds available? If so, through what agency? What is the grant deadline? How much funding will you be requesting through the grant?

No

Does this project qualify for IAC funding or other state funding? If so, what is the status of the funding?

No

Is there a Federal or State mandate related to this project? If so, please elaborate:

Yes, MDE. When landfill cells are full and have set for years to allow for settling, they must be covered (Capped) with an HDPE liner, 2' of soil and planted with grass.

Are there impacts to the General Fund operating expenditures such as personnel or utilities & maintenance?

No.


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

To: Worcester County Commissioners
From: Edward Welch, Procurement Officer
Date: October 09, 2026
Subject: Request to Award - Housing Rehabilitation Inspector

Summary: Administration recommends that the County award the contract for Housing Rehabilitation Inspector to Berliner Builder, LLC of Salisbury, MD. One (1) qualified proposals was received.

Fiscal Impact: \$41,775 over three-year contract

Funding Source: 100.1008.6180.040 CDBG Housing Rehab Grant 100.1008.6180.060 Contract Inspections 281.6550.010 Special Loan Property Improvements 100.1008.6180.080 Special Loan Fee Expense

Requested Action: Award three-year contract to Berliner Builders for Housing Inspection Services

Alternatives: No other bids received. Prior inspector quit.

Coordinated With: Jennifer Keener & Davida Washington

Attachment(s):


Worcester County Government

One West Market Street | Room 1103 | Snow Hill, MD 21863

 (410) 632-1194 | purchasing@worcestermd.gov | <https://worcestermd.gov/>
MEMORANDUM

To: Worcester County Commissioners
 From: Ed Welch, Procurement Officer
 Date: October 9, 2026
 Re: **Request to Award – Housing Rehabilitation Inspector**

Administration recommends that the County award the contract for **Housing Rehabilitation Inspector** to **Berliner Builder, LLC of Salisbury, MD**. One (1) qualified proposals was received.

Scope of Services:

The contracted Housing Rehabilitation Inspector is sent by Development, Review & Permitting (DRP) to approximately 20 housing rehabilitation applicant's houses per year to evaluate the conditions of the home from the roof to the crawlspace. Due to the limited nature of the inspection budget, DRP would like to establish a hybrid approach.

The contracted inspector will be responsible for:

- The initial inspection/ property evaluations - taking photos of the exterior & interior of the dwelling and documenting anything that is not up to code.
- Preparation of the cost estimates and scope of work included in bid packages – the scope will identify all deficiencies to be brought up to code.
- Attending the Housing Rehabilitation Board meetings (approx. 2 per year) to answer any questions the board may have about the work to be done and the bids received.

A DRP Building Inspector would be responsible for:

- Progress inspections and draws (est. 2 per project) – conducting a general inspection to ensure that the items requested for payment by the general contractor have been properly completed.
- Change Orders – should unanticipated deficiencies be identified in the course of work, the inspector can request a modification to the agreement to cover the costs.
- Final Inspection – conducting a close out inspection to ensure that all items have been completed, and to document the same with the required photographs.
- Warranty Visits – inspection and evaluation of any warranty items of concern.

Funding:

The estimated annual expenditure on these services is \$13,925 (\$41,775 for a three-year contract term) for Community Development Block Grant (CDBG) Program funded projects. The current CDBG funding covers \$20,000 for project administration (inspections) over the two-year grant period, with the remainder covered by County's existing match. Additional inspections will be paid for through state special loans or the replacement home program (non-County grant projects). Account numbers used are as follows:

100.1008.6180.040 CDBG Housing Rehab Grant
 100.1008.6180.060 Contract Inspections
 281.6550.010 Special Loan Property Improvements
 100.1008.6180.080 Special Loan Fee Expense



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To: Worcester County Commissioners
From: Dallas Baker, Director of Public Works
Date: October 12, 2026
Subject: Snow Hill Commission on Aging HVAC-Funding Reallocation

Summary: Public Works is requesting Commissioner approval to allocate \$12,655.20 from account 240.1201.6550.125 to Modern Controls for the remaining building automation controls work at the Snow Hill Commission on Aging with FY24 project code, "SHCOA HVAC".

This work represents the final portion of the building automation controls upgrade associated with the replacement of all HVAC units at the facility. The HVAC equipment replacement was completed by the Maintenance Division during the previous fiscal year. The remaining controls work is necessary to complete the integration and operation of the new HVAC equipment with the building automation system.

The \$12,655.20 outstanding balance was inadvertently overlooked and was not included in the FY25 assigned funds request. Maintenance is requesting that the necessary funds now be allocated from the identified account to allow Modern Controls to complete the remaining work and bring the overall HVAC controls upgrade to completion. The FY24 account closed with a remaining balance of more than \$33,000.

Fiscal Impact: \$12,655.20
Funding Source: Assigned funds account 240.1201.6550.125,
Requested Action: Approval
Alternatives:
Coordinated With:

Attachment(s): Yes

Application and Certificate For Payment

To Owner: WORCESTER COUNTY PUBLIC WORKS 6113 TIMMONS RD PUBLIC WORKS SNOW HILL, MD 21863 From (Contractor): ModernControls, LLC 26 Bellecor Drive New Castle, DE 19720-1763 Phone: 302 325-6800	Project: WCPW SNOW HILL AGING AHU 6113 TIMMONS RD SNOW HILL, MD 21863	Application No: 3 Date: 09/15/2026 Period To: 09/15/26 Architect's Project No: Contract Date:
	Contractor Job Number: 225-1031 Via (Architect): Contract For:	

Contractor's Application For Payment

Change Order Summary	Additions	Deductions
Change orders approved in previous months by owner		
Change orders approved this month	Number	Date Approved
Totals		
Net change by change orders		

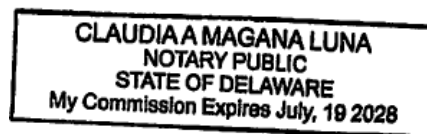
The undersigned Contractor certifies that to the best of the Contractor's knowledge, information, and belief the work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

Contractor:

By: Ryan Rose Date: 9/28/2026

State of: Delaware County of: New Castle

Subscribed and sworn to before me this 28 day of September, 2026.

Notary public: Claudia A Magana LunaMy commission expires 7/19/28.

Original contract sum	14,546.00
Net change by change orders	0.00
Contract sum to date	14,546.00
Total completed and stored to date	4,509.50
Retainage	
0.0% of completed work	0.00
0.0% of stored material	0.00
Total retainage	0.00
Total earned less retainage	4,509.50
Less previous certificates of payment	1,890.80
6.000% of taxable amount	0.00
Current sales tax	0.00

Current payment due	2,618.70
Balance to finish, including retainage	10,036.50

Architect's Certificate for Payment

In accordance with the Contract Documents, based on on-site observations and the data comprising the above application the Architect certifies to the Owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the Amount Certified.

Amount Certified: \$ _____

Architect:

By: _____ Date: _____

This Certification is not negotiable. The Amount Certified is payable only to the Contractor named herein. Issuance, payment, and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

Application and Certificate For Payment -- page 2

To Owner: WORCESTER COUNTY PUBLIC WORKS
 From (Contractor): ModernControls, LLC
 Project: WCPW SNOW HILL AGING AHU

Application No: 3 Date: 09/15/26 Period To: 09/15/26
 Contractor's Job Number: 225-1031
 Architect's Project No:

Item Number	Description	Scheduled Value	Work Completed		Materials Presently Stored	Completed and Stored to Date	%	Balance to Finish	Retention	Memo
			Previous Application	This Period						
01	Engineering	727.00	727.00	0.00	0.00	727.00	100.00	0.00	0.00	
02	Mobilization	436.00	0.00	0.00	0.00	0.00	0.00	436.00	0.00	
03	Parts	5,819.00	1,163.80	1,745.70	0.00	2,909.50	50.00	2,909.50	0.00	
04	Installation	6,255.00	0.00	0.00	0.00	0.00	0.00	6,255.00	0.00	
05	Programming/Start up	873.00	0.00	873.00	0.00	873.00	100.00	0.00	0.00	
06	O&Ms Training	436.00	0.00	0.00	0.00	0.00	0.00	436.00	0.00	
Application Total		14,546.00	1,890.80	2,618.70	0.00	4,509.50	31.00	10,036.50	0.00	



Worcester County Government

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To: Worcester County Commissioners
From: Dallas Baker, Director of Public Works
Date: October 12, 2026
Subject: Courthouse Boiler Conversion and Fuel Tank Removal

Summary: The Public Works is requesting approval to proceed with the conversion of the Worcester County Courthouse boiler system from fuel oil to propane and the removal of the existing underground fuel oil storage tank. Approval is requested to proceed with Modern Controls for \$66,980 for the propane gas service and boiler retrofits and Scarborough Oil for approximately \$25,000 for removal of the existing underground fuel oil tank. The proposed work will be funded from the previously approved assigned fund account 240.1002.9010.050 – Courthouse Boiler Conversion Fuel Tank Removal, budgeted at \$175,000.00. The total anticipated cost for the boiler conversion and tank removal is approximately \$91,980, with both expenditures to be charged to the approved assigned fund.

Modern Controls has provided a proposal in the amount of \$66,980 to install the new propane gas service and retrofit both existing boilers. Modern Controls is the County's preferred mechanical and building automation controls company and has provided excellent service and quality workmanship on numerous County projects.

Public Works is also requesting approval to contract with Scarborough Oil for removal of the existing underground fuel oil tank at an estimated cost of \$25,000. Scarborough Oil is the County's current local fuel oil delivery contractor and has consistently provided reputable and reliable service.

As part of the tank removal, Maryland Department of the Environment (MDE) requirements will require soil samples to be collected and analyzed. Any remaining usable fuel oil will be transferred to the Worcester County Jail for use. If evidence of fuel leakage or soil contamination is discovered during the removal process, additional costs may be necessary for environmental

testing, soil removal, disposal, remediation, or other MDE required measures.

Fiscal Impact: \$91,800 (approved budget, \$175,000)

Funding Source: Assigned fund account 240.1002.9010.050 – Courthouse Boiler Conversion Fuel Tank Removal

Requested Action: Approval

Alternatives:

Coordinated With:

Attachment(s): Yes

SCARBOROUGH

OIL AND PROPANE
P.O. BOX 334
SNOW HILL, MD 21863
PHONE 410-632-0151
FAX 410-632-3594
scarborough1013@verizon.net

Date: 9/12/2025

Quote: Worcester County - Attn. Mike Hutchison

Location: Worcester County Courthouse

Description: Pump out and remove 6,000-gal underground storage tank. Put cribbing protection down for sidewalks and stone wall. Excavate area around tank. Remove tank. Cut, clean and dispose of tank. Take soil samples as directed by MDE. Backfill hole.

Cost: \$25,000

Soil samples: \$425 each

Oil transfer: \$1.85 per gallon

*Scarborough Oil is not responsible for sidewalk, wall and landscaping.

If contaminated soil is found, cost will be time and materials.

**Courthouse
Burner(s)
retrofit.
Boilers #1 & #2.**



TO: Michael Hutchinson
Worcester County Public Works

RE: Mike Vallandingham
Modern Controls Inc.

PROPOSAL # P26-1666

8.26.2026

PROPOSAL # P26-1666

August 26, 2026



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

Re: **Retrofit oil burners to Propane Burners on (2) boilers**

SCOPE OF WORK

We are pleased to provide a proposal for the replacement of QTY: (2) Weil McLain model Q series Propane fired burners located at 1 W Market St Snow Hill, MD 21863 Our scope of work is as follows:

Replacement of (2) oil fired burners to Propane fired burners.

- ▶ New burners shall be: Weil McLain model PF Q series, Q G-150.

PF Q Series, Stock Model: Q6G-150
 Frame Size 6, 6" OD Blast Tube
 Line Voltage 115/1/60, 372 Watt Blower Motor
 Firing Propane Gas at a max rate of 1500 Mbtu/Hr
 Full Modulation Mode of Operation (See Load Control)
 Siemens LMV37 Flame Safeguard Control, UV Scanner
 UL Approved and Labeled.

- ▶ Burners are 6" Blast tube FULL MODULATION with 150 MBH/Hr Max.
- ▶ Siemens load control center RWF50-2 FULL MODULATION CONTROL
- ▶ Flame Failure Audible Alarm and silencing switch.
- ▶ Disconnect existing wiring from each of two boilers.
- ▶ Remove oil fired burners from boilers #1 and #2.
- ▶ Existing burners to be removed from site.
- ▶ Install new propane fired burners on boilers #1 and #2.
- ▶ Reconnect existing wiring to new burners.
- ▶ Core drill exterior wall for new gas piping.
- ▶ Furnish, install all gas piping from new gas meter to burners per manufacture specifications.
- ▶ Furnish, install all hangers and supports per **NFPA 54 and IFGC**.
- ▶ Provide pressure test on all new gas piping.
- ▶ Furnish, install Siemens flame safeguard control LMV37.
- ▶ Weil McLain factory start-up included.

PRICING

Quoted Price\$66,980.00

CLARIFICATIONS

- ▶ Proposal does NOT include after hours or weekend labor.
- ▶ Anything not included in this proposal is excluded.
- ▶ 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 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

To: Worcester County Commissioners
From: Kelly Rados, Director of Recreation and Parks
Date: October 09, 2026
Subject: Town of Ocean City MOU - Lewis Road

Summary: The Recreation & Parks Department is requesting permission to enter an MOU with the Town of Ocean City regarding land located on Lewis Road. The plan is to utilize this site for launching kayaks and other non-motorized water crafts by the public. The MOU will be a 5-year agreement that can be renewed at the end of the term.

The Parks Department will be responsible for basic mowing of grass along the entrance and areas within the project area and installing signage at the entrance with rules and regulations. The Parks Department will also be responsible for needed improvements including repairs to the parking area, entrance way, fence, soft launch etc. Our Department will be able to apply for a \$25,000 Off-Cycle Waterway Improvement Fund Grant for these site improvements. Once we have signed a MOU, we will be able to complete the application for this funding.

Fiscal Impact: Expenses associated with the initial improvements and needed repairs of the site.

Funding Source: Apply for Water Improvement Fund Grant - \$25,000

Requested Action: Approve MOU and applying for WIF Grant funding.

Alternatives:

Coordinated With:

Attachment(s): MOU with Town of Ocean City regarding land on Lewis Rd
 Project area site map

Memorandum Of Understanding

This Memorandum of Understanding (MOU) between the Mayor and City Council of Ocean City, Maryland (“Town”) and the County Commissioners of Worcester County, MD (“County or Project Sponsor”) establishes the obligations of each party regarding lands located on Lewis Road (Tax Map 33, Parcel 122, Deed E.W.R. 69/9) in Worcester County, Maryland.

Scope of Obligations:

1. **Project Area.** The overall site is approximately thirty-six and seven-tenths (36.7) acres. Only a small portion of the overall acreage is to be used as the Project Area and is depicted on Exhibit A, hereinafter “Project Area.” The Town reserves the right to access the Project Area at all times.
2. **Use.** The Project Area shall only be used for the launching of non-motorized watercraft by the general public and vehicle parking related to such activities. County Park regulations and any other use restrictions imposed by the County shall apply to the Project Area. The County shall ensure that the Project Area is secured and the gate is closed/locked, daily, no later then “Sunset” (such as the official time of Sunset on any given day) daily.
3. **Term.** The term of this MOU is five (5) years and may be renewed by mutual agreement and written confirmation of the parties. The term shall begin on the date the last party signs below. Either party shall have the right to terminate this MOU with thirty (30) days written notice to the other party.
4. **Mowing.** The County shall be responsible for basic mowing of the grass on either side of the entrance lane and associated grass areas located within the Project Area. This mowing is limited to areas that are accessible by tractor or bush hog, but does not include what may be considered “manicured mowing”. The balance of the site will remain in its natural state of vegetation.
5. **Electric.** There is an electrical service pedestal located at Lewis Road which consists of a Choptank meter (meter # 1ND63105286D) and a One Hundred Twenty/Two Hundred Forty (120/240) volt, One Hundred (100) amp, Twelve (12) circuit, Square D electrical panel. The electrical panel currently only supplies power to the gate motor control panel and

one GFI receptacle mounted on the electrical pedestal. The County shall maintain the gate and the receptacle and cooperate with the Town to have the power company account placed in the name of the County. The County shall pay for all metered services and all necessary repairs to the gate and/or receptacle.

6. **Insurance.** The County shall provide general liability insurance, in amounts acceptable to the Town, and also name the Town as “Additional Insured”. The certificate shall be kept current at all times with a copy of the annual renewal being submitted to the Town’s Clerk’s Office each year. A copy of the 2026-2027 Certificate of Insurance shall be submitted to the Town upon the County’s execution of this Agreement.
7. To the extent permitted by law and excluding liability caused by the Town or its agents, the County shall indemnify and hold the Town, its officials, officers, agents, and employees, harmless from any liability for any and all claims, suits, demands, judgments, or causes of action for bodily injury, death or other damage occurring as a result of the use and/or access to the Project Area and/or the use of the Water Trail.
8. **Signage.** The County shall install signage at the entrance to the Project Area informing all individuals of applicable rules and that they are accessing and using the facility at their own risk.
9. **Other Improvements.** The County shall be solely responsible for all other improvements, and subsequent maintenance of said improvements, that are made within the Project Area. These improvements may include repairing the parking area, roadway, fence, soft launch, etc.
10. **Not Assignable.** This MOU is not assignable by County.

