1. **CALL TO ORDER**
   5:15 p.m. Mr. Todd R. Mohn, PE, County Administrator
   Ms. Beverly A. Churchill, Department of Human Resources Director
   Closed Session
   "Personnel"

   5:30 p.m. Call To Order,
   Pledge Of Allegiance,
   Moment Of Silence,
   Approval Of Agenda

   Accept County Commissioners’ Minutes
   - Regular Minutes – April 23, 2019
   - Library Meeting Minutes – May 14, 2019
   - Closed Session – April 23, 2019

   Press And Public Comments**

2. **NEW BUSINESS**
   5:35 p.m. Mr. Todd R. Mohn, PE, County Administrator
   "Presentation of Documents for Signatures and Weekly Correspondence”
   Action:
   1. Kent Island Branch Library – Letters Of Certification For FY20 & FY21, State Grant Funding
   2. Housing Bond Allocation Transfer 2019
   3. Capital Request For Transit Scheduling Software Solutions
   4. FY19 Department Of Parks Vehicle Replacement
   5. MDA - Cooperative Agreement
   6. Property Tax Credit For Disabled Or Fallen Emergency Workers
   7. KNDF Draw On 270 Fund
   8. Budget Amendment CC-27
   9. Citizen Request For Donation Of $5000 To Casey Cares Foundation

   Documents:
   05.21.2019Action.pdf
   05.21.2019Correspondence.pdf

3. **PRESENTATIONS**
   6:00 p.m. Ms. Catherine R. Willis, Department of Community Services Director
   “Community Service Update & Older American’s Month Proclamation”

   Mr. Scott A. Haas, Department of Emergency Services Director
   “Public Hazard Mitigation Plan”

   Mr. Scott Wheatley, Department of Emergency Services Assistant Chief
   “EMS Week Proclamation”

   Legislative Session
   County Ordinance 19-08 - the Repeal of Section 4-15, “Ownership Disclosure” of the Code of Public Local Laws of Queen Anne’s County (to be introduced)
   County Ordinance 19-09 - Amendments to Chapter 13 of the Code of Public Local Laws of the Queen Anne’s County Regarding the Use of School Bus Monitoring Cameras by School and Law Enforcement Officials (to be introduced)
   Beach To Bridge Plan

   Press And Public Comments**

4. **REPORTS**
   Commissioner’s Roundtable

   7:00 p.m. Budget Work Session - Final

* Please note that Schedule times are subject to change, except for public hearings.

PUBLIC COMMENT SIGN-IN SHEET WILL BE AVAILABLE 1 HOUR PRIOR TO THE MEETING.

** Press and Public Comments at the beginning of the meeting will last 15 minutes. Additional time will be available at the end of the meeting for anyone wishing to speak. Comments are limited to 3 minutes in length. Comments longer than 3 minutes must be submitted in writing. PUBLIC COMMENT SIGN-IN SHEET WILL BE AVAILABLE 1 HOUR PRIOR TO THE MEETING.

*** Part of the meeting may be closed to the Public in accordance to the Open Meetings Act procedures.

****Agendas will be posted by 4:30 pm the Friday prior to the meeting. The meeting attachments will be posted on the agenda by 4:30 pm the Monday prior to the meeting.

Three or more of the County Commissioners will be attending the following events in the next few weeks:
5/21 BOE Meeting
5/22 EDC Meeting
In Fiscal Year 2018, Queen Anne's County was awarded a $325,000 grant from the Maryland County Public Library Capital Projects Grants Program (State Grant) which, with equal matching funds by the County via approved FY2018 Capital Project #400877 KI Library Expansion, provides for the complete planning & design of expansion and renovation to the Kent Island Branch of the Queen Anne’s County Free Library. Design is scheduled to be complete and construction documents Bid-ready in January 2020.

To support anticipated construction, the County has pursued additional State Grant funding through application for construction grants administered over two fiscal years—FY 2020 and FY2021:

FY2020
In a letter dated May 22, 2018 and included with the Library's application for FY2020 State Grant funding for construction, the County Commissioners confirmed their continued support for the project and intent to match State Grant funds should they be so awarded. The County has since been selected for a construction grant award of $1,000,000 in FY2020. In order to obtain final approval from the State Board of Public Works and maintain eligibility for award, the Maryland State Library must receive a letter on or before June 3, 2019 certifying the minimum local match of $1,000,000 is budgeted for FY2020.

FY2021
To secure the remainder of the funding necessary to complete construction, the Library is preparing an application for FY2021 State Grant funding, requesting a grant in the amount of $2,000,000. Similar to the original FY2020 grant application in May 2018, a letter of support/intent must be included with the application which is due on May 22, 2019.

In order to preserve the continuity of State Grant funding necessary to support construction, Staff recommends the County Commissioners endorse both letters and budget $1,000,000 for construction in FY2020. This action does not necessarily commit the County to proceeding with construction, nor the expense of FY2020 funds, but affords the County Commissioners the ability to make a fully-informed decision in Spring 2020 when both the extent of 1) FY2020/FY2021 State Grant funding, and 2) true construction costs via actual Bids is known.
In coordination with staff from the Queen Anne's County Free Library and the Department of Public Works, the design architect, Becker Morgan Group, has applied several cost reduction methods so to ensure that the final design remains true to the County's needs while remaining within the $5,700,000 - $6,200,000 local-share budget originally contemplated by the County Commissioners.

*If you agree with this recommendation, please make a motion similar to the following:*

I move that the Letters of Certification necessary to secure construction funding through the Maryland County Public Library Capital Grants Program in Fiscal Years 2020 and 2021 for the expansion and renovation of the Kent Island Branch Library be signed and provided the Maryland State Library.