Attest:

County Commissioners of
Worcester County, Maryland

Weston S. Young
Chief Administrative Officer

_____ (Seal)

President

Date: _____

Witness

Mayor and City Council of
Ocean City, Maryland

_____ (Seal)

Terence McGean, City Manager

Date: _____



**Worcester County Government**

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

(410) 632-1194 | (410) 632-3131 (fax) | admin@co.worcester.md.us | www.co.worcester.md.us

To: Worcester County Commissioners
From: Dallas Baker, Director of Public Works
Date: October 12, 2026
Subject: FY27 Vehicle Bid Recommendation for Purchase

Summary: Public Works is requesting Commissioner approval to purchase FY27 budgeted vehicles for various departments below. Tuesday, September 22, 2026, bids were received and opened for new 2027 vehicles requested by several departments within Worcester County. These vehicles were approved in FY27 capital equipment accounts listed below. Some low bids did not meet the vehicle specifications listed in the bid packet.

The lowest bids for Vehicle #7 from Apple and Hall did not meet the specifications for certain upfitter pre-wiring provisions, spotlight, and interior dome lighting. This vehicle will be equipped with and running multiple different types of emergency equipment to include radios, scene lighting, and vehicle lighting that all integrate with factory upfitting wiring provisions for emergency vehicles. Therefore, it is recommended to accept the bid from Hertrich as the Chevrolet Tahoe has the factory provisions needed. The bid from Hertrich is under the approved budget and will be sufficient for the needs of Emergency Services.

The lowest bids for Vehicle #14 from Hall and Hertrich did not meet the specifications for an auxiliary VMAC air compressor upfit. This emergency vehicle will be equipped with and running multiple different types of emergency equipment to include air operated tools for use during emergency operations. Therefore, it is recommended to accept the bid from Apple because their specifications meet the required upfitting of an auxiliary air compressor. The bid from Apple is under the approved budget and will be sufficient for the needs of the Fire Marshal.

After reviewing all the submitted bids, we recommend the following lowest bid vehicles meeting specifications be approved:

#1 Vehicle Type: (1) – ½ Ton 4x4 Full Size Double/Extended Cab Pickup (Sheriff)

Apple Ford Columbia, MD
2027 Ford F150 Ext Cab
\$46,924.00

Account #1101.030.9010.010
Approved Budget Amount
\$55,000.00

Total Savings - \$8,076.00

#2 Vehicle Type: (1) – SUV Full Size 4x4 PPV (Sheriff)

Hertrich Fleet Milford, DE
2027 Chevrolet Tahoe
\$56,190.00

Account #1101.030.9010.010
Approved Budget Amount
\$63,000.00

Total Savings - \$6,810.00

#3 Vehicle Type: (1) – SUV Full Size 4x4 PPV (Sheriff)

Hertrich Fleet Milford, DE
2027 Chevrolet Tahoe
\$57,575.00

Account #1101.030.9010.010
Approved Budget Amount
\$63,000.00

Total Savings - \$5,425.00

#4 Vehicle Type: (6) – SUV Full Size 4x2 PPV (Sheriff)

Hertrich Fleet Milford, DE
2027 Chevrolet Tahoe
\$320,652.00

Account #1101.030.9010.010
Approved Budget Amount
\$348,000.00

Total Savings - \$27,348.00

#5 Vehicle Type: (1) – SUV Full Size 4x4 Suburban (Sheriff)

Hertrich Fleet Milford, DE
2027 Chevrolet Suburban
\$64,492.00

Account #1101.030.9010.010
Approved Budget Amount
\$65,000.00

Total Savings - \$508.00

#6 Vehicle Type: (3) – ½ Ton 4x4 Full Size Crew Cab Truck PPV (Sheriff)

Hertrich Fleet Milford, DE
2027 Ford F150
\$143,679.00

Account #1101.030.9010.010
Approved Budget Amount
\$174,000.00

Total Savings - \$30,321.00

#7 Vehicle Type: (1) – SUV Full Size 4x4 SSV (Emergency Service)

Hertrich Fleet Milford, DE
2027 Chevrolet Tahoe
\$56,519.00

Account #1102.044.9010.010
Approved Budget Amount
\$65,000.00

Total Savings - \$8,481.00

#8 Vehicle Type: (1) – 4x4 Midsize Crew Cab Pickup (Environmental Programs)

Apple Ford Columbia, MD
2027 Ford Ranger
\$36,129.00

Account #1010.9010.010
Approved Budget Amount
\$50,000.00

Total Savings - \$13,871.00

#9 Vehicle Type: (1) – SUV Midsize 4x4 (IT)

Apple Ford Columbia, MD
2027 Ford Explorer
\$37,268.00

Account #1011.9010.010
Approved Budget Amount
\$50,000.00

Total Savings - \$12,732.00

**#10 Vehicle Type: (1) – ¾ Ton 4x4 Double/Extended Cab Pickup
with Plow (Maintenance)**

Apple Ford Columbia, MD
2027 Ford F250 Super Cab
\$54,129.00

Account #1201.9010.010
Approved Budget Amount
\$70,000.00

Total Savings - \$15,871.00

**#11 Vehicle Type: (2) – ¾ Ton 4x4 Full Size Crew Cab Pickup Truck
with Plow (Roads)**

Apple Ford Columbia, MD
2027 Ford F250 Crew Cab
\$117,642.00

Account #1202.9010.010
Approved Budget Amount
\$170,000.00

Total Savings - \$52,358.00

#12 Vehicle Type: (1) – SUV Compact 4x4 (Public Works)

Hertrich Fleet Milford, DE
2027 Chevrolet Equinox
\$29,335.00

Account #1203.200.9010.010
Approved Budget Amount
\$50,000.00

Total Savings - \$20,665.00

**#13 Vehicle Type: (3) – ¾ Ton 4x4 Double/Extended Cab Pickup
with Plow (Water/Wastewater)**

Apple Ford Columbia, MD
2027 Ford F250 Super Cab
\$162,387.00

Account #510.9010.010
Approved Budget Amount
\$170,000.00

Total Savings - \$7,613.00

**#14 Vehicle Type: (1) – Ford F450 4x4 Crew Cab Dually Truck with
VMAC Air Compressor (Fire Marshal)**

Apple Ford Columbia, MD
2027 Ford F450 CC DRW
\$91,505.00

ASSIGNED FUND

Account #240.1104.9010.010
Approved Budget Amount
\$150,000.00

Total Savings - \$58,495.00

Total Budgeted Amount \$1,543,000.00

Total Budget Savings \$322,703.00

Please let me know if there are any questions.

Fiscal Impact: Multiple - See Summary

Funding Source: Multiple - See Summary

Requested Action: Approval

Alternatives:

Coordinated With:

Attachment(s): Yes

Bid Tabulation by Vehicle Type

<u>Vehicle Type</u>	<u>All Roads</u>	<u>Apple Ford</u>	<u>Criswell</u>	<u>Hall</u>	<u>Hertrich</u>	<u>IG Burton</u>	<u>Lindsay</u>
1. One (1) – 1/2 Ton 4x4 Full Size Extended Cab Pickup Truck (Sheriff/Animal Ctrl.)		\$ 46,924	\$ 49,944	\$ 46,997	\$ 47,704	\$ 50,150	\$ 52,000
2. One (1) – SUV Full Size 4x4 with PPV Police Package (Sheriff)			\$ 58,763		\$ 56,190	\$ 58,150	
3. One (1) – SUV Full Size 4x4 with PPV Police Package (Sheriff)			\$ 60,831		\$ 57,575	\$ 58,150	
4. Six (6) – SUV Full Size 4x2 with PPV Police Package (Sheriff)			\$ 336,090		\$ 320,652	\$ 330,900	
5. One (1) – SUV Full Size 4x4 Chevrolet Suburban (Sheriff)			\$ 67,945	\$ 65,075	\$ 64,492	\$ 65,000	
6. Three (3) – ½ Ton 4x4 Full Size Crew Cab Truck with PPV Police Package (Sheriff)		\$ 146,679		\$ 145,881	\$ 143,679	\$ 159,750	
7. One (1) – SUV Full Size 4x4 with SSV Package (Emergency Service)		Incomplete	\$ 59,709	Incomplete	\$ 56,519	\$ 58,150	
8. One (1) – 4x4 Midsize Crew Cab Pickup Truck (Environmental Programs)		\$ 36,129	\$ 39,422	\$ 38,932	\$ 37,848	\$ 39,150	
9. One (1) – SUV Midsize 4x4 (Information Technology)		\$ 37,268	\$ 41,842	\$ 37,575		\$ 41,150	
10. One (1) – 3/4 Ton 4x4 Double/Extended Cab Pickup Truck with Plow (Maint.)	\$ 68,268	\$ 54,129	\$ 60,574	\$ 59,959		\$ 60,469	\$ 61,800
11. Two (2) – 3/4 Ton 4x4 Full Size Crew Cab Pickup Truck with Plow (Roads)	\$ 143,886	\$ 117,642	\$ 144,352	\$ 132,536		\$ 169,338	\$ 144,000
12. One (1) – SUV Compact 4x4 (Public Works)		\$ 30,407	\$ 30,639	\$ 36,500	\$ 29,335	\$ 30,300	
13. Two (2) – ¾ Ton 4x4 Double/Extended Cab Pickup Truck with Plow (WW)	\$ 138,818	\$ 108,258	\$ 121,148	\$ 119,918	\$ 119,570	\$ 120,938	\$ 123,600
14. One (1) - Ford F450 4x4 Crew Cab DRW Truck with VMAC Air Compressor (FM)	\$ 113,760	\$ 91,505	\$ 102,154	Incomplete	Incomplete	\$ 96,500	\$ 101,400

FY27 BID TABULATION BY VEHICLE TYPE**#1 Vehicle Type: (1) – ½ Ton 4x4 Full Size Double/Extended Cab Pickup (Sheriff)**

<i>Apple Ford <u>Columbia, MD</u></i>	2027 Ford F150 4x4	\$46,924.00
<i>Hall Automotive <u>Virginia Beach, VA</u></i>	2027 Ford F150 4x4	\$46,997.00
<i>Hertrich Fleet <u>Milford, DE</u></i>	2027 Ford F150 4x4	\$47,704.00
<i>Criswell Fleet <u>Gaithersburg, MD</u></i>	2027 Ford F150 4x4	\$49,944.00
<i>IG Burton <u>Berlin, MD</u></i>	2027 Ford F150 4x4	\$50,150.00
<i>Lindsay Ford <u>Wheaton, MD</u></i>	2027 Ford F150 4x4	\$52,000.00
<i>All Roads Trucks <u>Mardela Springs, MD</u></i>		No Bid

#2 Vehicle Type: (1) – SUV Full Size 4x4 PPV (Sheriff)

<i>Hertrich Fleet <u>Milford, DE</u></i>	2027 Chevrolet Tahoe 4x4	\$56,190.00
<i>IG Burton <u>Berlin, MD</u></i>	2027 Chevrolet Tahoe 4x4	\$58,150.00
<i>Criswell Fleet <u>Gaithersburg, MD</u></i>	2027 Chevrolet Tahoe 4x4	\$58,763.00
<i>Apple Ford <u>Columbia, MD</u></i>		No Bid
<i>Lindsay Ford <u>Wheaton, MD</u></i>		No Bid
<i>Hall Automotive <u>Virginia Beach, VA</u></i>		No Bid
<i>All Roads Trucks <u>Mardela Springs, MD</u></i>		No Bid

#3 Vehicle Type: (1) – SUV Full Size 4x4 PPV (Sheriff)

<i>Hertrich Fleet <u>Milford, DE</u></i>	2027 Chevrolet Tahoe 4x4	\$57,575.00
<i>IG Burton <u>Berlin, MD</u></i>	2027 Chevrolet Tahoe 4x4	\$58,150.00
<i>Criswell Fleet <u>Gaithersburg, MD</u></i>	2027 Chevrolet Tahoe 4x4	\$60,831.00
<i>Apple Ford <u>Columbia, MD</u></i>		No Bid
<i>Lindsay Ford <u>Wheaton, MD</u></i>		No Bid
<i>Hall Automotive <u>Virginia Beach, VA</u></i>		No Bid
<i>All Roads Trucks <u>Mardela Springs, MD</u></i>		No Bid

#4 Vehicle Type: (6) – SUV Full Size 4x2 PPV (Sheriff)

<i>Hertrich Fleet <u>Milford, DE</u></i>	2027 Chevrolet Tahoe 4x2	\$53,442.00 ea.
<i>IG Burton <u>Berlin, MD</u></i>	2027 Chevrolet Tahoe 4x2	\$55,150.00 ea.
<i>Criswell Fleet <u>Gaithersburg, MD</u></i>	2027 Chevrolet Tahoe 4x2	\$56,015.00 ea.
<i>Apple Ford <u>Columbia, MD</u></i>		No Bid
<i>Lindsay Ford <u>Wheaton, MD</u></i>		No Bid
<i>Hall Automotive <u>Virgina Beach, VA</u></i>		No Bid
<i>All Roads Trucks <u>Mardela Springs, MD</u></i>		No Bid

#5 Vehicle Type: (1) – SUV Full Size 4x4 Suburban (Sheriff)

<i>Hertrich Fleet <u>Milford, DE</u></i>	2027 Chevrolet Suburban	\$64,492.00
<i>IG Burton <u>Berlin, MD</u></i>	2027 Chevrolet Suburban	\$65,000.00
<i>Hall Automotive <u>Virgina Beach, VA</u></i>	2027 Ford Expedition	\$65,075.00
<i>Criswell Fleet <u>Gaithersburg, MD</u></i>	2027 Chevrolet Suburban	\$67,944.00
<i>Lindsay Ford <u>Wheaton, MD</u></i>		No Bid
<i>Apple Ford <u>Columbia, MD</u></i>		No Bid
<i>All Roads Trucks <u>Mardela Springs, MD</u></i>		No Bid

#6 Vehicle Type: (3) – ½ Ton 4x4 Full Size Crew Cab Truck PPV (Sheriff)

<i>Hertrich Fleet <u>Milford, DE</u></i>	2027 Ford F150 Pursuit	\$47,893.00 ea.
<i>Hall Automotive <u>Virgina Beach, VA</u></i>	2027 Ford F150 Pursuit	\$48,627.00 ea.
<i>Apple Ford <u>Columbia, MD</u></i>	2027 Ford F150 Pursuit	\$48,893.00 ea.
<i>IG Burton <u>Berlin, MD</u></i>	2027 Chevy Silverado PPV	\$53,250.00 ea.
<i>Criswell Fleet <u>Gaithersburg, MD</u></i>		No Bid
<i>Lindsay Ford <u>Wheaton, MD</u></i>		No Bid
<i>All Roads Trucks <u>Mardela Springs, MD</u></i>		No Bid

#7 Vehicle Type: (1) – SUV Full Size 4x4 SSV (Emergency Service)

<i>Apple Ford <u>Columbia, MD</u></i>	2027 Ford Expedition	\$54,096.00
<i>Hall Automotive <u>Virgina Beach, VA</u></i>	2027 Ford Expedition	\$54,163.00
<i>Hertrich Fleet <u>Milford, DE</u></i>	2027 Chevrolet Tahoe	\$56,519.00
<i>IG Burton <u>Berlin, MD</u></i>	2027 Chevrolet Tahoe	\$58,150.00
<i>Criswell Fleet <u>Gaithersburg, MD</u></i>	2027 Chevrolet Tahoe	\$59,709.00
<i>Lindsay Ford <u>Wheaton, MD</u></i>		No Bid
<i>All Roads Trucks <u>Mardela Springs, MD</u></i>		No Bid

#8 Vehicle Type: (1) – 4x4 Midsize Crew Cab Pickup (Environmental Programs)

<i>Apple Ford <u>Columbia, MD</u></i>	2027 Ford Ranger	\$36,129.00
<i>Hertrich Fleet <u>Milford, DE</u></i>	2027 Ford Ranger	\$37,848.00
<i>Hall Automotive <u>Virgina Beach, VA</u></i>	2027 Ford Ranger	\$38,932.00
<i>IG Burton <u>Berlin, MD</u></i>	2027 Chevrolet Colorado	\$39,150.00
<i>Criswell Fleet <u>Gaithersburg, MD</u></i>	2027 Chevrolet Colorado	\$39,422.00
<i>Lindsay Ford <u>Wheaton, MD</u></i>		No Bid
<i>All Roads Trucks <u>Mardela Springs, MD</u></i>		No Bid

#9 Vehicle Type: (1) – SUV Midsize 4x4 (IT)

<i>Apple Ford <u>Columbia, MD</u></i>	2027 Ford Explorer	\$37,268.00
<i>Hertrich Fleet <u>Milford, DE</u></i>	2027 Dodge Durango	\$37,746.00
<i>Hall Automotive <u>Virgina Beach, VA</u></i>	2027 Ford Explorer	\$37,975.00
<i>IG Burton <u>Berlin, MD</u></i>	2027 Chevrolet Traverse	\$41,150.00
<i>Criswell Fleet <u>Gaithersburg, MD</u></i>	2027 Chevrolet Traverse	\$41,842.00
<i>Lindsay Ford <u>Wheaton, MD</u></i>		No Bid
<i>All Roads Trucks <u>Mardela Springs, MD</u></i>		No Bid