Cc: Janet Salazar, Library Director
    Alan Quimby, DPW Director
QUEEN ANNE'S COUNTY
FY18-23 CAPITAL BUDGET SUMMARY

PROJECT TITLE: Kent Island Branch Library Expansion
NUMBER: 400877
DEPARTMENT/DIVISION: Public Works

NEW REQUEST ☐ REVISION ☐

PROJECT DESCRIPTION & JUSTIFICATION:
The Kent Island Branch of the Queen Anne's County Free Library is a 9,350 sq.ft. single-story brick structure originally constructed in 1988. The library has served the County for 30 years and has not undergone any major renovations. In response to regional population growth and public interest, a feasibility study for expansion and renovation of the facility was completed in February 2018 and architectural design proceeded under approved FY18 funding, including a 50/50 cost-share with the State via the County Public Library Capital Projects Grants Program. Presently, the design anticipates renovation of the existing facility and construction of an 11,920 sq.ft. addition, increasing the size of the library to 21,280 sq.ft. This capital budget item provides for the construction and project administration of the library expansion. It is anticipated that the State will award additional grant monies toward construction; tentatively, $1,000,000 in FY20 and $2,000,000 in FY21. A/E design having been awarded $208,000 under-budget, approximately $104,000 in FY18 State Grant monies is anticipated to be available to offset the cost of FY20 construction.

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<th>2020</th>
<th>2021</th>
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<th>Total Const.</th>
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**DESCRIPTION OF GRANTS OR OTHER FUNDING SOURCES:

Maryland State Library Capital Grant
May 21, 2019

Irene M. Padilla, State Librarian
Maryland State Library
22 S. Calhoun Street
Baltimore, MD 21223

Dear Ms. Padilla:

The Board of County Commissioners of Queen Anne's County certifies that it will provide $1,000,000 in matching funds for the construction of the Kent Island Library expansion and renovation project for the state fiscal year 2020.

Queen Anne's County received a grant for design development in fiscal year 2018. The grant funds awarded by the state have been instrumental in moving this project forward, and we would like to thank the State for awarding the matching grant funds.

Please contact County Administrator Todd Mohn at 410-758-4098 or tmohn@qac.org if you have any questions or require additional information.

Sincerely,

THE COUNTY COMMISSIONERS OF
QUEEN ANNE'S COUNTY

James J. Moran, President

Jack N. Wilson, Jr.

Stephen Wilson

Philip L. Dumenil

Christopher M. Corchiarino
May 21, 2019

Irene M. Padilla, State Librarian
Maryland State Library
22 S. Calhoun Street
Baltimore, MD 21223

Dear Ms. Padilla:

The Board of County Commissioners of Queen Anne's County hereby confirms our support to match funds received from the State Library Capital Grant program in FY21 for construction costs for the expansion and renovation of the Kent Island Library. The library is in the design phase with Becker Morgan Group to develop the plans for the 11,920-sf addition, as recommended by the February 2018 feasibility study completed at our request. The cost estimate for construction of this design is $8,612,687.63.

Our current 6-year Capital Improvement Plan FY 2020-2025 reflects the construction costs for the Kent Island Library Expansion and Renovation in FY 2020 and FY 2021 based on a preliminary 16-month construction schedule established for the project. Financial support from the state will be essential for the success of this project.

The new library will have a dramatic impact on the surrounding community and will enable the library to expand collections, programming and access to technology for children, teens, and adults. We look forward to receiving state capital funding in order to complete this important project.

Sincerely,

THE COUNTY COMMISSIONERS OF
QUEEN ANNE'S COUNTY

James J. Moran, President

Jack N. Wilson, Jr.

Stephen Wilson

Philip L. Dumenil

Christopher M. Corchiarino
DATE: May 13, 2019

TO: Queen Anne's County Commission

FROM: Mike Clark, Chief of the Division of Housing & Community Services

SUBJECT: Housing Bond Allocation Transfer 2019

In order for the Maryland Department of Housing and Community Development (DHCD) to utilize Queen Anne's County's Housing Bond Allocation, the participating local government must transfer its allocation to DHCD in writing. This is a yearly practice in which Queen Anne's County has always complied.

Please have President Moran sign where indicated and return the original to Michelle Marshall for further processing.

There is a letter of explanation from The Department of Housing and Community Development attached for your reference.

ACTION RECOMMENDED:

I move that President Moran sign the Transfer of Allocation to the Department of Housing & Community Development as described and recommended by the Department of Community Services – Housing Division.
May 21, 2019

Maddy Ciulu, Director
Single Family Housing
Community Development Administration
Department of Housing & Community Development
7800 Harkins Road, Room 367
Lanham, Maryland 20706

Dear Ms. Ciulu:

Pursuant to Sections 13-801 through 13-807 of the Financial Institutions Article of the Maryland Annotated Code, Queen Anne's County hereby irrevocably transfers to the Community Development Administration, for use in issuing housing bonds or mortgage credit certificates on behalf of this jurisdiction, $1,771,681 of its total $1,771,681 tax exempt housing bond allocation as set forth in 2019 allocation of the Maryland State Ceiling made by the Secretary of Commerce pursuant to the Article.

The attached form has been executed to indicate how the Community Development Administration is instructed to use this transferred allocation.

Sincerely,

James J. Moran
President, Board of Commissioners

Certificate of Counsel

This transfer of a tax exempt bond allocation is duly authorized and executed and constitutes the valid, binding and irrevocable act of Queen Anne's County.

Patrick E. Thompson, Esq.
Attorney for Queen Anne's County
ATTACHMENT II

STATEMENT OF CONDITIONS FOR PARTICIPATION IN COMMUNITY DEVELOPMENT ADMINISTRATION'S PROGRAMS

QUEEN ANNE'S COUNTY has assigned its 2019 housing bond allocation to the Community Development Administration for use as follows:

[X] CDA Maryland Mortgage Program $1,771,681
[  ] Multifamily Rental Housing $_____________________

The name of the project, location, sponsor, and mortgage amount for each rental housing project is:
TO: County Commissioners

FROM: Cathy Willis

DATE: May 14, 2019

RE: Capital Request for Transit Scheduling Software Solutions

The Department of Community Services, Area Agency on Aging, Transit Division is requesting new Transit Scheduling Software Solutions. Grant funding was applied for and approved in FY19 under the Statewide Transit Innovation Grant Application (STIG) through the Maryland Transit Administration.

We have completed the county procurement process as required by MTA for this grant and have selected a vendor. The outcomes expected of the new software include the following: improve transit reliability, improve access and connections, and improve transit mobility options as an essential component of the State’s transportation system. Attached is the completed vendor list along with the signed MTA Grant Agreement and the approved FY19 Capital county project transaction analysis for the Transit Routing System Project #400903.

Following the bid opening on April 18, 2019 the Department would like to proceed to award CTS Software for a total base plus maintenance fees for an additional 2 years after start up for $141,370.

Requested Action:

I move to purchase CTS Software for the Department of Community Services, Area Agency on Aging, Transit Division Scheduling Software in the amount of $141,370 of which $129,025 is state grant funded.
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<th>Design Team</th>
<th>Business Address</th>
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<td>CTS Software</td>
<td>111 Wyndham Way, Wilmington, NC 28411</td>
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<td>Routematch Software, Inc.</td>
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<td>DoubleMap, Inc.</td>
<td>429 N. Pennsylvania St. Suite 401, Indianapolis, IN 46204</td>
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<td>Shah Software Inc.</td>
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<td>StrataGen Systems, Inc.</td>
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SELECTION CRITERIA: transact.key_orgn='413000' and transact.project='400903'  
User has chosen to exclude year end rollover transactions.

ACCOUNTING PERIOD: 11/19

### KEY PROJ - 400903 - TRANSIT ROUTING SYSTEM

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GRANT AGREEMENT

BY AND BETWEEN

MARYLAND TRANSIT ADMINISTRATION

AND

QUEEN ANNE'S COUNTY, MARYLAND

THIS GRANT AGREEMENT executed in triplicate and entered into this 30th day of January, 2019, by and between the Maryland Department of Transportation, Maryland Transit Administration, both acting for and on behalf of the State of Maryland ("Department") and Queen Anne's County ("Grantee"), Maryland.

WITNESSETH:

WHEREAS, the Department has programmed in the FY 2018-2023 Consolidated Transportation Program-2018 State Report on Transportation a total of Two Million Dollars ($2,000,000) for the Statewide Transit Innovation Grant Program ("Program");

WHEREAS, the Department budgeted within the Program One-Hundred Twenty-Nine Thousand and Twenty-Five Dollars ($129,025) for the Queen Anne's County Scheduling Software Solutions, which consists of the acquisition and implementation of a demand response scheduling software, in Queen Anne's County (the "Project");

WHEREAS, pursuant to Section 2-602 of the Transportation Article of the Annotated Code of Maryland, it is in the public interest for the State of Maryland to support local efforts to improve transit reliability, improve access and connections to activity centers, and improve transit mobility options as an essential component of the State's transportation system;

WHEREAS, the Statewide Transit Innovation Grant Program was established and approved by the General Assembly to provide state transportation funding to support and expedite projects that improve transportation in the State;

WHEREAS, the Grantee has committed Thirty-Two Thousand Five-Hundred Ten Dollars ($32,510) in Grantee matching funds;

WHEREAS, the Project will enable the implementation of an improved scheduling software system in Queen Anne's County;

WHEREAS, the Project is consistent with the Queen Anne's County Comprehensive Plan and includes opportunities for public input;

WHEREAS, the Grantee will assume all maintenance and operating costs associated with the Project when it is completed;
WHEREAS, the Project is a valuable component of Maryland's transportation system;

WHEREAS, the Department has supported similar projects in various locations in the State;

WHEREAS, the Department and the Grantee agree that the Project will benefit the parties to this Agreement and will promote the safety, health, and general welfare of the citizens of the State of Maryland;

WHEREAS, Section 2-103(i) of the Transportation Article of the Annotated Code of Maryland (2015 Replacement Volume, as amended and supplemented), authorizes the Secretary of Transportation, to the extent permitted by the State budget, to make grants-in-aid to any person, including political subdivisions of the State of Maryland, for any transportation related purpose;

NOW, THEREFORE, THIS AGREEMENT WITNESSETH: That for and in consideration of the mutual covenants contained herein and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties hereto agree as follows:

1. The above recitals are re-affirmed and incorporated herein by reference.

2. The Department hereby grants to the Grantee a sum not to exceed One-Hundred Twenty-Nine Thousand and Twenty-Five Dollars ($129,025) ("Grant") to be used by the Grantee for the completion of the Project. The Grantee shall be responsible for all work in connection with the Project, including the following:

   a. Procurement and deployment of a scheduling software system, including:
      • Procurement of the system
      • Installation of software
      • Training for internal staff on new software and equipment
      • Continued support and maintenance of software
      • Outreach to riders and the community

   b. Preparation of quarterly status reports and final reports, as requested by the Department; and

   c. Monitoring and supervising the compliance of all provisions in this Agreement.

3. Notwithstanding anything to the contrary herein, if there are any cost savings or if the contract award is under the estimate, the Grantee’s funding amount and percentage share may be reduced, provided that the Grantee’s share of the costs may not be reduced below 20% of Grant Award.
4. The Grantee shall require all contractors and subcontractors engaged to perform work on the Project to be registered and licensed to do business in the State of Maryland. The Grantee shall provide the Department with copies of all contracts issued in connection with this grant; and shall provide the Department with copies of all draft design plans for review and comment and final design plans for the Department’s records. Notwithstanding the foregoing, the Grantee shall have sole responsibility for the approval of all final design plans and contracts.

5. The Grantee shall require all contractors and subcontractors, prior to commencement of work on the Project, to secure and keep in force during the term of this Agreement, from insurance companies, government self-insurance pools or government self-retention funds, authorized to do business in Maryland, the following insurance coverages:

   a. commercial general liability, including premises or operations, contractual, and products or completed operations coverages (if applicable), with minimum liability limits of $250,000 per person and $1,000,000 per occurrence;
   
   b. automobile liability, including Owned (if any), Hired, and Non-Owned automobiles, with minimum liability limits of $250,000 per person and $1,000,000 per occurrence;
   
   c. workers compensation coverage meeting all statutory requirements.

This insurance may be in policy or policies of insurance, primary and excess, including the so-called umbrella or catastrophe form and must be placed with insurers rated “A-” or better by A.M. Best Company, Inc., provided any excess policy follows form for coverage. The Grantee shall evidence limits of insurability for general liability coverage in an amount of $800,000 aggregate and $400,000 each occurrence. The Grantee shall have the right to self-insure. These are the maximum limits of liability for which the Grantee’s Self-Insurance Program is responsible, as determined by Section 5-301 et seq. of the Courts and Judicial Proceedings Article of the Annotated Code of Maryland, also known as the “Local Government Tort Claims Act.”