#10 Vehicle Type: (1) – ¾ Ton 4x4 Double/Extended Cab Pickup with Plow (Maintenance)

<i>Apple Ford <u>Columbia, MD</u></i>	2027 Ford F250 Super Cab	\$54,129.00
<i>Hertrich Fleet <u>Milford, DE</u></i>	2027 Ford F250 Super Cab	\$57,683.00
<i>Hall Automotive <u>Virginia Beach, VA</u></i>	2027 Ford F250 Super Cab	\$59,959.00
<i>IG Burton <u>Berlin, MD</u></i>	2027 Chevy Silverado 2500	\$60,469.00
<i>Criswell Fleet <u>Gaithersburg, MD</u></i>	2027 Ford F250 Super Cab	\$60,574.00
<i>Lindsay Ford <u>Wheaton, MD</u></i>	2027 Ford F250 Super Cab	\$61,800.00
<i>All Roads Trucks <u>Mardela Springs, MD</u></i>	2027 Ford F250 Super Cab	\$68,268.00

#11 Vehicle Type: (2) – ¾ Ton 4x4 Full Size Crew Cab Pickup Truck with Plow (Roads)

<i>Apple Ford <u>Columbia, MD</u></i>	2027 Ford F250 Super Cab	\$58,821.00
<i>Hertrich Fleet <u>Milford, DE</u></i>	2027 Ford F250 Super Cab	\$62,238.00
<i>Hall Automotive <u>Virginia Beach, VA</u></i>	2027 Ford F250 Super Cab	\$66,268.00
<i>All Roads Trucks <u>Mardela Springs, MD</u></i>	2027 Ford F250 Super Cab	\$71,943.00
<i>Lindsay Ford <u>Wheaton, MD</u></i>	2027 Ford F250 Super Cab	\$72,000.00
<i>Criswell Fleet <u>Gaithersburg, MD</u></i>	2027 Ford F250 Super Cab	\$72,176.00
<i>IG Burton <u>Berlin, MD</u></i>	2027 Chevy Silverado 2500	\$84,669.00

#12 Vehicle Type: (1) – SUV Compact 4x4 (Public Works)

<i>Hertrich Fleet <u>Milford, DE</u></i>	2027 Chevrolet Equinox	\$29,325.00
<i>IG Burton <u>Berlin, MD</u></i>	2027 Chevrolet Equinox	\$30,300.00
<i>Criswell Fleet <u>Gaithersburg, MD</u></i>	2027 Chevrolet Equinox	\$30,369.00
<i>Apple Ford <u>Columbia, MD</u></i>	2027 Ford Bronco	\$30,407.00
<i>Hall Automotive <u>Virginia Beach, VA</u></i>	2027 Jeep Cherokee	\$36,500.00
<i>Lindsay Ford <u>Wheaton, MD</u></i>		No Bid
<i>All Roads Trucks <u>Mardela Springs, MD</u></i>		No Bid

#13 Vehicle Type: (2) – ¾ Ton 4x4 Double/Extended Cab Pickup with Plow (Water/Wastewater)

<i>Apple Ford <u>Columbia, MD</u></i>	2027 Ford F250 Super Cab	\$54,129.00
<i>Hertrich Fleet <u>Milford, DE</u></i>	2027 Ford F250 Super Cab	\$59,785.00
<i>Hall Automotive <u>Virgina Beach, VA</u></i>	2027 Ford F250 Super Cab	\$59,959.00
<i>IG Burton <u>Berlin, MD</u></i>	2027 Chevy Silverado 2500	\$60,469.00
<i>Criswell Fleet <u>Gaithersburg, MD</u></i>	2027 Ford F250 Super Cab	\$60,574.00
<i>Lindsay Ford <u>Wheaton, MD</u></i>	2027 Ford F250 Super Cab	\$61,800.00
<i>All Roads Trucks <u>Mardela Springs, MD</u></i>	2027 Ford F250 Super Cab	\$69,409.00

#14 Vehicle Type: (1) – Ford F450 4x4 Crew Cab Dually Truck with VMAC Air Compressor (Fire Marshal)

<i>Hall Automotive <u>Virgina Beach, VA</u></i>	2027 Ford F450 CC DRW	\$91,008.00
<i>Hertrich Fleet <u>Milford, DE</u></i>	2027 Ford F450 CC DRW	\$91,331.00
<i>Apple Ford <u>Columbia, MD</u></i>	2027 Ford F450 CC DRW	\$91,505.00
<i>IG Burton <u>Berlin, MD</u></i>	2027 Chevy Silverado 2500	\$96,500.00
<i>Lindsay Ford <u>Wheaton, MD</u></i>	2027 Ford F250 Super Cab	\$101,400.00
<i>Criswell Fleet <u>Gaithersburg, MD</u></i>	2027 Ford F250 Super Cab	\$102,154.00
<i>All Roads Trucks <u>Mardela Springs, MD</u></i>	2027 Ford F250 Super Cab	\$113,760.00


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

To: Worcester County Commissioners
From: Dallas Baker, Director of Public Works
Date: October 12, 2026
Subject: Sunset Avenue Relief Sewer Award and Budget Amendment

Summary: Public Works is requesting Commissioner approval to advertise for a public hearing for a budget amendment to the West Ocean City service area, Capital Equipment Other WWWW Equipment account 580.9010.090 adding \$693,399.78 to the account for the following:

- 1) award of the competitively bid construction of the sewer to local contractor Chesapeake Turf in the amount of \$608,399.78;
- 2) \$35,000 for 3rd party inspection by Lewis Inspection Services and;
- 3) \$50,000 in contingency for unforeseen conditions.

Per the Enterprise Fund Controller, funding is available in the service area reserve account which has a balance of just over \$4 million as of 8/31/2026. \$1.1 Million was included for the project in the approved FY 26 budget but delays due to scope revisions associated with the West Ocean City sewer capacity analysis resulted in bids not being received until FY 27. The amendment will carry the FY 26 funding into FY 27.

Bid comparison	Base Bid	Additional HMA (140 tons)	Total Construction
Chesapeake Turf	\$498,359.78	\$110,040.00	\$608,399.78
Underground Connections	\$525,670.00	\$210,000.00	\$735,670.00
Schummer	\$634,010.00	\$28,000.00	\$662,010.00
Teal Construction	\$717,717.00	\$59,500.00	\$777,217.00
George & Lynch	\$772,325.01	\$157,911.60	\$930,236.61

Requested authorization Amount

Chesapeake Turf base construction award
 \$498,359.78

Hot Mix Asphalt Allowance
\$110,040.00

Lewis Inspection Allowance (700 hours)
\$35,000.00

Contingency
\$50,000.00

Total requested authorization
\$693,399.78

Please let me know if there are any questions.

Fiscal Impact: \$693,399.78

Funding Source: Increase in the following expense line item: • 580.9010.080 Capital Equipment \$ 693,400 Increase in the following revenue line item: • 580.5975.100 Transfer From (To) Reserves \$ 693,400

Requested Action: Approval

Alternatives:

Coordinated With:

Attachment(s): Yes

**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, November 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 West Ocean City Service Area to be covered by reserves.

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:

• 580.9010.080	Capital Equipment	\$ 693,400
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Increase in the following revenue line item:

• 580.5975.100	Transfer From (To) Reserves	\$ 693,400
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**CHESAPEAKE TURF, LLC**

P.O. Box 2696, Salisbury, MD 21802-2696

410-341-4363 Fax: 866-809-9185

October 1, 2026

Worcester County Commissioners
Worcester County Administration Office
1 West Market Street, Room 1103
Snow Hill, Maryland 21863

Re: Sunset Avenue Relief Sewer Project

Dear Commissioners:

Chesapeake Turf LLC submits its bid for the Sunset Avenue Relief Sewer Project in the total amount of **\$498,359.78** (Four hundred ninety-eight thousand three hundred fifty-nine dollars and seventy-eight cents), as detailed on the enclosed County Form of Bid.

Our prices cover the work described in the Contract Documents and issued addenda. We acknowledge Addendum 1 dated August 26, 2026, Addendum 2 dated September 3, 2026, and Addendum 3 dated September 24, 2026. Our bid remains valid for sixty days after bid opening.

For Bid Item 4, Pavement Repair - Full Depth, our price for the full ten-ton quantity is **\$7,860.00**, shown on the bid schedule as \$786.00 per ton multiplied by 10 tons.

Respectfully submitted by Chesapeake Turf LLC,



Greg Tucker, Managing Member
Greg@ChesapeakeTurf.com

**Worcester County Administration
1 West Market Street, Room 1103
Snow Hill, Maryland 21863**



INVITATION FOR BID

PROJECT: SUNSET AVENUE RELIEF SEWER PROJECT

DEPARTMENT: PUBLIC WORKS - WATER AND WASTEWATER DIVISION

Vendor:

Name: Chesapeake Turf LLC

**Address: P.O. Box 2696
Salisbury, Maryland 21802**

Pre-Bid Meeting:

Date / Time: September 16, 2026, at 10 a.m.

Location: 9624 Stephen Decatur Hwy, Ocean City, MD 21842

Bid Opening:

Corrected by Addendum 2: October 1, 2026, at 2 p.m.

Date / Time: October 10, 2026, at 2 p.m.

Location: 1 West Market Street, Room 1103, Snow Hill, MD 21863

FORM OF BID

To whom it may concern:

We hereby submit our Bid Documents for "Sunset Avenue Relief Sewer Project" as indicated in the Bid Documents. Having carefully examined the Contract Documents, sealed drawings, Bid Item Descriptions, site conditions, and all addenda, and having received clarification on all items of conflict or doubt, the undersigned offers to perform the Work at the unit prices stated below.

No.	Description	Qty.	Unit	Unit Cost	Item Total Cost
1	4-inch Dia. PVC Sewer Interconnector (or 4-inch HDPE optional)	25	LF	\$ 833.1388	\$ 20,828.47
2	10-inch Dia. PVC Sewer Main (or 10-inch HDPE, Contractor's Option)	320	LF	\$ 424.242281	\$ 135,757.53
3	10-inch Dia. HDPE Sewer Main (directional drilling mandatory)	2,500	LF	\$ 75.748564	\$ 189,371.41
4	Pavement Repair - Full Depth	10	TON	\$ 786	\$ 7,860.00
5	Detection Tape	320	LF	\$ 1.46325	\$ 468.24
6	PVC / HDPE Transition Couplings	6	EA	\$ 1582.863333	\$ 9,497.18
7	Tracer Wire	2,900	LF	\$ 2.324545	\$ 6,741.18
8	Tracer Wire Boxes	8	EA	\$ 495.80875	\$ 3,966.47
9	4-inch Dia. Plug Valves	2	EA	\$ 2919.12	\$ 5,838.24
10	8-inch Dia. Plug Valves	2	EA	\$ 4820.88	\$ 9,641.76
11	10-inch Dia. Plug Valves	1	EA	\$ 7904.12	\$ 7,904.12
12	10-inch Dia. Cap	1	EA	\$ 1268.24	\$ 1,268.24
13	Traffic Control	1	LS	\$ 82858.82	\$ 82,858.82
14	Connections to Existing Structures	2	EA	\$ 8179.06	\$ 16,358.12
TOTAL PRICE BID					\$ 498,359.78

Unit prices include all labor, materials, equipment, supervision, overhead, profit, testing, restoration, and incidentals necessary for complete and accepted Work. Item Total Cost equals Quantity multiplied by Unit Cost. In case of discrepancy, the written Unit Cost governs. Quantities are estimates and payment will be based on actual authorized and accepted quantities as provided in Section IV.

Vendor proposes to achieve Substantial Completion of all awarded Work within 120 consecutive calendar days after the Notice to Proceed and Final Completion within 150 additional calendar days.

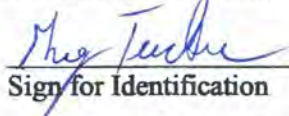
Have you included your certificate of good standing with the State of Maryland? (See Section I, Subsection H.1 for more information.) (Yes) ☒ (No) ☐ Check One.

Is your company currently involved in any active litigation? (Yes) ☐ (No) ☒ Check One.

Is your company currently involved in any mergers or acquisitions? (Yes) ☐ (No) ☒ Check One.

The Vendor agrees that their bid will be good for at least sixty days unless otherwise indicated in the bid specifications.

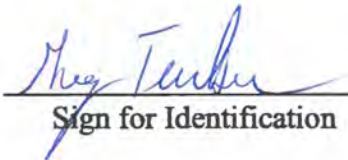
Note: This bid form must be signed by an officer of your company or an authorized agent for this bid to be considered valid by the county.

 _____ Sign for Identification	_____ Printed Name
_____ Title	_____ Email
Managing Member	Greg@ChesapeakeTurf.com

REFERENCES

List three references for which the Vendor has provided Goods/Services similar to those requested in the Bid Document within the last 12-36 months. Include contact name, address, telephone number, email address and services provided.

Company Name:	Sussex County, Delaware	Company Name:	Town of Laurel, Delaware
Type of Project:	Joy Beach Sewer Expansion - Phase 1	Type of Project:	WWTP Septage Receiving Upgrades
Address:	2 The Circle	Address:	201 Mechanic Street
Town, State, Zip Code:	Georgetown, DE 19947	Town, State, Zip Code:	Laurel, DE 19956
Contact Person:	Jordan Reynolds, Project Inspector	Contact Person:	Josh Krueger
Telephone Number:	302-855-7718	Telephone Number:	443-754-1815
Email:	Jordan.Reynolds@sussexcountycle.gov	Email:	
Date of Service:	Completed April 25, 2025	Date of Service:	July 24, 2024 (substantial)
Company Name:	City of Seaford, Delaware		
Type of Project:	Pump station rehabilitation		
Address:	GMB: 206 West Main Street		
Town, State, Zip Code:	Salisbury, MD 21801 (engineer)		
Contact Person:	Chris Derbyshire, GMB		
Telephone Number:	410-742-3115		
Email:	CDerbyshire@gmbnet.com		
Date of Service:	2023-2024		



Sign for Identification

Greg Tucker

Printed Name

EXCEPTIONS

The undersigned hereby certifies that, except as listed below, or on separate sheets attached hereto, the enclosed Completed Bid Document covers all items as specified.

EXCEPTIONS:

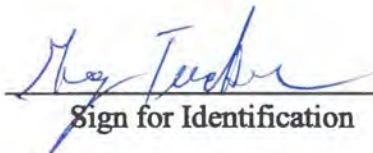
(If none, write none) _____

How did you hear about this solicitation?

- ☒ Worcester County's Website
- ☐ eMaryland Marketplace Advantage (eMMA)
- ☐ Newspaper Advertisement
- ☐ Direct email
- ☐ Other _____

The vendor hereby acknowledges receipt of the following addenda.

<u>Number</u>	<u>Date</u>	<u>Initials</u>
<u>1</u>	<u>08/26/2026</u>	<u>HT</u>
<u>2</u>	<u>09/03/2026</u>	<u>HT</u>
<u>3</u>	<u>09/24/2026</u>	<u>HT</u>



 Sign for Identification

Greg Tucker

 Printed Name

INDIVIDUAL PRINCIPAL

Vendor Name: _____

Signed By: _____ In the presence of: _____

Address of Vendor: _____ Town, State, Zip _____

Telephone No.: _____ Fax: _____ Email: _____

CO-PARTNERSHIP PRINCIPAL

Name of Co-Partnership: _____

Address: _____ Town, State, Zip _____

Telephone No.: _____ Fax: _____

Signed By: _____ In the presence of: _____

Witness

Signed By: _____ In the presence of: _____

Witness

Signed By: _____ In the presence of: _____

Witness

[illegible]

CORPORATE PRINCIPAL

Name of Corporation: Chesapeake Turf LLC

Address: P.O. Box 2696 Town, State, Zip Salisbury, Maryland 21802

Telephone No.: 410-341-4363 Fax: 866-809-9185

Signed By: _____ In the presence of: _____

Witness

Greg Tucker, Managing Member

Attest: _____

Corporate Secretary

Cherie Tucker, Secretary

Affix Corporate Seal

VENDOR'S AFFIDAVIT OF QUALIFICATION TO BID

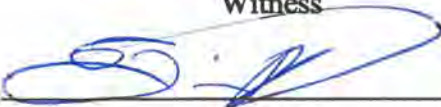
13 – 11

deposes and says that:

1. He/she is the Managing Member, (Owner, Partner, Officer, Representative or Agent) of Chesapeake Turf LLC, the Vendor that has submitted the attached Bid Documents;
2. He/she is fully informed respecting the preparation and contents of the attached Bid Document and of all pertinent circumstances respecting such Bid Documents;
3. Such Bid Document is genuine and is not a collusive or sham Bid Document;
4. Neither the said Vendor nor any of its officers, partners, owners, agents, representatives, employees or parties in interest, including this affiant, have in any way colluded, conspired, connived or agreed, directly or indirectly, with any other Vendor, firm, or person to submit a collusive or sham Bid Document in connection with the Work for which the attached Bid Document has been submitted; or to refrain from bidding in connection with such Work; or have in any manner, directly or indirectly, sought by agreement or collusion, or communication, or conference with any Vendor, firm, or person to fix the price or prices in the attached Bid Document or of any other Vendor, or to fix any overhead, profit, or cost elements on the Bid Document price or the Bid Document price of any other Vendor, or to secure through any collusion, conspiracy, connivance, or unlawful agreement any disadvantage against (Recipient), or any person interested in the Work;
5. The price or prices quoted in the attached Bid Document are fair and proper and are not tainted by any collusion, conspiracy, connivance, or unlawful agreement on the part of the Vendor or any other of its agents, representatives, owners, employees or parties in interest, including this affiant.

Signed, sealed and delivered in the presence of:


Witness


Witness

By: 
Signature

Greg Tucker
Printed Name

Managing Member
Title

EXHIBIT A - WORCESTER COUNTY STANDARD TERMS AND CONDITIONS

WORCESTER COUNTY MARYLAND

STANDARD TERMS AND CONDITIONS

The provisions below are applicable to all Worcester County ("County") contracts. These provisions are not a complete agreement. These provisions must be attached to an executed document that identifies the work to be performed, compensation, term, incorporated attachments, and any special conditions ("Contract"). If the Standard Terms and any other part of the Contract conflict, then the Standard Terms will prevail.

1. **Amendment.** Amendments to the Contract must be in writing and signed by the parties.
2. **Bankruptcy.** If a bankruptcy proceeding by or against the Contractor is filed, then:
 - a. The Contractor must notify the County immediately; and
 - b. The County may cancel the Contract or affirm the Contract and hold the Contractor responsible for damages.
3. **Compliance with Law.** Contractor must comply with all applicable federal, state, and local law. Contractor is qualified to do business in the State of Maryland. Contractor must obtain, at its expense, all licenses, permits, insurance, and governmental approvals needed to perform its obligations under the Contract.
4. **Contingent Fee Prohibition.** The Contractor has not directed anyone, other than its employee or agent, to solicit the Contract and it has not promised to pay anyone a commission, percentage, brokerage fee, contingent fee, or other consideration contingent on the making of the Contract.
5. **Counterparts and Signature.** The Contract may be executed in several counterparts, each of which may be an original and all of which will be the same instrument. The Contract may be signed in writing or by electronic signature, including by email. An electronic signature, a facsimile copy, or computer image of the Contract will have the same effect as an original signed copy.
6. **Exclusive Jurisdiction.** All legal proceedings related to this Contract must be exclusively filed, tried, and maintained in either the District Court of Maryland for Worcester County, Maryland or the Circuit Court of Worcester County, Maryland. The parties expressly waive any right to remove the matter to any other state or federal venue and waive any right to a jury trial.
7. **Force Majeure.** The parties are not responsible for delay or default caused by fire, riot, acts of God, County-declaration-of-emergency, or war beyond their reasonable control. The parties must make all reasonable efforts to eliminate a cause of delay or default and must, upon cessation, diligently pursue their obligations under the Contract.
8. **Governing Law.** The Contract is governed by the laws of Maryland and the County.
9. **Indemnification.** The Contractor must indemnify the County and its agents from all liability, penalties, costs, damages, or claims (including attorney's fees) resulting from personal injury, death, or damage to property that arises from or is connected to the performance of the work or failure to perform its obligations under the Contract. All indemnification provisions will survive the expiration or termination of the Contract.
10. **Independent Contractor.**
 - a. Contractor is an "Independent Contractor", not an employee. Although the County may determine the delivery schedule for the work and evaluate the quality of the work, the County will not control the means or manner of the Contractor's performance.
 - b. Contractor is responsible for all applicable taxes on any compensation paid under the Contract. Contractor is not eligible for any federal Social Security, unemployment insurance, or workers' compensation benefits under the Contract.

- c. Contractor must immediately provide the County notice of any claim made against Contractor by any third party.

11. Insurance Requirements.

- a. Contractor must have Commercial General Liability Insurance in the amounts listed below. The insurance must include coverage for personal injury, discrimination, and civil rights violation claims. All insurance must name County, its employees, and agents as "ADDITIONAL INSURED". A copy of the certificate of insurance must be filed with the County before the Contract is executed, providing coverage in the amount of \$1,000,000 per occurrence, \$2,000,000 general aggregate, and \$500,000 for property damage.
- b. Contractor must have automobile insurance on all vehicles used in the Contract to protect Contractor against claims for damages resulting from bodily injury, including wrongful death, and property damage that may arise from the operations in connection with the Contract. All insurance must name County, its employees, and agents as "ADDITIONAL INSURED".
- c. Contractor must provide the County with a certification of Workers' Compensation Insurance, with employer's liability in the minimum amount required by Maryland law in effect for each year of the Contract.
- d. All insurance policies must have a minimum 30 days' notice of cancellation. The County must be notified immediately upon cancellation.
- e. When insurance coverage is renewed, Contractor must provide new certificates of insurance prior to expiration of current policies.

- 12. **Nondiscrimination.** Contractor must not discriminate against any worker, employee, or applicant because of religion, race, sex, age, sexual orientation, physical or mental disability, or perceived disability. This provision must be incorporated in all subcontracts related to the Contract.

13. Ownership of Documents; Intellectual Property.

- a. All documents prepared under the Contract must be available to the County upon request and will become the exclusive property of the County upon termination or completion of the services. The County may use the documents without restriction or without additional compensation to the Contractor. The County will be the owner of the documents for the purposes of copyright, patent, or trademark registration.
- b. If the Contractor obtains, uses, or subcontracts for any intellectual property, then it must provide an assignment to the County of ownership or use of the property.
- c. The Contractor must indemnify the County from all claims of infringement related to the use of any patented design, device, materials, or process, or any trademark or copyright, and must indemnify the County, its officers, agents, and employees with respect to any claim, action, costs, or infringement, for royalties or user fees, arising out of purchase or use of materials, construction, supplies, equipment, or services covered by the Contract.

- 14. **Payments.** Payments to the Contractor under the Contract will be within 30 days of the County's receipt of a proper invoice from the Contractor. If an invoice remains unpaid 45 days after the invoice was received, interest will accrue at 6% per year.

- 15. **Records.** Contractor must maintain fiscal records relating to the Contract in accordance with generally accepted accounting principles. All other relevant records must be retained by Contractor and kept accessible for at least three years after final payment, termination of the Contract, or until the conclusion of any audit, controversy, or litigation related to the Contract. All subcontracts must comply with these provisions. County may access all records of the Contractor related to the Contract.

16. Remedies.

- a. **Corrections of errors and omissions.** Contractor must perform work necessary to correct errors and omissions in the services required under the Contract, without undue delays and cost to the County. The County's acceptance will not relieve the Contractor of the responsibility of subsequent corrections of errors.
- b. **Set-off.** The County may deduct from any amounts payable to the Contractor any back-charges, penalties, or damages sustained by the County, its agents, or employees caused by Contractor's breach. Contractor will not be relieved of liability for any costs caused by a failure to satisfactorily perform the services.
- c. **Cumulative.** These remedies are cumulative and without waiver of any others.

17. Responsibility of Contractor.

- a. The Contractor must perform the services with the standard of care, skill, and diligence normally provided by a Contractor in the performance of services similar the services.
- b. Notwithstanding any review, approval, acceptance, or payment for the services by the County, the Contractor will be responsible for the accuracy of any work, design, drawings, specifications, and materials furnished by the Contractor under the Contract.
- c. If the Contractor fails to conform with subparagraph (a) above, then it must, if required by the County, perform at its own expense any service necessary for the correction of any deficiencies or damages resulting from the Contractor's failure. This obligation is in addition to any other remedy available to the County.

18. Severability/Waiver. If a court finds any term of the Contract to be invalid, the validity of the remaining terms will not be affected. The failure of either party to enforce any term of the Contract is not a waiver by that party.

19. Subcontracting or Assignment. The Contractor may not subcontract or assign any part of the Contract without the prior written consent of the County. The County may withhold consent for any reason the County deems appropriate.

20. Termination. If the Contractor violates any provision of the Contract, the County may terminate the Contract by written notice. All finished or unfinished work provided by the Contractor will, at the County's option, become the County's property. The County will pay the Contractor fair compensation for satisfactory performance that occurred before termination less the amount of damages caused by the Contractor's breach. If the damages are more than the compensation payable to the Contractor, the Contractor will remain liable after termination and the County can affirmatively collect damages.

21. Termination of Contract for Convenience. Upon written notice, the County may terminate the Contract when the County determines termination is in the County's best interest. Termination for convenience is effective on the date specified in the County's written notice. The County will pay for reasonable costs allocable to the Contract for costs incurred by the Contractor up to the date of termination. But the Contractor will not be reimbursed for any anticipatory profits that have not been earned before termination.

22. Termination of Multi-year Contract. If funds are not available for any fiscal period of the Contract after the first fiscal period, then the Contract will be terminated automatically as of the beginning of unfunded fiscal period. Termination will discharge the Contractor and the County from future performance of the Contract, but not from their rights and obligations existing at the time of termination.

23. Third Party Beneficiaries. The County and Contractor are the only parties to the Contract and are the

only parties entitled to enforce its terms. Nothing in the Contract gives any benefit or right to third persons unless individually identified by name and expressly described as intended beneficiaries of the Contract.

24. **Use of County Facilities.** Contractor may only use County facilities that are needed to perform the Contract. County has no responsibility for the loss or damage to Contractor's personal property which may be stored on County property.
25. **Whole Contract.** The Contract, the Standard Terms, and attachments are the complete agreement between the parties and supersede all earlier agreements, proposals, or other communications between the parties relating to the subject matter of the Contract.

Worcester County Administration Office
 1 West Market Street, Room 1103
 Snow Hill, MD 21863
 Ph. 410-632-1194

Addendum # 1 - Sunset Avenue Relief Sewer Project (Questions & Answers)

Date of Addendum: August 26, 2026

NOTICE TO ALL BIDDERS AND PLANHOLDERS

The Bid Documents for the above-referenced Project are modified as set forth in this Addendum. The original Bid Documents and any previously issued addenda remain in full force and effect, except as modified by this Addendum, which is hereby made part of the Bid Documents. Vendors will take this Addendum into consideration when preparing and submitting a bid and shall acknowledge receipt of this Addendum in the space provided in the Bid Documents.

BID SUBMITTAL DEADLINE

The bid submittal time has not been changed.

1.0 - QUESTIONS AND ANSWERS

The following questions and answers are provided as a matter of information to clarify issues raised about the Bid Documents.

Item	Questions and Answers
1	<p>Is the HDPE to be IPS or DIPS?</p> <p>RESPONSE: The HDPE piping was designed using IPS sizing. DIPS may be substituted.</p>
2	<p>Can the HDPE be DR 11 for the higher tensile strength for longer pulls?</p> <p>RESPONSE: The basis of design is Class 160, DR 13.5 HDPE. The Contractor may elect to use DR 11 HDPE; however, and all related compatibility and installation impacts, shall be the sole responsibility of the Contractor. No additional compensation or contract-time extension will be provided.</p>

END OF ADDENDUM



Worcester County Administration Office
1 West Market Street, Room 1103
Snow Hill, MD 21863
Ph. 410-632-1194

Addendum # 2 – Sunset Avenue Relief Sewer Project (Additional Questions & Answers)

Date of Addendum: 09/03/26

NOTICE TO ALL BIDDERS AND PLANHOLDERS

The Bid Documents for the above-referenced Project are modified as set forth in this Addendum. The original Bid Documents and any previously issued addenda remain in full force and effect, except as modified by this Addendum, which is hereby made part of the Bid Documents. Vendors will take this Addendum into consideration when preparing and submitting a bid and shall acknowledge receipt of this Addendum in the space provided in the Bid Documents.

BID SUBMITTAL DEADLINE

The bid submittal time has not been changed.

1.0 – ATTACHMENTS

Item	Description
1	Revised bid documents (with corrected bid opening date)

2.0 – CLARIFICATIONS

The following clarifications are provided as a matter of information to clarify issues raised about the Bid Documents.

Item	Description

3.0 – QUESTIONS AND ANSWERS

The following questions and answers are provided as a matter of information to clarify issues raised about the Bid Documents.

Item	Questions and Answers
1	Invitation for bids states Bid Opening October 1, 2026. Page 1 of Specification states Bid Opening is October 10th, 2026. When is bid opening? October <u>1</u> , 2026, at 2 p.m. (corrected bid documents attached)
2	Is a Bid Bond Required? Specs page 25 requires Performance and Payment Bonds, but we can't find any requirement for Bid Bonds, which is unusual for Public Bids. Is a Bid Bond required? No bid bond is required for this project, but both performance & payment bonds are required.

END OF ADDENDUM



Worcester County Administration Office
 1 West Market Street, Room 1103
 Snow Hill, MD 21863
 Ph. 410-632-1194

Addendum # 3 – Sunset Avenue Relief Sewer Project
(Additional Questions & Answers)
 Date of Addendum: September 24, 2026

NOTICE TO ALL BIDDERS AND PLANHOLDERS

The Bid Documents for the above-referenced Project are modified as set forth in this Addendum. The original Bid Documents and any previously issued addenda remain in full force and effect, except as modified by this Addendum, which is hereby made part of the Bid Documents. Vendors will take this Addendum into consideration when preparing and submitting a bid and shall acknowledge receipt of this Addendum in the space provided in the Bid Documents.

BID SUBMITTAL DEADLINE

The bid submittal time has not been changed.

1.0 – ATTACHMENTS

Item	Description
	None.

2.0 – CLARIFICATIONS

The following clarifications are provided as a matter of information to clarify issues raised about the Bid Documents.

Item	Description
	None.

3.0 – QUESTIONS AND ANSWERS

The following questions and answers are provided as a matter of information to clarify issues raised about the Bid Documents.

Item	Questions and Answers
1	<p>Question: May Sunset Avenue and Golf Course Road be closed to through traffic within the work zone during the winter months, provided only one road is closed at a time?</p> <p>Response: Yes. Only one road may be closed at a time, subject to approval of a contractor-prepared detour and maintenance of traffic plan. The contractor shall submit the plan to the County Roads Division for approval. Maryland State Highway Administration approval is also required because the detour will use MD Route 611.</p>
2	<p>Question: Are electronic message boards required for two weeks before the road closure?</p> <p>Response: Yes. Electronic message boards shall be in place and operational at least two weeks before the road closure to notify motorists of the upcoming closure.</p>
3	<p>Question: Please consider adding a separate bid item for mobilization.</p> <p>Response: No separate bid item will be added for mobilization. The contractor shall include mobilization costs in the existing bid items on the Form of Proposal.</p>
4	<p>Question: Is payment retainage required for this project?</p> <p>Response: Yes. A five percent (5%) retainage requirement applies to this project.</p>

5	<p>Question: Is Bid Item No. 4, “Pavement Repair – Full Depth, 10 Ton,” intended for permanent hot-mix asphalt patching on Sunset Avenue and Golf Course Road?</p> <p>Response: Yes. Bid Item No. 4 applies to permanent, full-depth hot-mix asphalt (HMA) pavement repairs on Sunset Avenue and Golf Course Road. Bidders shall quote a price per ten (10) tons of HMA pavement repair, including all labor, materials, and equipment necessary to complete the work.</p>
----------	--

END OF ADDENDUM

CHESAPEAKE TURF, LLC: W06099071

Department ID Number:	W06099071
Business Name:	CHESAPEAKE TURF, LLC
Principal Office: 	418 COLES CIRCLE SUITE A SALISBURY MD 21804
Resident Agent: 	GREG TUCKER 5652 N NITHSDALE DRIVE SALISBURY MD 21801
Status:	ACTIVE
Good Standing:	THIS BUSINESS IS IN GOOD STANDING
Business Type:	DOMESTIC LLC
Business Code:	20 ENTITIES OTHER THAN CORPORATIONS
Date of Formation/ Registration:	12/27/2000
State of Formation:	MD
Stock Status:	N/A
Close Status:	N/A
Maryland Saves:	Y 


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

To: Worcester County Commissioners
From: Quinn M. Dittrich, Enterprise Fund Controller
Date: October 14, 2026
Subject: FY26 Solid Waste Budget Transfer and Encumbrance Request

Summary: As part of the annual budget, the Enterprise Fund departments are required to submit year-end budget transfer requests to consolidate accounting into a single journal entry. Throughout the fiscal year, department directors must monitor accounts for potential overages and submit transfer requests at year end to cover unforeseen expenditures.

For FY2026, the total Solid Waste Budget Transfer Request amounts to \$85,397, as detailed on pages 2.

Additionally, the Reserve for Encumbrances is a required budget component, ensuring funds are committed for contracts and purchase orders extending into the next fiscal period. The total FY2026 Solid Waste Encumbrance Request totals \$1,973,553, as detailed on page 3.

Fiscal Impact: Not Applicable

Funding Source: Not Applicable

Requested Action: Approve the FY26 Solid Waste Budget Transfers and Encumbrance Requests.