The Department and its agencies, officers, and employees shall be endorsed on the commercial general liability policies, including any excess policies (to the extent applicable), as an additional insured. Coverage will be primary and noncontributory with any other insurance and self-insurance. There will be no cancellation, material change, potential exhaustion of aggregate limits or non-renewal of insurance coverage(s) without thirty (30) days written notice to the Department. Certificates of insurance shall be provided to the Department upon request. All endorsements shall be provided as soon as practicable. Failure to provide insurance as required in this Agreement is a material breach of contract entitling the Department to terminate this Agreement.

6. Neither the Department, its officers, agents, or employees shall be subject to any obligations or liabilities by Grantee, its contractors or their subcontractors or any other person in connection with the performance of the Project pursuant to the provisions of this Grant irrespective of how such claim is denominated. It is understood and agreed that the sole
obligation of the Department is the payment to the Grantee the sum of money specified in Section 2 of this Agreement. The Grant represents the maximum financial liability of the Department under this Agreement subject to, limited by and contingent upon the appropriation and availability of funds.

7. The parties agree that the Grantee will utilize the Grant for the Project in conjunction with other funds it has obtained from other funding sources other than the Statewide Transit Innovation Grant Program to complete the Project.

8. The Grantee shall maintain facilities and equipment funded through this Grant for the duration of their useful life, and in any event not less than three years. At the request of the Department, the Grantee shall refund expenditures paid by the Department if Project facilities and equipment are not so maintained.

9. The Grantee may use funds only for costs incurred in connection with the Project. Payment of the Grant by the Department shall be made on a reimbursable basis upon the Grantee’s submission of invoices for such payment, subject to the following conditions.

All invoices for payment shall include:

(a) actual expenditures incurred by the Grantee in connection with the Project;

(b) a certification by the Grantee that all costs charged to the Project are in connection therewith and supported by properly executed records, vouchers, invoices or contracts evidencing the nature and propriety of the charges.

Invoices/requests for reimbursement will be submitted not more frequently than once per month (30 days). Invoices/requests for reimbursement will be reviewed by the Department to determine (a) that the indicated costs are allowable hereunder and (b) that the invoiced work contributes directly to the accomplishment of the Project. Failure to meet these conditions will result in disallowed costs that will be deducted from the authorized appropriated amount. Payment shall be made by the Department to the Grantee within thirty (30) days of the Department’s receipt and approval of the invoice and accompanying certifications. The final invoice may not be paid until the Final Report is submitted. No Project costs incurred prior to the execution of this Agreement will be reimbursed.

10. The Grantee shall comply with all applicable Federal, State and local laws in expending Grant funds and in carrying out the Project, including compliance with the Americans with Disabilities Act of 1990, particularly as it relates to public meetings held in connection with the Project.

11. The term of this Agreement shall commence upon the date first set forth above and shall terminate when all payments of the Grant have been made or on January 31, 2022, whichever is sooner. Invoices/requests for reimbursement submitted by the grantee after the grant termination date will be identified as a disallowed cost and not processed for payment by the Department. At its discretion, the Department may elect to extend the term of the Grant by up to six months.
12. The Department reserves the right to suspend or terminate all or part of the financial assistance herein provided and to terminate this Agreement, in whole or in part, if:

   (a) the Grantee breaches or fails to fulfill any of the terms of this Agreement;

   (b) funds are not appropriated by the General Assembly of Maryland to fund this Grant.

The Grantee acknowledges and agrees that funding under this Agreement is expressly dependent upon the availability to the Department of funds appropriated by the General Assembly and that, except as otherwise provided for herein, the Department shall not be liable for any breach of this Agreement due to the absence of an appropriation. Termination of this Agreement will not invalidate obligations properly incurred by the Grantee prior to the date of termination if such obligations are unable to be canceled. The acceptance of a remittance from the Department of any or all funds, or the closing out of the Department’s financial participation under this Agreement, shall not constitute a waiver of any claim which the Department may otherwise have against the Grantee arising out of this Agreement. If, upon termination of this Agreement, it is determined by the Department that funds are due to the Department, the Grantee shall promptly remit such amount to the Department within forty-five (45) days following written notification to the Grantee from the Department. The Grantee’s agreement to remit any excess Grant funds to the Department shall survive the termination of this Agreement.

In addition to the Department’s remedies under this Section, the Department may proceed to protect and enforce all rights available to it, by suit in equity, action in law or by any other appropriate proceedings, any or all of which may be exercised contemporaneously with each other and all of which rights and remedies shall survive the termination of this Agreement.

13. The Grantee shall maintain separate and complete accounting records which are consistent with generally accepted accounting procedures and accurately reflect all income and expenditures of Grant funds for the Project. Grantee accounting records shall be maintained for a period of three (3) years after the termination of this Agreement. The records of the Grantee must be in sufficient detail to determine the nature of the costs incurred and/or expenditures made by the Grantee for the Project.

14. The Department reserves the right to perform interim and final audits of the Grant provided for under this Agreement. Any final audit shall commence within three (3) years of the expiration or earlier termination of this Agreement. In connection with any audit undertaken hereunder, the Grantee shall provide access to all records with respect to the Project. Following the completion of any audit undertaken hereunder, the Grantee shall refund to the Department within forty-five (45) days following notification by the Department any Grant payments that are found to be unsupported by acceptable accounting records or not expended in accordance with the terms of this Agreement. The Grantee’s covenant to repay any excess Grant payments shall survive the expiration or earlier termination of this Agreement.

15. This Agreement may be modified only by written instrument, executed by the Department and the Grantee.
16. The Grantee shall, to the extent permitted by law, defend, indemnify, and hold harmless the Department, its officers, agents, and employees, from any and all claims, demands, suits, causes of action, liability, damages, losses, costs and expenses (including reasonable attorneys’ fees) of whatsoever nature, including, without limitation, those arising on account of any injury or death of persons or damage to property, caused by, arising out of, or resulting from any and all services and activities performed by the Grantee or its employees, agents, subcontractors, or consultants relating to the Project and this Agreement.

17. All payments hereunder by the Department to the Grantee are subject to the budgetary and appropriation requirements of Section 3-216(d)(2) of the Transportation Article of the Annotated Code of Maryland, (2015 Replacement Volume, as amended and supplemented).

18. No right, benefit or advantage inuring to the Grantee under this Agreement may be assigned and no burden imposed on the Grantee hereunder may be delegated or assigned without the prior written approval of the Department.

19. The parties hereby agree that this Agreement shall be construed in accordance with the law of the State of Maryland.

20. As an inducement to the Department to make the Grant, the Grantee hereby certifies to the Department that:

(a) any resolution, ordinance or other action which may be required by local law has been introduced and adopted, passed, enacted or taken as an official act of the Grantee’s governing body, authorizing the execution and delivery of this Agreement by the Grantee in such manner and form as to comply with all applicable laws to make this Agreement the valid and legally binding act and agreement of the Grantee;

(b) no officer or employee of the Grantee, or its designees or agents, no consultants, no member of the Grantee’s governing body, and no other public official of the Grantee, who exercises any functions or responsibilities over the Project or the Grant shall have or obtain a personal or financial interest or benefit from any activity in connection with the Project or Grant or have an interest in any contract, subcontract or agreement with respect therewith;

(c) the Grantee is not in arrears with respect to the payment of any moneys 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.

21. The Department and the Grantee certify that they prohibit, and covenant that they will continue to prohibit, discrimination on the basis of:
(a) age, ancestry, color, creed, marital status, national origin, race or religious or political affiliation, belief or opinion, or sexual orientation;

(b) sex or age, except when age or sex constitutes a bona fide occupational qualification; or

(c) the physical or mental disability of a qualified individual with a disability.

Upon the request of the other party, the Department and the Grantee will submit to the other party information relating to its operating policies and procedures with regard to age, ancestry, color, creed, marital status, mental or physical disability, national origin, race, religious or political affiliation, belief or opinion or sex or sexual orientation.

22. The Department and the Grantee shall comply with the State’s policy concerning drug and alcohol-free workplaces, as set forth in Executive Order 01.01.1989.18 and COMAR 21.11.08, and must remain in compliance throughout the term of this Agreement.

23. It is specifically agreed between the Department and the Grantee that it is not intended by any of the provisions of this Agreement to create in any public entity, or any member thereof, or in any private entity third party beneficiary status in connection with the performance of the obligations herein.

24. If any provisions of this Agreement is held to be illegal, invalid or unenforceable by a court of competent jurisdiction:

(a) such provision shall be fully severable;

(b) this Agreement shall be construed and enforced as if such illegal, invalid or unenforceable provision had never comprised a part of this Agreement; and

(c) the remaining provisions of this Agreement shall remain in full force and effect and shall not be affected by the illegal, invalid or unenforceable provision or by its severance from this Agreement.

25. This Agreement may be executed in a number of identical counterparts, each of which shall constitute an original and all of which shall constitute, collectively, one agreement.

26. This Agreement shall inure to and be binding upon the parties hereto, their agents, successors and, to the extent an assignment has been approved pursuant to Section 19 of this Agreement, their assigns.

27. Each notice, invoice, demand, request, consent, approval, disapproval, designation or other communications between the parties, to the extent required to be in writing shall be made by United States Postal Mail to the following addressees:
In the case of MTA:
Ms. Jaime McKay
Office of Planning and Capital Programming
STIG Program Coordinator
6 St. Paul Street,
Baltimore, MD 21202

In the case of the Grantee:
Mr. Jim Wills
Transit Administrator
Queen Anne’s County Department of Community Services
104 Powell Street,
Centreville, MD 21617

The next page is the signature page.

IN WITNESS WHEREOF, the parties here to have executed this Agreement as of the day and year first above written.

MARYLAND TRANSIT ADMINISTRATION
WITNESS:

By:
Kevin B. Quinn, Jr. Date
Administrator

FUNDs AVAILABLE:

APPROVED AS TO FORM AND LEGAL SUFFICIENCY:
MTA Director of Finance

Assistant Attorney General
MUNICIPALITY/LOTS

WITNESS

By: Jan Villa
(Name)
(Title)

APPROVED AS TO FORM AND LEGAL SUFFICIENCY

Edie Thomas
Office of the (Legal Counsel)

Date: Jan. 31, 2019
MEMORANDUM

Date: May 10, 2019

To: County Commissioners

From: Mike Watson, Chief of Operations, Department of Parks & Recreation
Via: Steve Chandlee, Director, Department of Parks & Recreation

Subject: FY 2019 Department of Parks Vehicle Replacement

The Department of Parks is requesting to purchase a 2019 Ford F250 Crew Cab pickup, from Hertrich Fleet Services, Milford, De. for $30,865.00 using the Maryland Department of General Services Contract. (BPO# 001B9400177) This vehicle purchases are part of the systematic replacement of Park Fleet Vehicles. We will be replacing a 2003 Chevrolet 2500 Pickup truck, which has been removed from service, due to safety inspections and high mileage.

Requested Action:

I move to authorize the Department of Parks & Recreation to purchase a 2019 Ford F250 Crew Cab pickup, from Hertrich Fleet Services, Milford, DE, for $30,865.00 using the Maryland Department of General Services Contract. Funding to come from the Department of Parks & Recreation’s FY 2019 Capital Equipment Budget.

cc: Jon Seeman
May 3, 2019

Queen Anne's County Maryland
Parks & Recreation
1945 4-H Park Road
Centerville, MD 21617

Mr. Mike Watson

We are pleased to provide a quote, priced per MD BPO# 001B9400177 Type 7 ¾ Ton Truck and equipped as follows:

2019 FORD F250 2WD, W/ 6.2L V8 GAS ENGINE, 6 SPD AUTO TRANS, VINYL SEAT & FLOOR, A/C, AM/FM RADIO, TRAILER TOW PKG, BLUETOOTH, E-LOCKING AXLE, POWER WINDOWS, LOCKS & MIRRORS, DRIVER CONFIGURABLE DAY TIME RUNNING LIGHTS, PRIVACY GLASS, REAR DEFROST

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Please get in touch with any questions, or to secure this vehicle. I look forward to hearing from you.