Alternatives:

Coordinated With: Dallas Baker, Jana Potvin, Dave Candy, Ondrea Starzhevskiy, Seth Place

Attachment(s): FY26 Solid Waste Budget Transfer Request; FY26 Solid Waste Encumbrance Request

FY2026 ENTERPRISE FUND BUDGET TRANSFER REQUEST			DUE: September 14, 2026		
Department Name/Number: PW: Solid Waste (680)			Whole Dollars Only, Round UP to nearest Dollar		
	Account Name	NWS Acct No. (include location if available)	Budget \$ Add	Budget \$ Subtract	Explanation
1	Consulting Services	680.7001.6530		\$ (10,469)	Savings from consulting services
2	Building Site Expenses	680.7001.6550	\$ 210		Funds needed for cleaning and custodial expenses
3	Benefits & Insurance	680.7001.7170	\$ 10,259		Actual budget premiums came in over anticipated budgeted costs
4	Other Supplies & Materials	680.7002.6200		\$ (74,928)	Savings from road and dirt materials needed
5	Vehicle Operating Expenses	680.7002.6540	\$ 74,928		Funds needed to cover elevated fuel expenses
6					
7					
12					
13					
14					
15					
16					
17					
TOTAL TRANSFER REQUEST			\$85,397	(\$85,397)	

FY2026 BUDGET ENCUMBRANCE REQUEST

A ENCUMBRANCE REQUEST-CURRENTLY APPROVED PROJECTS (UNCOMPLETED AT 6/30/26):

	Department	General Ledger Account No.	Project Description	Remaining funds to Encumber as of 6/30/26	Meeting Date Approved by Commissioners
1	Solid Waste	680.7002.9010.060	Construct Admin & Inspection Cell 1 Leachate Force Main PO#2025-00000044	\$63,717.50	12/17/24
2	Solid Waste	680.7002.6530.040	Landfill Gas Collection System PO#2026-00000063	\$54,287.50	2/20/2024
3	Solid Waste	680.7002.9010.060	Cells 6 & & Design, Permitting, Construction Admin & Inspection PO#2026-00000110	\$787,822.15	10/21/25
4	Solid Waste	680-7002-6530.040	FY 26 Central Landfill Facility Air Compliance Proposal PO#2026-00000214	\$2,900.00	N/A under \$25,000.00
5	Solid Waste	680.7002.6530.040	10yr SW Management Plan 2027-2036PO#2026- 00000227	\$1,267.50	N/A under \$25,000.00
5	Solid Waste	680.7002.9010.060	New Engine and Repairs on 2006 Excavator PO#2026- 00000272	\$92,558.00	05/19/26
Sub-Total Part A:				\$ 1,002,553	

B ENCUMBRANCE REQUEST-OTHER (PLEASE EXPLAIN)

	Department	General Ledger Account No.	Project Description	Encumbrance \$ Request as of 6/30/26	Detailed Description
1	Solid Waste	680.7002.9010.060	Cell 1 Pump Station Upgrades	971,000	Project was approved on 5/19/2026, however PO wasn't issued until September 2026
2					
3					
4					
5					
Sub-Total Part B:				\$ 971,000	

Total All Parts: \$ 1,973,553



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

To: Worcester County Commissioners
From: Quinn M. Dittrich, Enterprise Fund Controller
Date: October 13, 2026
Subject: FY26 Water and Wastewater Budget Transfer and Encumbrance Request

Summary: As part of the annual budget, the Enterprise Fund departments are required to submit year-end budget transfer requests to consolidate accounting into a single journal entry. Throughout the fiscal year, department directors must monitor accounts for potential overages and submit transfer requests at year end to cover unforeseen expenditures.

For FY2026, the total Water and Wastewater Budget Transfer Request for all service areas amounts to \$437,223, as detailed on pages 3-14. There is also a request to overspend in the Briddletown service area due to higher than budgeted costs from the Town of Berlin for water services in the amount of \$783.

Additionally, the Reserve for Encumbrances is a required budget component, ensuring funds are committed for contracts and purchase orders extending into the next fiscal period. The total FY2026 Water and Wastewater Encumbrance Request for all service area totals \$1,706,110 as detailed on page 15.

Fiscal Impact: Not Applicable

Funding Source: Not Applicable

Requested Action: Approve the FY26 Water and Wastewater Budget Transfers and Encumbrance Requests.

Alternatives:

Coordinated With: Dallas Baker, Jana Potvin, Lee Beauchamp, Ondrea Starzhevskiy, Seth Place

Attachment(s): FY26 Water and Wastewater Budget Transfer Requests by Service Area; FY26 Water and Wastewater Encumbrance Request

FY2026 ENTERPRISE FUND BUDGET TRANSFER REQUEST					DUE: September 14, 2026
Department Name/Number: PW: W&WW Assateague Point (520)			Whole Dollars Only, Round UP to nearest Dollar		
	Account Name	NWS Acct No. (include location if available)	Budget \$ Add	Budget \$ Subtract	Explanation
1	Supplies & Equipment	520.6110		\$ (11,872)	Savings from chemical costs
2	Uniforms & Personal Equipment	520.6150	\$ 51		Funds needed to cover Support and Construction allocation due to 1.51% more salary time being spent in Assateague Pointe compared to budget
3	Vehicle Operating Expenses	520.6540	\$ 411		Funds needed to cover Support and Construction allocation due to 1.51% more salary time being spent in Assateague Pointe compared to budget
4	Other Maint. & Svcs.	520.6700	\$ 7,195		Funds needed to cover Support and Construction allocation that was budgeted in 520.9010 - Capital Equipment
5	Benefits & Insurance	520.7170	\$ 4,215		Actual budget premiums came in over anticipated budgeted costs
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TOTAL TRANSFER REQUEST			\$11,872	(\$11,872)	

FY2026 ENTERPRISE FUND BUDGET TRANSFER REQUEST					DUE: September 14, 2026
Department Name/Number: PW: W&WW Briddletown (525)			Whole Dollars Only, Round UP to nearest Dollar		
	Account Name	NWS Acct No. (include location if available)	Budget \$ Add	Budget \$ Subtract	Explanation
1	Systems Maintenance	525.6500		\$ (2,500)	Savings from systems maintenance cost
2	Administrative Expense	525.6100		\$ (212)	Savings from administrative expenses
3	Consulting Services	525.6530		\$ (37)	Savings from consulting services
4	Equipment Maintenance	525.6130		\$ (123)	Savings from equipment maintenance costs
5	Other Supplies & Materials	525.6200		\$ (413)	Savings from testing costs
6	Travel, Training, & Expense	525.7000		\$ (20)	Savings from training expenses
7	Capital Equipment	520.9010		\$ (213)	Support Capital allocation that should have been budgeted in 520.6700.500
8	Supplies & Equipment	525.6110	\$ 39		Funds needed to cover Support and Construction allocation due to unbudgeted copier and mobile phone expense
9	Uniforms & Personal Equipment	525.6150	\$ 2		Funds needed to cover Support and Construction group allocation due to 0.10% more salary time being spent in Briddletown
10	Vehicle Operating Expenses	525.6540	\$ 81		Funds needed to cover Support and Construction group allocation due to 0.10% more salary time being spent in Briddletown
11	Building Site Expenses	525.6550	\$ 30		Funds needed to cover Support and Construction group allocations due to unbudgeted phone expenses and concrete
12	Other Maint. & Svcs	525.6700	\$ 4,062		Funds needed to cover payment to Town of Berlin. Also requesting to overspend account 525.6700.200 by \$783.
13	Benefits & Insurance	525.7170	\$ 87		Actual budget premiums came in over anticipated budgeted costs
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	TOTAL TRANSFER REQUEST		\$4,301	(\$3,518)	

FY2026 ENTERPRISE FUND BUDGET TRANSFER REQUEST					DUE: September 14, 2026
Department Name/Number: PW: W&WW Edgewater Acres (530)			Whole Dollars Only, Round UP to nearest Dollar		
	Account Name	NWS Acct No. (include location if available)	Budget \$ Add	Budget \$ Subtract	Explanation
1	Systems Maintenance	530.6500		\$ (1,354)	Savings from systems maintenance cost
2	Supplies & Equipment	530.6110	\$ 180		Funds needed to cover Support and Construction allocation due to unbudgeted copier and mobile phone expense
3	Uniforms & Personal Equipment	530.6150	\$ 55		Funds needed to cover Construction allocation due to 1.04% more salary time being spent in Edgewater Acres
4	Vehicle Operating Expense	530.6540	\$ 138		Funds needed to cover Construction allocation due to 1.04% more salary time being spent in Edgewater Acres
5	Benefits & Insurance	530.7170	\$ 981		Actual budget premiums came in over anticipated budgeted costs
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TOTAL TRANSFER REQUEST			\$1,354	(\$1,354)	

FY2026 ENTERPRISE FUND BUDGET TRANSFER REQUEST					DUE: September 14, 2026
Department Name/Number: PW: W&WW Landings (535)			Whole Dollars Only, Round UP to nearest Dollar		
	Account Name	NWS Acct No. (include location if available)	Budget \$ Add	Budget \$ Subtract	Explanation
1	Systems Maintenance	535.6500		\$ (13,294)	Savings from systems maintenance cost
2	Uniforms & Personal Equipment	535.6150	\$ 27		Funds needed to cover Support and Construction group allocation due to 1.38% more salary time being spent in Landings compared to buget
3	Vehicle Operating Expenses	535.6540	\$ 430		Funds needed to cover Support and Construction group allocation due to 1.38% more salary time being spent in Landings compared to buget
4	Other Maint. & Svcs	535.6700	\$ 7,015		Funds needed to cover Support and Construction allocation that was budgeted in 535.9010 - Capital Equipment
5	Travel, Training & Expense	535.7000	\$ 7		Funds needed to cover Support and Construction group allocation due to 1.38% more salary time being spent in Landings compared to buget
6	Benefits & Insurance	535.7170	\$ 5,815		Actual budget premiums came in over anticipated budgeted costs
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	TOTAL TRANSFER REQUEST		\$13,294	(\$13,294)	

FY2026 ENTERPRISE FUND BUDGET TRANSFER REQUEST					DUE: September 14, 2026
Department Name/Number: PW: W&WW Lighthouse Sound (540)			Whole Dollars Only, Round UP to nearest Dollar		
	Account Name	NWS Acct No. (include location if available)	Budget \$ Add	Budget \$ Subtract	Explanation
1	Building Site & Expenses	540.6550		\$ (5,898)	Savings from building & grounds maintenance
2	Administrative Expense	540.6100	\$ 249		Funds needed to cover postage and mailing
3	Supplies & Equipment	540.6110	\$ 785		Funds needed to cover Support and Construction allocation due to unbudgeted copier and mobile phone expense
4	Other Supplies & Materials	540.6200	\$ 856		Funds needed to cover increased lab testing costs
5	Other Maint. & Svcs	540.6700	\$ 2,269		Funds needed to cover Support and Construction allocation that was budgeted in 540.9010 - Capital Equipment
6	Benefits & Insurance	540.7170	\$ 1,739		Actual budget premiums came in over anticipated budgeted costs
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	TOTAL TRANSFER REQUEST		\$5,898	(\$5,898)	

FY2026 ENTERPRISE FUND BUDGET TRANSFER REQUEST					DUE: September 14, 2026
Department Name/Number: PW: W&WW Mystic Harbour (545)			Whole Dollars Only, Round UP to nearest Dollar		
	Account Name	NWS Acct No. (include location if available)	Budget \$ Add	Budget \$ Subtract	Explanation
1	Supplies & Equipment	545.6110		\$ (24,176)	Savings from supplies & equipment costs
2	Uniforms & Personal Equipment	545.6150	\$ 43		Funds needed to cover Support and Construction allocation due to 5.94% more salary time being spent in Mystic Harbour compared to budget
3	Vehicle Operating Expenses	545.6540	\$ 1,708		Funds needed to cover Support and Construction allocation due to 5.94% more salary time being spent in Mystic Harbour compared to budget
4	Building Site & Expenses	545.6550	\$ 840		Funds needed to cover increased electricity costs
5	Benefits & Insurance	545.7170	\$ 21,585		Actual budget premiums came in over anticipated budgeted costs
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	TOTAL TRANSFER REQUEST		\$24,176	(\$24,176)	

FY2026 ENTERPRISE FUND BUDGET TRANSFER REQUEST					DUE: September 14, 2026
Department Name/Number: PW: W&WW Newark (550)			Whole Dollars Only, Round UP to nearest Dollar		
	Account Name	NWS Acct No. (include location if available)	Budget \$ Add	Budget \$ Subtract	Explanation
1	Other Supplies & Materials	550.6200		\$ (9,126)	Savings from supplies and materials costs
2	Building Site & Expenses	550.6550	\$ 2,680		Funds needed to cover increased electricity costs
3	Other Maint. & Svcs	550.6700	\$ 3,660		Funds needed to cover Support and Construction allocation that was budgeted in 550.9010 - Capital Equipment
4	Benefits & Insurance	550.7170	\$ 2,786		Actual budget premiums came in over anticipated budgeted costs
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	TOTAL TRANSFER REQUEST		\$9,126	(\$9,126)	

FY2026 ENTERPRISE FUND BUDGET TRANSFER REQUEST					DUE: September 14, 2026
Department Name/Number: PW: W&WW Ocean Pines (555)			Whole Dollars Only, Round UP to nearest Dollar		
	Account Name	NWS Acct No. (include location if available)	Budget \$ Add	Budget \$ Subtract	Explanation
1	Admin Administrative Expense	555.8001.6100		\$ (15,317)	Savings from admin expenses
2	Admin Equipment Maintenance	555.8001.6130		\$ (25,283)	Savings from Equipment System maintenance
3	Admin Consulting Services	555.8001.6530		\$ (19,310)	Savings from consulting services expenses
4	Admin Building Site Expenses	555.8001.6550		\$ (18,051)	Savings from building site expenses
5	Water Other Supplies & Materials	555.8002.6200		\$ (35,487)	Savings from lab testing costs
6	Water Vehicle Consulting Services	555.8002.6530		\$ (33,116)	Savings from consulting services expenses
7	Water Vehicle Operating Expenses	555.8002.6540		\$ (29,447)	Savings from Support and Construction vehicle maintenance
8	Water Building Site Expenses	555.8002.6550		\$ (17,819)	Savings from tipping fee costs
9	Water Bond & Interest Expense	555.8002.7200		\$ (15,551)	Lower interest rate than budgeted resulted in less interest expense
10	Treatment Plant Supplies & Equipment	555.8003.6110		\$ (44,199)	Savings from chemical costs
11	Treatment Plant Other Supplies & Materials	555.8003.6200		\$ (17,075)	Savings from lab testing costs
12	Collections Vehicle Operating Expenses	555.8004.6540		\$ (47,365)	Savings from Support and Construction vehicle maintenance
13	Collections Building Site Expenses	555.8004.6550		\$ (11,126)	Savings from tipping fee costs
14	Admin Benefits & Insurance	555.8001.7170	\$ 33,895		Actual budget premiums came in over anticipated budgeted costs
15	Admin Uniforms & Personal Equipment	555.8001.6150	\$ 5,220		Funds needed to cover Support and Construction allocation due to 1.72% more salary time being spent in Ocean Pines Admin compared to budget
16	Water Systems Maintenance	555.8002.6500	\$ 177,939		Funds needed to cover additional install and repairs and Well 2 emergency pump repairs
17	Treatment Plant Consulting Services	555.8003.6530	\$ 58		Funds needed to cover unbudgeted Tyler Technologies consulting services
18	Treatment Plant Vehicle Operating Expenses	555.8003.6540	\$ 2,838		Funds needed to cover Support and Construction allocation due to 5.18% more salary time being spent in Ocean Pines Treatment compared to budget
19	Treatment Plant Building Site Expenses	555.8003.6550	\$ 67,282		Funds needed to cover tipping fee expenses due to Tank 2 cleaning and maintenance

ITEM: 15

20	Treatment Plant Other Maint. & Svcs	555.8003.6700	\$ 1,120		Funds needed to cover sludge fees
21	Treatment Plant Travel, Training & Expenses	555.8003.7000	\$ 12,947		Funds needed to cover Support and Construction allocation due to 5.18% more salary time being spent in Ocean Pines Treatment compared to budget
22	Collections Supplies & Equipment	555.8004.6110	\$ 2,583		Funds needed to cover 2 starter auxillary contact kits
23	Collections Systems Maintenance	555.8004.6500	\$ 25,167		Funds needed to cover additional system maintenance costs
24	Collection Systems Consulting Services	555.8004.6530	\$ 97		Funds needed to cover unbudgeted Tyler Technologies consulting services
TOTAL TRANSFER REQUEST			\$ 329,146	\$ (329,146)	

FY2026 ENTERPRISE FUND BUDGET TRANSFER REQUEST					DUE: September 14, 2026
Department Name/Number: PW: W&WW Riddle Farm (570)			Whole Dollars Only, Round UP to nearest Dollar		
	Account Name	NWS Acct No. (include location if available)	Budget \$ Add	Budget \$ Subtract	Explanation
1	Systems Maintenance	570.6500		\$ (22,576)	Savings from chemical costs
2	Uniforms & Personal Equipment	570.6150	\$ 194		Funds needed to cover Support and Construction allocation due to 5.29% more salary time being spent in Riddle Farm compared to budget
3	Vehicle Operating Expenses	570.6540	\$ 3,269		Funds needed to cover Support and Construction allocation due to 5.29% more salary time being spent in Riddle Farm compared to budget
4	Travel, Training & Expense	570.7000	\$ 175		Funds needed to cover Support and Construction allocation due to 5.29% more salary time being spent in Riddle Farm compared to budget
5	Benefits & Insurance	570.7170	\$ 15,829		Actual budget premiums came in over anticipated budgeted costs
6	Bond & Interest Expense	570.7200	\$ 3,109		Funds needed to cover intergovernmental bond interest expense
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TOTAL TRANSFER REQUEST			\$22,576	(\$22,576)	