Jim Blecki - jblecki@hertrichfleet.com or 800-698-9825
PARKS AND RECREATION DEPARTMENT  
FY 2019 CAPITAL EQUIPMENT

| Approved FY19 Capital Equipment | $229,400.00 |

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| Current FY19 Capital Equipment Budget | $120,890.00 |

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| FY19 Remaining Budget with Proposed Expenditure | $90,025.00 |
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Run Date: 04/30/2019 Time 12:17:52
### Key Project: 400221 - Capital EQMT - Parks

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<td>.00</td>
<td>-117,172.35</td>
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</tbody>
</table>
April 30, 2019

The Honorable Stephen Wilson
President, County Commissioners
Queen Anne’s County
107 N. Liberty Street
Centreville, MD 21617-1048

Dear Mr. Wilson:

Enclosed please find two originals of a Cooperative Agreement between the Maryland Department of Agriculture and Queen Anne’s County that provides for cooperation in the control and eradication of noxious and certain invasive weeds for the period July 1, 2019 through June 30, 2020.

Please review, sign and return both originals for signature by the Department to the above address attention Lane Heimer. A fully executed original agreement will be returned for your files.

Your continued support of and cooperation with the Department in this program are greatly appreciated.

Sincerely,

Julianne A. Oberg
Deputy Secretary

JAO:mes
Enclosures
This COOPERATIVE AGREEMENT, dated this ___ day of __________, 2019, is between the Maryland Department of Agriculture ("Department") and Queen Anne’s County ("County") for the purpose of effecting a program for the control and eradication of invasive and designated weed species in Queen Anne’s County, Maryland (the "Program").

1. The County agrees to the following:

   A. The County may appoint a Weed Advisory Committee to assist the Department in developing and implementing a Noxious Weed Control Program.
   B. Upon consultation with the Department, the County may employ a Weed Control Coordinator who, in conducting the Program, shall cooperate with the Department and implement the Program consistent with the Department’s goals, following the technical advice offered by the Department.
   C. The County shall use revenue received from all sources, including stakeholders, to operate the Program with any unexpended funds retained for future Program operating expenses.

2. The Department agrees to the following:

   A. To provide the County with technical advice for implementing the Program during the period July 1, 2019 through June 30, 2020.
   B. To otherwise assist the County in fulfilling the requirements of Agriculture Article, Title 9, Maryland Annotated Code.

3. This agreement may be terminated by either party with 30 day’s written notice.

4. The Department’s monitor of this COOPERATIVE AGREEMENT is:

   Name:       Lane Heimer
   Title:      Administrator
   Address:    50 Harry S Truman Parkway
               Annapolis, MD 21401
   Phone:      (410) 841-5920

The monitor shall be personally familiar with the progress of this COOPERATIVE AGREEMENT and shall have the first opportunity to resolve a dispute.
5. The County certifies that it prohibits and will continue to prohibit discrimination on the basis of:

   (a) Political or religious opinion or affiliation, marital status, race, color, creed, or national origin;

   (b) Sex or age, except when age or sex constitutes a bona fide occupational qualification; or

   (c) The physical or mental handicap of a qualified handicapped individual.

6. The County warrants that it shall comply with the State's policy concerning drug and alcohol free work places, as set forth in COMAR 01.01.1989.18 and 21.11.08, and shall remain in compliance throughout the term of this agreement.

ATTEST:
QUEEN ANNE'S COUNTY

By: ________________________

DEPARTMENT OF AGRICULTURE

By: Julianne A. Oberg
   Deputy Secretary

Title

Date

Date

This form has been approved for legal form and sufficiency by the Office of the Attorney General, Maryland Department of Agriculture.
MEMORANDUM

DATE: May 21, 2019

TO: County Commissioners

FROM: Jonathan R. Seeman

RE: Property Tax Credit for Disabled or Fallen Emergency Workers

The following application for the Property Tax Credit for Dwelling owned by a Disabled Emergency Worker, which has been reviewed by the County attorney Patrick Thompson, is recommended for approval.

Hank F. Brittingham

The amount of the credit is 100% of the County tax for the tax year 2019-2020. The estimated amount of the tax credit is $6,326.00.
April 29, 2019

To: Commissioners, Queen Anne’s County  
Jonathan Seeman, Queen Anne’s County Finance and IT  
From: Jody Schulz, Chair, Kent Narrows Development Fund  

RE: KNDF Draw on 570 Fund  

The Kent Narrows Developing Foundation request’s a transfer of $10,000 from the 570 Fund to cover operating costs until funds from the Special Tax district are replenished in July.

Cc: Todd Mohn, Queen Anne’s County  
Mike Harris, KNDF  
Georgeanna Windley  
Pat Worns, KNDF
## QUEEN ANNE'S COUNTY
### REQUEST FOR BUDGET AMENDMENT
#### FY 2019

<table>
<thead>
<tr>
<th>Description of expenditure/revenue accounts to increase/(decrease):</th>
<th>Fund</th>
<th>Account Code</th>
<th>Increase (Decrease) Amount</th>
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<tr>
<td>PROJECT ONLY</td>
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<tr>
<td>increase New Courthouse Project Gen Cap FY19 Pr Yr Fund Balance</td>
<td>410</td>
<td>410000 39939 400559</td>
<td>700,000</td>
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<tr>
<td>increase New Courthouse Project Buildings/Additions</td>
<td>410</td>
<td>410000 9040 400559</td>
<td>700,000</td>
</tr>
</tbody>
</table>

**COMMENTS:**

This amendment will establish budget authority to use $700,000 of General Capital fund balance for the New County Courthouse.

---

Requester printed Department: Nichole Hepfer, Finance
Requester signature & date: 
Finance Director signature & date: 
Approval & date: 

# CC-27
Entered by ___

Date 04/18/19

Finance Shared/Forms/016/94/AMENDMT capital projects GENERAL e db/FY19 CC-27
April 27, 2019

Queen Anne's County Board of County Commissioners
107 N. Liberty Street
Centreville, Maryland 21617

Dear Board of County Commissioners:

My wife and I are residents of Queen Anne's County. I have lived in the county for over 28 years. I have run my charter boat business out of the Queen Anne Marina for over 20 years and have been a long-term advocate for the fishing and charter industry in the county. As a Charter Captain I brought thousands of anglers to the county who have added to the economy of our great county. In keeping with contributing to the county and those in need, I am supporting a worthy cause to help the families of children who are critically ill. I am raising money for the Casey Cares 501-3C (52-2259802). The mission of Casey Cares is to provide ongoing, uplifting programs with a special touch to critically ill children and their families.

I will be participating in the Casey Cares fishing tournament which is being held at the Bay Bridge Marina and the Inn at Chesapeake Bay Beach Club. This tournament will bring hundreds of anglers and their guests to our county. All the money raised by my boat will go directly to the Casey Cares Foundation. My wife and I paid the entry fee of $1000 as our donation to this Foundation. With your support along with friends and family, we were able to raise over $10,000 last year. The tournament was able to raise over $100,000 for this worthy cause through this Queen Anne's County based tournament. We have set a goal for our team to raise at least $10,000 for this worthy cause again this year. I ask that you help me support our fine county and this worthy cause and the local families it benefits by contributing $5000 to the Casey Cares Foundation through sponsoring my Queen Anne's County based boat in this charity event.

Sincerely,

Wade Lober

5001 Main Street, Grasonville, MD 21638

410-977-6541
In the matter of the application of Casper Solar Center, LLC for a Certificate of Public Convenience and Necessity to construct a 36.70 MW solar photovoltaic generating facility in Queen Anne's County, Maryland

Case No. 9450

To All Parties of Record:

Enclosed please find a copy of the "Public Utility Law Judge’s Notice of Continued Suspension of Procedural Schedule" issued today in the above-entitled matter.

Very truly yours,

Leatrice Williams
Administrative Aide

lw
Enclosure
PUBLIC UTILITY LAW JUDGE'S
NOTICE OF CONTINUED SUSPENSION OF PROCEDURAL SCHEDULE

On April 15, 2019, Casper Solar Center, LLC ("the Applicant") filed a letter advising the Commission that it expected its conditional use application to be heard by the Queen Anne's County Board of Zoning Appeals ("BZA") on May 29, 2019.

The procedural schedule in this matter has been suspended at the request of the Applicant since May 23, 2018 to allow the Applicant time to complete the conditional use approval process with the BZA. The Applicant is requesting that this matter be again suspended until May 31, 2019, with the requirement that the Applicant either propose a procedural schedule or request a further suspension on or before that date.

Accordingly, the procedural schedule in this matter shall hereby continue to be suspended. On or before May 31, 2019, the Applicant is directed to either submit a new procedural schedule for my consideration or to request the continued suspension of this proceeding.

Jennifer J. Grace
Public Utility Law Judge
Public Service Commission of Maryland
May 1, 2019

Honorable James J. Moran
Queen Anne's County
107 North Liberty Street
Centreville, MD 21617

Dear Mr. Moran:

Maryland State regulations provide that the Department of Public Safety and Correctional Services (DPSCS) coordinate the review and processing of local jail/detention center capital improvement requests to be funded in whole or in part by the State. The Division of Capital Construction and Facilities Maintenance, an agency of this Department, acts as the central contact point for these local jails construction projects.

Please submit your request for Capital Improvement projects requiring State funding in Fiscal Year 2021 by July 1, 2019 directly to:

Mr. James Dunkerson, Local Jails Capital Improvement Program Administrator
% Department of Public Safety and Correctional Services
Division of Capital Construction and Facilities Maintenance
6776 Reisterstown Road, Suite 201
Baltimore, Maryland 21215-2341

Your submission must include a separate Part I Program that must have been submitted by July 1, 2018 and a separate Part II Program that must have been submitted by March 1, 2019; a current cost estimate worksheet; a basis for the estimate; proposed project schedule; and whether any federal funds will be sought for the project. Each jurisdiction is asked to include a Five-Year Capital Improvement Plan (Fiscal Years 2021-2025) for future projects to assist the State in planning funding projections for future appropriations. Your Capital Improvement Plan (CIP) must include the project description, justification, cost estimates and the fiscal year of the project. Failure to follow these requirements, especially the requirements for Part I and Part II programs, will result in your request not being considered for Fiscal Year 2021.

The Local Jail Capital Improvement Program Policy and Procedures Manual contains helpful information concerning this process. The local jail design standards, included in this manual, are used to determine the extent of State participation in the funding of local jail construction. Please note that some of the forms used in requesting capital funding are enclosed for your convenience.
As a reminder, architectural/engineering projects submitted to the Legislature must include the following requirements:

- a separate Part I Program that was submitted by July 1, 2018 and a separate Part II Program that was submitted by March 1, 2019.
- the costs and square feet associated with every component of the project (cost estimate worksheet);
- the number of federal inmates housed in the county jail and whether those beds have been factored into the request;
- the listing of costs that do not qualify for State funding, i.e., air-conditioning, additions to the sheriff's office, etc.;
- the total number of beds added or renovated and,
- whether the request complies with all local jail standard, i.e., space requirements, double-celling, use of alternatives to incarceration programs, etc.

The Maryland State Legislature has expressed concern that all local jurisdictions make use of Alternatives to Incarceration programs to the greatest extent possible. The Department of Public Safety and Correctional Services requests that local jurisdictions provide an overview of their plans for the Alternatives to Incarceration programs (see the form attached), along with their capital request for State funding. **Counties should complete this form annually, even if there is no request for capital funding at this time.**

If you have any questions concerning this matter or would like to receive electronic copies of the enclosed forms, including the *Local Jail Capital Improvement Program Policy and Procedures Manual*, please contact directly Mr. James Dunkerson at 410-585-3292. This Department looks forward to working with you to meet mutual goals in public safety.