FY2026 ENTERPRISE FUND BUDGET TRANSFER REQUEST					DUE: September 14, 2026
Department Name/Number: PW: W&WW River Run (575)			Whole Dollars Only, Round UP to nearest Dollar		
	Account Name	NWS Acct No. (include location if available)	Budget \$ Add	Budget \$ Subtract	Explanation
1	Systems Maintenance	575.6500		\$ (5,001)	Savings from chemical costs
2	Other Supplies & Materials	575.6200	\$ 1,951		Funds needed to cover lab testing costs
3	Benefits & Insurance	575.7170	\$ 3,050		Actual budget premiums came in over anticipated budgeted costs
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TOTAL TRANSFER REQUEST			\$5,001	(\$5,001)	

FY2026 ENTERPRISE FUND BUDGET TRANSFER REQUEST					DUE: September 14, 2026
Department Name/Number: PW: W&WW West Ocean City (580)			Whole Dollars Only, Round UP to nearest Dollar		
	Account Name	NWS Acct No. (include location if available)	Budget \$ Add	Budget \$ Subtract	Explanation
1	Systems Maintenance	580.6500		\$ (11,262)	Savings from less install/repairs needed
2	Administrative Expenses	580.6100	\$ 5,742		Funds needed to cover postage and mailing costs
3	Benefits & Insurance	580.7170	\$ 5,520		Actual budget premiums came in over anticipated budgeted costs
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TOTAL TRANSFER REQUEST			\$11,262	(\$11,262)	

FY2026 BUDGET ENCUMBRANCE REQUEST

A ENCUMBRANCE REQUEST-CURRENTLY APPROVED PROJECTS (UNCOMPLETED AT 6/30/26):

	Department	General Ledger Account No.	Project Description	Remaining funds to Encumber as of 6/30/26	Meeting Date Approved by Commissioners
1	Water & Wastewater	555.1600	Belt Filter Press Design PO# 2025-00000058	\$366,415.44	08/15/23
2	Water & Wastewater	570.9010.080	Riddle Farm Water Tower Rehabilitation PO# 2025-00000097	\$4,224.00	12/3/2024
3	Water & Wastewater	545.9010	Replacement Control Panel PS E Mystic Harbour PO# 2025-00000126	\$12,052.50	11/19/24
4	Water & Wastewater	545.9010.080	MH Pump Station B & C Design PO# 2025-00000199	\$69,550.00	06/17/25
5	Water & Wastewater	100.1090.070.6160.400	Lewis Rd Sewer Inspections, Design, and Construction Admin PO# 2026-00000059	\$209,699.54	07/01/25
6	Water & Wastewater	555.8003.9010.090	OP WWTP Storage Lagoon Expansion Project PO# 2026-00000090	\$19,250.00	08/05/25
7	Water & Wastewater	545.6550.020	Berlin Water Tower Cleaning (Mystic Harbour) PO# 2026-00000187	\$11,869.00	N/A Under \$25,000
8	Water & Wastewater	555.8004.9010.090	Ocean Pines PS T Wet Well Rehabilitation PO# 2026-00000205	\$67,205.28	02/17/26
9	Water & Wastewater	100.1801.9010.090	Riddle Farm Bypass Design PO# 2026-00000207	\$16,209.50	04/24/24
10	Water & Wastewater	550.6200.010	Newark WWTP 2026 Semi Annual PFAS Sampling PO# 2026-00000208	\$13,745.00	N/A Under \$25,000
11	Water & Wastewater	555.8003.6530.100	Performance Evaluation and Recommendation Study for OP WWTP PO# 2026-00000226	\$15,212.50	03/17/26
12	Water & Wastewater	520.6200.010	Assateague Pt WWTP - PFAS Sampling Support PO# 2026-00000231	\$17,900.00	N/A Under \$25,000
13	Water & Wastewater	580.9010.090	WOC Pump Station #1 Screen Retrofit PO# 2026-00000248	\$12,869.37	N/A Under \$25,000
14	Water & Wastewater	570.6500.030	Grandfos Submersible Pump-Riddle PO# 2026-00000267	\$20,375.00	N/A Under \$25,000
15	Water & Wastewater	520.6200.010	PFAS Evaluation Study for Assateague Pt WWTP PO# 2026-00000270	\$6,600.00	N/A Under \$25,000
16	Water & Wastewater	520.6530.100 - \$8,500 535.6530.100 - \$8,500 545.6530.100 - \$13,000 555.8002.6530.100 - \$85,000	Water Supply Capacity Management Plan PO# 2026-00000277	\$115,000.00	06/02/26
17	Water & Wastewater	570.9010.080	Riddle Farm Water Tower Rehabilitation PO# 2026-00000278	\$54,000.00	05/19/26
18	Water & Wastewater	570.9010.080	Glenn Riddle Water Tank Repainting PO# 2026-00000279	\$559,000.00	05/19/26
19	Water & Wastewater	530.9010	Edgewater Acres Pump Station Replacement PO# 2026-00000280	\$93,544.00	04/21/26
20	Water & Wastewater	530.9010	Edgewater Acres Pump Station Replacement - Contingency Funding PO# 2026-00000282	\$4,677.00	04/21/26
21	Water & Wastewater	555.8003.9010.090	OP WWTP - Overhead Pipe Corrosion Protection PO# 2026-00000283	\$4,629.00	04/07/26
22	Water & Wastewater	510.6100.010	Digital Scanning PO# 2026-00000291	\$4,402.50	N/A Under \$25,000
23	Water & Wastewater	570.6500.020	Remove Old Hardware and Replace with New-Riddle Water PO# 2026-00000300	\$7,680.00	N/A Under \$25,000
24	Water & Wastewater				
25	Water & Wastewater				
26	Water & Wastewater				
Sub-Total Part A:				\$ 1,706,110	

B ENCUMBRANCE REQUEST-OTHER (PLEASE EXPLAIN)

	Department	General Ledger Account No.	Project Description	Encumbrance \$ Request as of 6/30/26	Detailed Description
1					
2					
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Sub-Total Part B: \$ -

Total All Parts: \$ 1,706,110



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

To: Worcester County Commissioners
From: Roscoe R. Leslie, County Attorney
Date: October 09, 2026
Subject: Non-Disclosure Agreement Policy

Summary: Resolution clarifying that County officials or employees are not permitted to enter NDAs unless authorized by the County Commissioners.

Fiscal Impact: Not Applicable

Funding Source: Not Applicable

Requested Action: Approval of resolution

Alternatives:

Coordinated With:

Attachment(s):



Worcester County Administration

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

To: County Commissioners

From: Roscoe R. Leslie

Date: October 19, 2026

RE: Non-Disclosure Agreements

Non-Disclosure Agreements (NDAs), either as stand-alone agreements or as provisions of a larger contract, are contractual agreements and interpreted under Maryland contract law.

For a County official or employee to enter an NDA in their capacity as a County agent, that official or employee must be authorized to do so.

Attached is a draft resolution that would make it abundantly clear that County officials or employees are not permitted to enter NDAs unless authorized by the County Commissioners.

RESOLUTION NO. 26-__
NONDISCLOSURE AGREEMENTS
REQUIRING COUNTY COMMISSIONER APPROVAL

Recitals

- A. Transparency in government and public access to information regarding economic development, land use, and infrastructure projects are vital to maintaining public trust; and
- B. The County Commissioners want to ensure that all agreements restricting public disclosure of information receive express approval from the County Commissioners.

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

No Unauthorized NDAs: No County official, employee, or agent while carrying out their duties as a County official, employee, or agent may enter into any agreement that limits public disclosure of information without express County Commissioner approval.

AND BE IT FURTHER RESOLVED that this Resolution shall be effective immediately upon its passage.

Passed and Adopted this _____ day of _____, 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 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

To: Worcester County Commissioners
From: Karen Hammer, Executive Administrative Assistant
Date: October 08, 2026
Subject: Board Appointments

Summary: Commissioners Bertino, Purnell, Bunting, Mitrecic, Abbott, and Fiori have positions available for appointment.

Fiscal Impact: Not Applicable

Funding Source: Not Applicable

Requested Action: Continue to seek applicants for open positions.

Alternatives: n/a

Coordinated With: Charlene Sharpe

Attachment(s): Available Board Appointments



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

October 8, 2026

To: Worcester County Commissioners

From: Karen Hammer, Executive Administrative Assistant

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

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

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

Commissioner Purnell – You have One (1) positions open:

- Nancy Howard – **Termed Out** – Social Services Advisory Board

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

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

Commissioner Abbott – You have One (1) position open:

- Dr. Lynn Duffy – **Resigned** – Housing Review Board

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

- Bill Paul – **Resigned** – Building Code Appeals Board
- Rebecca Ferguson – **Resigned** – Social Services Advisory Board

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

Fiori - You have Four (4) positions open:

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

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.

(1) - Mystic Harbour Advisory Board - Resigned - A. Cederbaum

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

ADULT PUBLIC GUARDIANSHIP BOARD

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

Appointed by: County Commissioners

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

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

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

Meetings: Semi-annually

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

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

Current Members:

<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

ITEM: 17

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>At-Large Members</u>	<u>Years of Term(s)</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

* = 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

* = 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 Rosenberg (*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

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**WATER AND SEWER ADVISORY COUNCIL
MYSTIC HARBOUR SERVICE AREA**

Reference: County Commissioners= Resolutions of 11/19/93 and

2/1/05 Appointed by: County Commissioners

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

Number/Term: 7/4-year terms
Terms Expire December 31

Compensation: \$100.00/meeting

Meetings: Monthly or As-Needed

Special Provisions: Must be residents of Mystic Harbour Service Area

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

Current Members:

<u>Member=s Name</u>	<u>Resides</u>	<u>Years of Term(s)</u>
Matthew Kraeuter	Ocean Reef	*19-22, 23-27
Aaron Lovegrove	Landings	25-29
Charles Crawford	Landings	25-29
Gerry Horner	Landings	25-29
Kevin Kinsey	Landings	25-29
Richard Edwards	Glenriddle	25-29
Alex Cederbaum	West Ocean City	25-29 Resigned

Prior Members: (Since 2005)

John Pinnero ^C (05-06)	Carol Ann Beres (14-18)
Brandon Phillips ^C (05-06)	Bob Hunt (*06-19)
William Bradshaw ^C (05-08)	Martin Kwesko (13-21)
Buddy Jones (06-08)	Richard Jendrek (05-22)
Lee Trice ^C (05-10)	Joseph Weitzell (05-22)
W. Charles Friesen ^C (05-13)	Bruce Burns (19-23)
Alma Seidel (08-14)	David Dypsky (*10-24)
Gerri Moler (08-16)	Stan Cygam (*18-24)
Mary Martinez (16-18)	

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

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

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

Reference: County Commissioners= Resolution of November 19,

1993 Appointed by: County Commissioners

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

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

Compensation: \$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. ABud@ Rogner (96-07)
 David Walter (06-07)
 Darwin ADart@ 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

**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

To: Worcester County Commissioners
From: Quinn M. Dittrich, Enterprise Fund Controller
Date: October 12, 2026
Subject: Public Hearing for FY27 Enterprise Fund Budget Amendment - Ocean Pines Belt Filter Press

Summary: This Public Hearing is related to a proposed budget amendment in the Ocean Pines Service Area for the Belt Filter Project.

Fiscal Impact: N/A

Funding Source: Bond Proceeds and Intergovernmental Loan

Requested Action: Approve budget amendment and adopt budget resolution.

Alternatives:

Coordinated With: Dallas Baker, Jana Potvin, Lee Beauchamp, Ondrea Starzhevskiy, Seth Place

Attachment(s):

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

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

Tuesday, October 20, 2026, at 10:30 a.m.
in the County Commissioners' Meeting Room
Room 1101 Government Center, One West Market Street
Snow Hill, Maryland 21863

The proposed budget amendment is in response to a non-budgeted capital project requested for the Ocean Pines Service Area to be covered by bond proceeds (4,440,459) and an intergovernmental loan (\$1,209,485).

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

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

Increase in the following expense line item:

- | | | |
|---------------------|-------------------|--------------|
| • 555.8003.9010.080 | Capital Equipment | \$ 5,649,944 |
|---------------------|-------------------|--------------|

Increase in the following revenue line item:

- | | | |
|----------------|---------------------------|--------------|
| • 555.5975.200 | Transfer From Other Funds | \$ 5,649,944 |
|----------------|---------------------------|--------------|

TEL: 410-632-5623
 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

MEMORANDUM

TO: Weston Young P.E., Chief Administrative Officer
 Candace Savage, CGFM, Deputy Chief Administration Officer
FROM: Dallas Baker Jr., P.E., Director *Dallas Baker Jr*
DATE: September 30, 2026
SUBJECT: OP WWTP Biosolids Construction Award and Budget Amendment

Public Works is requesting Commissioner approval to advertise for a public hearing for a budget amendment to award construction of the Ocean Pines WWTP Biosolids Dewatering Project to M2 Construction LLC. in the amount of \$5,382,284.00 and approval of an intergovernmental loan from the General Fund to the Ocean Pines Service area in the amount of \$1,209,485.00 per the attached agreement. Funding for the project was originally exclusive to a \$4.6 Million bond, of which \$4.44 million is left after initial design costs and \$267,660 remains to be invoiced from the initial contract with DBF. However, bids came in higher than expected and additional funding is needed via an intergovernmental loan. If approved, the intergovernmental loan amount will be funded from the FY26 General Fund projected surplus. Per the Enterprise Fund Controller, an intergovernmental loan for \$1,209,485 at the current MLGILP interest rate plus 0.25% would result in an annual payment of \$146,993, or \$36,748 per quarter, for 10 years. This is approximately \$4 of the operational rate. The following accounts are proposed to be adjusted to account for the budget revisions:

Increase in the following expense line item:

- 555.8003.9010.080 Capital Equipment \$ 5,649,944

Increase in the following revenue line item:

- 555.5975.200 Transfers From Other Funds \$ 5,649,944

The project includes a new biosolids dewatering building, sludge holding tank, belt press system, and related improvements. M2 submitted the lower of the two bids summarized below, both for the base work and with both alternates included. The award includes \$187,500 in estimated unit price contingency items, payable based on actual quantities under the contract. No additional owner contingency is included in this request.

Bid component	M2 Construction LLC	Chesapeake Turf LLC
Base bid including unit price contingencies	\$5,212,284.00	\$5,241,452.26
Conveyor extension alternate	\$145,000.00	\$150,108.28
Glass fiber reinforced polymer rebar alternate	\$25,000.00	\$68,187.26
Total with both alternates	\$5,382,284.00	\$5,459,747.80

**PROMISSORY NOTE
FOR INTER-GOVERNMENTAL LOANS**

\$1,209,485

Amount

Snow Hill, Maryland

10/6/2026

Date

For value received, the undersigned, Ocean Pines Sanitary Service Area, promises to pay to the order of the County Commissioners of Worcester County, Maryland, General Fund at County Government Center, Room 1103, One West Market Street, Snow Hill, Maryland 21863, the sum of up to One Million Two Hundred and Nine Thousand Four Hundred and Eighty Five Dollars (\$1,209,485) together with a variable interest, which is calculated by using the Maryland Local Government Investment Pool (MLGIP) overnight rate plus 25 basis points (one-quarter percent), at the initial rate of 3.95% per annum at the following time, and in the following amounts, which is to say:

This note is to cover the Belt Filter bid price exceeding the 2022 Bond proceeds less any interest earned after arbitrage.

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

Principal and Interest on the loan shall be paid quarterly for 10 years commencing on the first quarter after this note is disbursed.

The initial interest rate herein shall be reviewed and adjusted, if necessary, on January 1 and July 1 of each year that a balance on this Promissory Note is outstanding.

ATTEST:

By: _____(Seal)

President

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:

- 555.8003.9010.080 Capital Equipment \$ 5,649,944

Increase in the following revenue line items:

- 555.5975.200 Transfer From Other Funds \$ 5,649,944

AND BE RESOLVED that this Resolution will become effective October 20, 2026.

PASSED AND ADOPTED this 20th day of October 2026:

Attest:

Weston S. Young
Chief Administrative Officer

Worcester County Commissioners

Theodore J. Elder Jr.
President

Madison J. Bunting, Jr.
Vice-President

Joseph M. Mitrecic
Commissioner

Anthony W. Bertino,
Commissioner

Diana Purnell
Commissioner

Eric Fiori
Commissioner

Caryn Abbot
Commissioner

**Worcester County Government**

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To: Worcester County Commissioners
From: Quinn M. Dittrich, Enterprise Fund Controller
Date: October 12, 2026
Subject: Public Hearing for FY27 Enterprise Fund Budget Amendment - AMI Meter Project

Summary: This public hearing is related to an FY27 budget amendment for various Water and Wastewater service areas for an unbudgeted AMI Meter Upgrade Project.

Fiscal Impact: An increase in expenditures across the service areas totaling \$442,909

Funding Source: Service Area Reserves

Requested Action: Approve budget amendment and adopt budget resolution.

Alternatives:

Coordinated With: Dallas Baker, Jana Potvin, Lee Beauchamp, Ondrea Starzhevskiy, Seth Place

Attachment(s): Notice of Public Hearing; FY27 Budget Resolution

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

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

Tuesday, October 20, 2026, at 10:30 a.m.
in the County Commissioners' Meeting Room
Room 1101 Government Center, One West Market Street
Snow Hill, Maryland 21863

The proposed budget amendment is in response to a non-budgeted capital project requested for the 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
• 535.9010	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
• 535.5975.100	Transfer From (To) Reserves	\$ 8,741.19

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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.

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.

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:

• 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
• 535.9010	Capital Equipment	\$ 8,741.19

Increase in the following revenue line items:

• 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
• 535.5975.100	Transfer From (To) Reserves	\$ 8,741.19

AND BE RESOLVED that this Resolution will become effective October 20, 2026.

PASSED AND ADOPTED this 20th day of October 2026:

Attest:

Weston S. Young
Chief Administrative Officer

Worcester County Commissioners

Theodore J. Elder Jr.
President

Madison J. Bunting, Jr.
Vice-President

Joseph M. Mitrecic
Commissioner

Anthony W. Bertino,
Commissioner

Diana Purnell
Commissioner

Eric Fiori
Commissioner

Caryn Abbot
Commissioner


Worcester County Government

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To: Worcester County Commissioners
From: Quinn M. Dittrich, Enterprise Fund Controller
Department: Treasurer's Office
Date: October 13, 2026
Subject: Public Hearing for FY27 Enterprise Fund Budget Amendment - Assateague
 Pointe and Landings Wastewater Conveyance Evaluation

Summary: This public hearing is for an FY27 budget amendment related to an unbudgeted project in the Assateague Pointe and Landings service areas.

Fiscal Impact: Increased expenditures relating to consulting services.

Funding Source: Service Area Reserves.

Requested Action: Approve budget amendment and adopt budget resolution.

Alternatives:

Coordinated With: Dallas Baker, Jana Potvin, Lee Beauchamp, Ondrea Starzhevskiy, Seth Place

Attachment(s): Notice of Public Hearing; FY27 Budget Resolution

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

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

Tuesday, October 20, 2026, at 10:30 a.m.
in the County Commissioners' Meeting Room
Room 1101 Government Center, One West Market Street
Snow Hill, Maryland 21863

The proposed budget amendment is in response to a non-budgeted capital project requested for the below service areas to be covered by reserves.

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:

- | | | |
|----------------|---------------------|-----------|
| • 520.6500.030 | Consulting Services | \$ 18,032 |
| • 535.6500.030 | Consulting Services | \$ 18,768 |

Increase in the following revenue line item:

- | | | |
|----------------|------------------------------|-----------|
| • 520.5975.100 | Transfers From (To) Reserves | \$ 18,032 |
| • 535.5975.100 | Transfers From (To) Reserves | \$ 18,768 |

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

MEMORANDUM

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

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

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

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

Funding sources and account codes:

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

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

Please let me know if there are any questions.

Attachments

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

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:

- | | |
|------------------------------------|-----------|
| • 520.6500.030 Consulting Services | \$ 18,032 |
| • 535.6500.030 Consulting Services | \$ 18,768 |

Increase in the following revenue line items:

- | | |
|--|-----------|
| • 520.5975.100 Transfer From (To) Reserves | \$ 18,032 |
| • 535.5975.100 Transfer From (To) Reserves | \$ 18,768 |

AND BE RESOLVED that this Resolution will become effective October 20, 2026.

PASSED AND ADOPTED this 20th day of October 2026:

Attest:

Weston S. Young
Chief Administrative Officer

Worcester County Commissioners

Theodore J. Elder Jr.
President

Madison J. Bunting, Jr.
Vice-President

Joseph M. Mitrecic
Commissioner

Anthony W. Bertino,
Commissioner

Diana Purnell
Commissioner

Eric Fiori
Commissioner

Caryn Abbot
Commissioner

**Worcester County Government**

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

(410) 632-1194 | (410) 632-3131 (fax) | admin@co.worcester.md.us | www.co.worcester.md.us

To: Worcester County Commissioners
From: Dallas Baker, Director of Public Works
Department: Public Works - Roads
Date: October 19, 2026
Subject: Request to Purchase Roads Mechanic Service Truck

Summary: Public Works is requesting Commissioner approval to purchase one new 2026 Ford F550 Mechanic Service Body truck from Apple Ford for the Roads Division.

Fiscal Impact: \$199,465

Funding Source: FY27 Budget \$200,000
GL Account 100.1202.9010.010

Requested Action: Request to approve truck purchase.

Alternatives:

Coordinated With:

Attachment(s): Memo
Quote

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: October 13, 2026
SUBJECT: FY27 Roads Mechanic Service Truck Purchase

Public Works is requesting Commissioner approval to purchase one new 2026 Ford F550 Mechanic Service Body truck from Apple Ford for the Roads Division. This vehicle was approved in account 1202.9010.010 FY2027 capital equipment new vehicles for the budgeted amount of \$200,000.00. The proposed purchase will be made utilizing the competitively bid Baltimore County Purchasing Program contract # SCON 10003179. The quoted vehicle below is available on the lot now and meets all specifications needed.

Below is a summary of the quote received. The vehicle quoted below is currently available but could be sold at any given moment.

2026 Ford F550 4x4 Service Body Truck (ROADS)

<i>Apple Ford</i> <u>Columbia, MD</u>	2026 Ford F550 4x4	\$199,465.00
	Approved Budget Amount	\$200,000.00
Account # 1202.9010.010	Total Savings	\$535.00

Please let me know if there are any questions.

Attachments

CC: Jana Potvin
 Derrick Babcock
 Ed Welch
 Kevin Lynch



Fleet/Government Sales

8800 Stanford Blvd. Columbia, MD 21045

10/13/26

Quote for Ford F-550 Riding Baltimore County Contract # SCON 10003179

Vehicle	Ford F-550 Extended Cab 4X4	\$202,329
99T	6.7L Power Stroke Diesel	
44G	10 Speed Auto Trans	
X4L	4.30 Limited Slip	
41A	Rapid Heat	
18B	Platform Running Boards	
41H	Engine Block Heater	
43C	400W Outlet	
473	Snow Plow Prep	
52B	Trailer Brake Controller	
535	High Cap Trailer Tow	
67B	410 Amp Alternator	
68H	Payload Plus	
872	Back Up Camera	
96V	XL Chrome Package	
Stellar	11' TMAX Aluminum Body -52" Tall Sides -DS Front Drawer unit -40 CFM Hydraulic Air Compressor -Stellar 8630 Crane	
BCD	Baltimore County Contract Discount	-\$2,864
Color	Oxford White	
Delivery Days	12 days	
	Net Price Per (1) Unit:	\$199,465
	Total Price For (1) Unit (s):	\$199,465

Please contact me with any questions, changes, or to finalize your order. I look forward to hearing from you. You can reach me at 443-539-1281 or by e-mail at: nruby@AppleFord.com.

Thank you,
Noah Ruby

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821 R Baltimore Blvd
Westminster, MD 21157



*Not just another
body company*

Phone (410) 876-1160

Company: APPLE FORD		BRYAN SENTZ		Date: February 23, 2026	Chassis Information	
Address:						YEAR
City/State:						2026
Fax:						MAKE
Phone:						FORD
Email:						MODEL
Contact:						F550 SC
Add. Info:		NOAH RUBY		PAGE 1		CA OR CT
IMPORTANT CHASSIS RELATED ITEMS TO NOTE (1) Chassis should have remote throttle access installed by factory (if required) (2) Price based on clean frame-any chassis component relocation will be time & material (3) To verify throttle function a charge will be included in this RMS quote to have the throttle set (4) Due to variations in paint products, equipment, & applicator techniques, RMS & paint manufacturer cannot guarantee a perfect match on every color or metallic (5) Chassis should be suitable to accept equipment being proposed. Failure to meet manufacturer recommendations could result in termination of contract.						84"
						TRANSMISSION
						FORD
						GVW
						19,500
						HITCH TYPE-HEIGHT
						RECEIVER
						PLUG STYLE
						RV
						Price
Quantity	Product	Description	Options/Accessories			
1	STELLAR 2025 TMAXI-11 ALUMINUM MECHANIC BODY WITH ALUMINUM SIDE PACKS, ALUMINUM DOORS, ISOLATED STEEL CRANE COMPARTMENT AND TORSION BOX UNDERSTRUCTURE, ALL COMPARTMENTS RAISED TO 52", 21" WORK BENCH BUMPER WITH THRU COMPARTMENT, FLUSH FRONT BULKHEAD, EXTERIOR DOT LIGHT PACKAGE, MASTER-LOCK SYSTEM, 22"D X 52"H SIDE PACKS, 133" LONG, (6) RECESSED CARGO TIE-DOWNS, DUAL-SEAL AUTOMOTIVE TYPE COMPARTMENT WEATHER SEAL, RUBBER FENDERETTES, OVERLAPPED DOORS ON SS1V / CS1V AND HORIZONTAL COMPARTMENTS, 2 & 3 POINT STAINLESS STEEL COMPRESSION LATCHES, STAINLESS STEEL "BILLET STYLE" HINGES, SPRING LOADED DOOR STOPS, WELD ON RECEIVER HITCH, PRIME PAINTED, UNDERCOATED.					
*	<u>EQUIPMENT OPTIONS</u>					
1	STELLAR 40P HYDRAULIC DRIVEN AIR COMPRESSOR THAT PRODUCES 40 CFM @ 100 PSI, 2-CYLINDER SINGLE STAGE COMPRESSOR, DIRECT DRIVE COUPLING, OIL COOLER, FAN, AND HYDRAULIC MOTOR. INCLUDES STEEL BASE, ENCLOSURE, AND A FLIP UP LID.					
*	<u>AIR OPTIONS</u>					
1	25 GALLON AIR TANK KIT (1-10 GALLON, 1-15 GALLON)					
1	FIR SYSTEM - (1) OUTLET FOR AIR HOSE (FILTER, LUBRICATOR, REGULATOR)					
*	<u>HYDRAULIC OPTIONS</u>					
1	HYDRAULIC RESERVOIR - 20 GALLON, BULKHEAD MOUNTED, PAINTED BLACK					
*	<u>SS1V</u>					
1	HEAVY DUTY ALUMINUM BALE STYLE PULL HANDLE DRAWER SET, 35"H X 31"W X 18"D, (3) - 3" DRAWERS, (3) - 5" DRAWERS, (1) - 7" DRAWER. INCLUDES 2.5" RISER.					
1	DRAWER LIGHTBAR FOR USE ON 30"W DRAWERS WITH LEFT HAND WIRE HARNESS					
*** NOTE: PAYMENT VIA CREDIT MAY RESULT IN ADDITIONAL 3% CHARGE TO COVER FEES ***						
Sales Manager:				Date:		TOTAL EQUIPMENT
Proposal is good for 20 days only, after signed date above. Terms: 20% down w/ order & balance due at delivery. Equipment to remain with RMS Truck Bodies, a division of All Roads, until final settlement is made. State sales tax will be charged unless exemption certificate is furnished. Agreements are contingent upon product availability and other delays unavoidable or beyond our control. RMS assumes no insurance liability for any customer's equipment left on it's premises. RMS offers to furnish and the undersigned agrees to purchase the equipment listed above at the prices shown or at those in effect at the time of shipment.				INSTALLATION		
				FREIGHT EST		
				DEPOSIT \$ -		
				TOTAL \$ -		
				[DOES NOT INCLUDE TAXES IF APPLICABLE]		
				STATE SALES TAX \$ -		
				or EXEMPTION #		
				RETAIL FET 12% AS APPL.		
				TOTAL DUE \$ -		
				We Hereby Accept the Above Proposal		
(Customer Signature)		(Title)		(Date Signed)		

Hydraulic Material Handling and Related Products
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821 R Baltimore Blvd
Westminster, MD 21157



*Not just another
body company*

Phone (410) 876-1160

Company: APPLE FORD	BRYAN SENTZ	Date: February 23, 2026	Chassis Information
Address:			YEAR
City/State:			2026
Fax:			MAKE
Phone:			FORD
Email:			MODEL
Contact:			F550 SC
Add. Info:			CA OR CT
			84"
			TRANSMISSION
			FORD
			GVW
			19,500
			HITCH TYPE-HEIGHT
			RECEIVER
			PLUG STYLE
			RV
			Price

Quantity	Product	Description	Options/Accessories
4	SS1VR		
3	STRUT MOUNTED SHELF WITH (3) DIVIDERS, 18.5"W X 19.0"D		
*	SS HORIZONTAL		
1	HEAVY DUTY ALUMINUM BALE STYLE PULL HANDLE DRAWER SET, 13.5"H X 48"W X 18"D, (3) - 3" DRAWERS. INCLUDES 2.5" RISER.		
1	DRAWER LIGHTBAR FOR USE ON 48"W DRAWERS WITH LEFT HAND WIRE HARNESS		
*	SS REAR		
3	STRUT MOUNTED SHELF WITH (3) DIVIDERS, 23.38"W X 19.0"D		
*	CS1V		
1	DIVIDER KIT WITH STRUT MOUNTED SHELVES 19"W FOR OXY/ACET IN CURBSIDE 52" & 60" COMPARTMENTS		
1	STRUT MOUNTED OXY-ACET BOTTLE HOLDER - (2) BOTTLE HOLDER		
*	CS2V		
3	STRUT MOUNTED SHELF WITH (3) DIVIDERS, 20.38"W X 19.0"D		
*	CS HORIZONTAL		
1	STRUT MOUNTED SHELF WITH (3) DIVIDERS, 52.0"W X 19.0"D		
*	CS REAR		
1	1/2" X 50' HOSE REEL WITH ROLLER GUIDE. EXITS REAR OF COMPARTMENT.		
*	BODY MOUNTED OPTIONS		
1	ROCK GUARD KIT - BLACK ADHESIVE		
1	BLACK GRAB HANDLE - MOUNTED TO REAR SIDE PACK AND BUMPER		

*** NOTE: PAYMENT VIA CREDIT MAY RESULT IN ADDITIONAL 3% CHARGE TO COVER FEES ***

Sales Manager:	Date:	TOTAL EQUIPMENT
Proposal is good for 20 days only, after signed date above.		INSTALLATION
Terms: 20% down w/ order & balance due at delivery. Equipment to remain with RMS Truck Bodies, a division of All Roads, until final settlement is made.		FREIGHT EST
State sales tax will be charged unless exemption certificate is furnished.		DEPOSIT \$ -
Agreements are contingent upon product availability and other delays unavoidable or beyond our control.		TOTAL \$ -
RMS assumes no insurance liability for any customer's equipment left on it's premises. RMS offers to furnish and the undersigned agrees to purchase the equipment listed above at the prices shown or at those in effect at the time of shipment.		[DOES NOT INCLUDE TAXES IF APPLICABLE]
		STATE SALES TAX \$ -
		or EXEMPTION \$
		RETAIL SET 12% AS APPL.
We Hereby Accept the Above Proposal		TOTAL DUE \$ -
(Customer Signature)	(Title)	(Date Signed)

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Westminster, MD 21157



Not just another
body company

Phone (410) 876-1160

Company: APPLE FORD		BRYAN SENTZ		Date: February 23, 2026	Chassis Information
Address:					YEAR
City/State:					2026
Fax:					MAKE
Phone:					FORD
Email:					MODEL
Contact: NOAH RUBY					F550 SC
Add. Info:					CA OR CT
					84"
					TRANSMISSION
					FORD
					GVW
					19,300
					HITCH TYPE-HEIGHT
					RECEIVER
					PLUG STYLE
					RV
					Price

Quantity	Product	Description	Options/Accessories
1	TMAX ALUMINUM TAILGATE - 12" TALL, PAINTED BLACK		
1	ADJUSTABLE BOOM SUPPORT - OCTAGON BOOMS - ROLLER REST - PAINTED BLACK		
*	<u>BUMPER MOUNTED OPTIONS</u>		
1	WISE MOUNTING PLATE - RECEIVER WORK BENCH MOUNT.		
1	SLIDE OUT STEP FOR TMAX WORK BENCH BUMPER - ALUMINUM		
1	STABILIZER ASSEMBLY - HYDRAULIC OUT/HYDRAULIC DOWN FOR INSTALLATION IN BUMPER, PAINTED BLACK.		
*	<u>LIGHT OPTIONS</u>		
2	LED FLOOD LIGHT FOR TMAX ALUMINUM BODY - HELLA		
1	LED COMPARTMENT LIGHT KIT		
1	STELLAR REAR TAILLIGHTS EQUIPPED WITH INTEGRATED STROBE LIGHTS, LICENSE PLATE BRACKET, ID LIGHT BAR, REFLECTORS, AND (1) FLOOD LIGHT MOUNTED ON TOP OF EACH BOX.		
*	<u>SAFETY OPTIONS</u>		
1	CHASSIS MOUNTED BACK UP ALARM - 107 Db		
1	FORD CHASSIS PROVIDED BACK UP CAMERA INSTALLATION IN BUMPER		
1	ICC SAFETY KIT CONSISTING OF RECHARGEABLE 2.5# FIRE EXTINGUISHER AND REFLECTOR KIT.		
*	<u>CHASSIS OPTIONS</u>		
1	DEF FILL FOR FRONT OF BODY FOR A FORD CHASSIS		
1	SUPER SPRING FOR FORD F550 - SINGLE LEAF		
*	<u>ELECTRICAL OPTIONS</u>		
1	SPEED CONTROL KIT - INCLUDES START-STOP FUNCTION		
1	TRUCK UFFITTER SWITCHES CONTROL PACKAGE - FOR BODY WITH CRANE AND COMPRESSOR.		

*** NOTE: PAYMENT VIA CREDIT MAY RESULT IN ADDITIONAL 3% CHARGE TO COVER FEES ***

Sales Manager:		Date:	TOTAL EQUIPMENT
Proposal is good for 20 days only, after signed date above. Terms: 20% down w/ order & balance due at delivery. Equipment to remain with RMS Truck Bodies, a division of All Roads, until final settlement is made. State sales tax will be charged unless exemption certificate is furnished. Agreements are contingent upon product availability and other delays unavoidable or beyond our control. RMS assumes no insurance liability for any customer's equipment left on it's premises. RMS offers to furnish and the undersigned agrees to purchase the equipment listed above at the prices shown or at those in effect at the time of shipment.			INSTALLATION
			FREIGHT EST
			DEPOSIT \$ -
			TOTAL \$ -
			(DOES NOT INCLUDE TAXES IF APPLICABLE)
			STATE SALES TAX \$ -
			OR EXEMPTION #
			RETAIL PFT 12% AS APPL.
We Hereby Accept the Above Proposal			TOTAL DUE \$ -
(Customer Signature)	(Title)	(Date Signed)	

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Westminster, MD 21157



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body company

Phone (410) 876-1160

Company: APPLE FORD		BRYAN SENTZ		Date: February 23, 2026	Chassis Information
Address:					YEAR
City/State:					2026
Fax:					MAKE
Phone:					FORD
Email:					MODEL
Contact: NOAH RUBY					F550 SC
Add. Info:					CA OR CT
					84"
					TRANSMISSION
					FORD
					GVW
					19,500
					HITCH TYPE-HEIGHT
					RECEIVER
					PLUG STYLE
					RV
					Price

IMPORTANT CHASSIS RELATED ITEMS TO NOTE			
(1) Chassis should have remote throttle access installed by factory (if required)			
(2) Price based on clean frame-avg chassis component relocation will be time & material			
(3) To verify throttle function a charge will be included in this RMS quote to have the throttle set			
(4) Due to variations in paint products, equipment, & applicator techniques, RMS & paint manufacturer cannot guarantee a perfect match on every color or metallic			
(5) Chassis should be suitable to accept equipment being proposed. Failure to meet manufacturer recommendations could result in termination of contract.			

Quantity	Product	Description	Options/Accessories
1	CDT PLUS AND CDT PRO RADIO TRANSMITTER MOUNTING KIT		
*	<u>PTO/PUMP OPTIONS</u>		
1	PTO FOR AUTOMATIC TRANSMISSION FOR FORD CHASSIS		
	210FMMFP-B4AD		
1	HYDRAULIC PUMP, TANDEM SECTION FOR CRANE AND COMPRESSOR		
*	<u>PAINT & FINISH</u>		
1	PAINT BODY STELLAR WHITE, AXALTA PAINT CODE 350407EX		
1	SPRAY ON BED LINER FOR LOAD BED WALLS AND FLOOR - BLACK		
1	SPRAY ON BED LINER FOR WORK BENCH BUMPER - BLACK		
*	<u>CRANE</u>		
1	STELLAR 8630 TELESCOPIC CRANE - 53,100 FT/LB RATED, 8,600 LB		
	MAXIMUM CAPACITY - 30' FULL HYDRAULIC REACH - CDT PRO EQUIPPED		
	PROPORTIONAL RADIO REMOTE CONTROL.		
1	CRANE BOOM TIP SLIM LIGHT - GRAVITY ROTATING - DUAL LED TRILLIANT		
	LIGHTS FOR BAR STYLE FLIP SHEAVE - CDT PRO CRANES ONLY.		
*	<u>CHASSIS INFO</u>		
	CUSTOMER SUPPLIED.		

*** NOTE: PAYMENT VIA CREDIT MAY RESULT IN ADDITIONAL 3% CHARGE TO COVER FEES ***

Sales Manager: <i>[Signature]</i>	Date: 2/23/2026	TOTAL EQUIPMENT
Proposal is good for 20 days only, after signed date above. Terms: 20% down w/ order & balance due at delivery. Equipment to remain with RMS Truck Bodies, a division of All Roads, until final settlement is made. State sales tax will be charged unless exemption certificate is furnished. Agreements are contingent upon product availability and other delays unavoidable or beyond our control. RMS assumes no insurance liability for any customer's equipment left on it's premises. RMS offers to furnish and the undersigned agrees to purchase the equipment listed above at the prices shown or at those in effect at the time of shipment.		RMS FDI
		FREIGHT EST
		CHASSIS PRICE
		TOTAL
		[DOES NOT INCLUDE TAXES IF APPLICABLE]
		STATE SALES TAX \$ -
		or EXEMPTION #
		RETAIL FET 12% AS APPL.
We Hereby Accept the Above Proposal		TOTAL DUE
(Customer Signature)	(Title)	(Date Signed)







**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

To: Worcester County Commissioners
From: Charlene Sharpe, Legislative Analyst
Department: Administration
Date: October 19, 2026
Subject: FY28 Governor's Capital Budget Request

Summary: R&R Solutions recommends submitting a \$2 million FY28 capital budget request for the Pocomoke Health Department and 50 Plus Center. Sen. Angela Alsobrooks has submitted a \$3 million earmark request to the Senate Appropriations Committee for this estimated \$11.7 million project. State funding would further reduce the County's contribution.

Fiscal Impact: Not Applicable

Funding Source: Not Applicable

Requested Action: Approve the recommendation of the lobbying firm

Alternatives:

Coordinated With:

Attachment(s): Communication from R&R Solutions
Draft Governor's Budget Request

From: [Ryan Snow](#)
To: [Charlene A. Sharpe](#)
Cc: [Jeannie Riccio](#)
Subject: Draft Governor's Budget Request
Date: Friday, October 16, 2026 9:59:04 AM
Attachments: [image.png](#)
[FY28 Worcester County Governor's Budget Request.docx](#)

Good morning Charlene,

Thank you for speaking with me yesterday. Please see the attached draft of the Governor's capital budget request for the Pocomoke Health Department.

We think it would be a missed opportunity not to submit a request on behalf of the County. After reviewing your CIP again, this project is the best fit for the Administration's priorities and already has the Commissioners' approval. It expands healthcare and senior services in an economically distressed, underserved community and positions the State as one of the final funding partners, which strengthens the request. It could also help fill the gap if the federal earmark funding does not come through.

For these reasons, we recommend submitting this request by the October 30 deadline. Please let us know if you have any questions.

Thanks!

R&R SOLUTIONS

Ryan Snow, Principal

Office: 410-432-1920

Mobile: 410-829-6567

randrsolutions.us

Pocomoke City Health Department and 50 Plus Center

FY2028 Governor's Capital Budget Request
County Commissioners of Worcester County, Maryland
400 Walnut Street, Pocomoke City, Maryland 21851

Introduction

Worcester County respectfully requests \$2 million in the Governor's FY2028 Capital Budget to replace the aging Pocomoke City Health Department and 50 Plus Center with a modern, accessible facility serving southern Worcester County. This investment would protect essential women's healthcare, public health, and senior services in a rural community where income and transportation barriers can determine whether residents receive care.

Senator Angela Alsobrooks has submitted a \$3 million FY2027 earmark request to the Senate Appropriations Committee through the Agriculture Budget (USDA Rural Development's Community Facilities). Subject to final approval and award requirements, Worcester County will cover the balance after federal and State participation, positioning the State investment as the final funding component.

Essential healthcare within walking distance

Worcester County requests funding to replace the existing Health Department and 50 Plus Center facility. Constructed in 1949, the 75-year-old building no longer meets current life-safety codes, ADA accessibility standards, or operational requirements necessary to deliver modern public health and senior services. The structure's age and deterioration limit service capacity, increase maintenance costs, and create compliance risks that disproportionately affect vulnerable residents.

The facility serves Pocomoke City and surrounding rural communities in southern Worcester County, one of the County's most economically distressed regions. The service population includes a high concentration of low- to moderate-income households, seniors living on fixed incomes, individuals with disabilities, and residents with limited transportation access. The Health Department provides clinical services, preventive care, and community health programming to thousands of residents annually. The 50 Plus Center delivers congregate meals, wellness programming, case management, and social engagement services that combat isolation and improve quality of life for older adults. Combined, these programs serve approximately 3,000 to 4,000 individuals each year, many of whom rely on County services as their primary point of access to care and support.

The proposed 13,500-square-foot replacement facility, designed in 2025 by DBF Architects & Engineers in coordination with County Public Works and program leadership, will include two dedicated service wings: one for public health operations and one for senior programming. Federal funding would support construction and outfitting of the building with modern life-safety systems, enhanced infection prevention and healthcare control capacity, and energy-efficient infrastructure.

This investment will ensure uninterrupted delivery of essential services while expanding opportunities for preventive health programming, senior wellness initiatives, and coordinated community outreach. Updated space will improve privacy, operational efficiency, and accessibility for individuals with mobility limitations. The facility will serve as a consolidated rural health and aging services hub for southern Worcester County.

The project is supported by the Worcester Commission on Aging (WorCOA) and coordinated with local healthcare providers and community partners to ensure integrated service delivery. The schematic design phase was completed in 2025, and cost estimates reflect current market conditions, positioning the project for timely advancement. Federal and state participation will reduce the local capital burden, accelerate construction, and protect essential services for disadvantaged residents.

Alignment with State responsibilities

The project directly advances the State's responsibilities for healthcare and public health, human services, and infrastructure. Replacing an obsolete public facility will preserve preventive care, strengthen public health response, and sustain services that support older adults and residents with limited resources. Maintaining accessible local care also supports working families and caregivers who would otherwise face additional travel and time away from work.

Investment in an underserved community

This project puts Maryland's community investment priorities into action by replacing outdated infrastructure and protecting essential services in a community where poverty and transportation barriers limit access to care. For families seeking primary care and seniors who walk to the center each day for a meal and companionship, this facility is a vital part of daily life.

Just Communities. The project advances Maryland's commitment to addressing longstanding inequities and improving health and economic outcomes in historically underserved communities. A modern facility would translate that commitment into safe, accessible healthcare and senior services close to home.

Poverty Rate. The project is located in a census tract with a **21% poverty rate**, underscoring the financial barriers facing local residents. Investing in this facility would protect access to healthcare, daily meals, and senior support for households least able to afford transportation or services elsewhere.

One Maryland Investment Priorities. Worcester County's historical inclusion in the One Maryland framework reinforces the need for targeted investment in its rural communities. This project advances that purpose by strengthening the public infrastructure that supports residents' health, independence, and quality of life.

Priority Funding Area. The project directs State investment into an established community with existing infrastructure and services. Replacing the facility at its neighborhood location preserves walkable access for patients and seniors who lack reliable transportation and depend on nearby care.

Sustainable Communities. Pocomoke City's Sustainable Community designation supports reinvestment in established neighborhoods. A modern health department and senior center would strengthen those revitalization efforts by preserving a trusted community resource and ensuring residents can continue accessing essential services within their community.

Together, these priorities make a strong case for the State's \$2 million investment. Combined with federal support and Worcester County's commitment to fund the balance, State participation would help deliver a lasting resource for health, nutrition, and independence in southern Worcester County.

Defined scope and project readiness

Constructed in 1949, the existing facility no longer supports modern service delivery. It does not meet ADA accessibility standards, constrains healthcare capacity and efficiency, and creates barriers for seniors and other residents who rely on its services. Aging infrastructure also drives higher maintenance costs and operational inefficiencies. The proposed 13,500-square-foot replacement will meet current health, safety, and ADA standards, with dedicated public health and senior service wings, improved infection prevention capacity, patient privacy, and energy-efficient infrastructure. Schematic design was completed in 2025 by DBF Architects & Engineers in coordination with County Public Works and program leadership.

State funds would support eligible construction costs.

Alignment with the Moore-Miller Administration State Plan

The Moore-Miller Administration's February 2024 State Plan established ten statewide priorities, including affordable communities, improved health systems, infrastructure, and safer communities. Renovating the Pocomoke Senior Center could advance several of these priorities.

1. Making Maryland a desirable and affordable home for all residents

A modern, accessible senior center would help older adults remain active and connected in their own community, rather than needing to travel farther for programs and support. Accessibility improvements, such as safer entrances, accessible restrooms, improved lighting, and mobility-friendly gathering spaces, could make the facility more welcoming to residents with disabilities and limited mobility.

2. Ensuring world-class health systems for Marylanders

Renovation could create a better environment for wellness programs, nutrition education, health screenings, caregiver support, and connections to health and social service providers. These services can help older adults maintain independence, manage health needs, and address social isolation.

3. Advancing infrastructure to connect Marylanders to opportunities

Investing in an existing public community facility would modernize local infrastructure and improve the space where older adults receive services. Depending on the project scope, improvements to building systems, accessibility, energy efficiency, technology, and program space could extend the facility's useful life and improve its reliability.

4. Creating safer communities

Improvements to entrances, walkways, lighting, emergency exits, fire safety, and building systems could make the center safer for older adults, employees, volunteers, and visitors. With appropriate planning and resources, the facility could also support community outreach and emergency preparedness.

5. Creating an equitable, robust, and competitive economy

A renovated facility could help preserve access to essential community-based services in rural Worcester County. Keeping older adults connected to local resources and supporting caregivers may reduce transportation burdens and help families remain engaged in employment and community life.

Project budget and funding plan

Project cost category	Estimated cost
Planning and design	\$705,000
Construction	\$8,630,000
Contingency	\$863,000
Construction management	\$863,000
Project management	\$250,000
Administration	\$377,000
Total project cost	\$11,688,000

Funding source	Amount	Status
FY2027 federal earmark USDA Community Facilities	\$3,000,000	Pending in the Senate Appropriations Committee; award pending
Worcester County contribution	\$6,688,000	County will fund the balance after federal and State participation
FY2028 State request	\$2,000,000	Requested
Total	\$11,688,000	State share 17.1%

Worcester County will fund the remaining \$6.688 million after the \$3 million federal earmark and requested \$2 million State investment. This funding plan accounts for the full \$11.688 million project cost and positions the State contribution as the final funding component.

Fiscal year schedule and measurable outcomes

Proposed sequence, subject to County confirmation:

FY2027: complete remaining design, permitting, documentation of County funding, and procurement preparation

FY2028: apply the requested State capital funding toward construction as funds become available

FY2029: complete construction, occupancy approvals, and transition to the replacement facility.

Outcomes

1. Improved accessibility and safety

- Reduce physical barriers for older adults and people with disabilities.
- Improve access to entrances, restrooms, program rooms, and common areas.
- Provide a safer environment for participants, staff, and visitors.

Measured By: accessibility improvements completed, safety deficiencies corrected, and participant-reported satisfaction with the facility.

2. Improved health and wellness among older adults

- Expand opportunities for exercise, nutrition education, health screenings, and wellness programming.
- Encourage healthy behaviors and early connections to appropriate services.
- Support older adults in maintaining their physical and emotional well-being.

Measured By: wellness programs delivered, attendance, screening participation, and self-reported well-being.

3. Reduced social isolation and increased community engagement

- Provide more welcoming spaces for social activities, educational programs, and group events.
- Increase opportunities for friendship, peer support, volunteering, and civic participation.
- Strengthen connections between older residents and the broader community.

Measured By: program attendance, repeat participation, number of activities offered, and participant-reported social connectedness.

4. Greater independence and ability to age in place

- Improve access to information, referrals, caregiver resources, and community-based services.
- Help older adults remain connected to local support networks.

- Make it easier for residents to participate in community life without leaving the Pocomoke area to access suitable facilities.

Measured By: service referrals, use of support programs, and participant-reported ability to access needed services locally.

5. Modernized community infrastructure

- Address building deficiencies and improve the facility's functionality.
- Create more suitable spaces for activities, services, and community partnerships.
- Potentially improve energy efficiency, reliability, and long-term maintenance costs, depending on the renovation scope.

Measured By: building improvements completed, facility downtime, energy use where applicable, and maintenance costs.

6. Stronger local service partnerships and rural equity

- Create a better setting for collaboration among local government, health providers, nonprofits, and aging-service organizations.
- Improve opportunities for residents to access programs close to home.
- Strengthen the local network supporting older adults and their caregivers.

Measured By: number of partner organizations, collaborative programs, service referrals, and residents reached.

Long term operations and request

Ongoing operations and maintenance will be supported through Worcester County's existing General Fund appropriations and departmental operating budgets. The new energy-efficient facility is expected to reduce long-term maintenance and utility costs compared to the existing 75-year-old structure. Once constructed, the facility will operate within established County funding streams without additional assistance.

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