Sincerely,

David N. Bezanson,
Assistant Secretary

DNB:h
Attachments (As stated)

cc: (w/ attachments)
- Katherine Z. Dixon, DCCFM (w/o attachments)
- Daniel D. Schuster, DCCFM (w/o attachments)
- Kia Word, DBM (w/o attachments)
- Shirley Kennedy, DGS (w/o attachments)
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<table>
<thead>
<tr>
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<tbody>
<tr>
<td>1. Name of County:</td>
<td>2. Agency Contact Person and Phone Number:</td>
</tr>
<tr>
<td>3. Name of Facility:</td>
<td></td>
</tr>
<tr>
<td>4. Project Title:</td>
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<tr>
<td>5. In Agency 5-year Master Facilities Plan? Yes/No</td>
<td>6. Project Location (Subdivision/District):</td>
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<td>7. Square Footages: NSF: GSF:</td>
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<td>8. Project Schedule</td>
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<td>A/E Award:</td>
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<td>Design Time:</td>
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<td>Construction Contract Award:</td>
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<td>9. Date Submitted:</td>
<td>10. Project Priority:</td>
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<td>11. Program Approved</td>
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<td>Date</td>
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<td>Part I:</td>
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<td>Part II:</td>
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<td>12. Estimated Cost by Use and Source</td>
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<td>Prior Appropriations*</td>
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<td>B. Planning</td>
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<td>C. Construction</td>
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<td>D. Equipment</td>
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<td>E. Other</td>
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<td>F. Total</td>
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<td>G. GO Bonds</td>
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<td>H. General Funds</td>
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<td>I. Special Funds*</td>
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<td>J. Federal Funds</td>
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<td>K. Revenue Bonds</td>
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<td>L. Non-State Funds*</td>
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<tr>
<td>M. Total</td>
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*Specify source and date available:

13. Project Description and Justification (Include type of construction, GSF, capacities, problem and how solved, occupants, customers served, and other relevant information; use space below):
## DEPARTMENT OF BUDGET AND MANAGEMENT

### Five-Year Capital Improvement Program

#### SUMMARY OF AGENCY PROJECT REQUESTS

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<tr>
<th>1. COUNTY</th>
<th>3. DATE</th>
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<th>5. NON-STATE FUNDS</th>
<th>6. PRIOR STATE APPROPRIATIONS</th>
<th>7. REQUEST FOR STATE FUNDS IN FY '21 BUDGET YEAR</th>
<th>8. REQUESTS FOR STATE FUNDS IN FUTURE YEARS</th>
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<td>FY 2023</td>
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### 4. PROJECT TITLE, LOCATION, AND ESTIMATED COSTS

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<td>Construction</td>
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<td>Capital Equipment</td>
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<td>Capital Equipment</td>
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### 9. TOTALS (Complete only on last page if more than one page is used):  
N. A.    N. A.
### ALTERNATIVES TO INCARCERATION PROGRAMS

**JURISDICTION:**

#### A. CURRENT PROGRAMS

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<th>FY 2020 (PROJECTED)</th>
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<td>PRE-TRIAL RELEASE</td>
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<td>OTHER PROGRAMS</td>
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#### B. OPERATING BUDGET INFORMATION

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<th>FY 2019 (ESTIMATED)</th>
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<td># OF STAFF (FULL-TIME EQUIVALENT)</td>
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#### C. FUTURE PROGRAMS UNDER CONSIDERATION


#### D. CONTACT PERSON:

D. CONTACT PERSON: __________________________ TELEPHONE #: __________________________

DBM Form C (Rev. 5/01)
EQUIPMENT AND FURNISHING REQUEST

AGENCY: __________________________

PROJECT: __________________________

REQUEST FOR FISCAL YEAR: __________________________

(+) To be completed by DBM

(++) Net anticipated purchase cost. i.e., catalog price less any discounts

State law requires that Maryland Correction Enterprises products be acquired if available, regardless of local purchasing laws.

CB Form G (9/94)
April 24, 2019

Queen Anne’s County
107 N. Liberty St.
Centreville, MD 21617

Re: 19-QA-0037

Dear Sir/Madam:

Recently you received an erosion and sediment control plan approval from the Queen Anne’s Soil Conservation District (SCD) for your Kent Island Sewer Project project. The purpose of this letter is to inform you that our office, the Water Management Administration (WMA) Compliance Program, is responsible for the inspection of this project to ensure compliance with the approval and associated State Sediment Pollution Laws. We do this in order to protect your local streams, the Chesapeake Bay and all other waters of the state from the negative impacts of sediment or sediment run-off from construction sites.

Within two (2) weeks prior to starting your project, we request that you or your contractor contact our inspector in your area, Mr. Chris Westergard, at (410) 901-4020 to arrange a pre-construction meeting. The purpose of the meeting is to review the approved sequence of construction, sediment control installation and maintenance, and temporary and permanent stabilization at your site. Your approved plans require that you keep the controls in place and maintained at all times in order to prevent sediment run-off. Additionally, it will afford you the opportunity to ask questions that may help avert any potential problems.

If the proposed limits of disturbance of your project are one (1) acre or greater, then you must obtain coverage under the National Pollutant Discharge Elimination System (NPDES) General Permit for Stormwater Associated with Construction Activity before you begin earth disturbance on the first part of the project. WMA issues the coverage under this permit and inspects projects for compliance with the conditions in the permit. For projects needing coverage under the General Permit for Stormwater Associated with Construction Activity, please see MDE’s webpage at http://go.usa.gov/gFMW. The webpage has information about the General Permit and a link to the electronic system for submitting Notices of Intent. If your project is part of a larger plan, for example, a residential subdivision or planned unit development, you must comply with the conditions of the NPDES Stormwater Permit for that project. Our inspector will be looking for this and will assist you in determining what steps need to be taken to ensure compliance, should you have any questions.
Generally, most individuals are willing to implement the approved sediment controls and maintain them for the duration of the project. Occasionally, some individuals refuse to comply with the law and fail to do what is in the best interest of our valuable water resources. We must then take enforcement action, which may include assessing fines. Please be advised that State Law provides for both civil and criminal penalties for sediment control, sediment pollution and water pollution violations.

Note that your plan will expire on January 13, 2021. For you to continue work beyond the expiration date, you must contact the Queen Anne's SCD or the Approval Authority to request an extension or re-approval prior to the expiration date. You should also contact the Approval Authority if you must modify the approved plan or if you have questions about your approval.

If I can in any way contribute to your success in completing the erosion and sediment control requirements for your project, please call me at (410) 901-4020.

Sincerely,

Paul Ferreri, Division Chief
Water and Science Administration
Compliance Program, Eastern Division

PF/tip
Earlier this month, I sent a memorandum requesting feedback on the Maryland Association of Election Officials' (MAEO) salary proposal for FY 2020 and FY 2021. To those jurisdictions that responded to my memo, thank you – your feedback informed the members of the State Board of Elections and enables us to propose an alternative that we believe is responsive to the stated concerns about fiscal impact while also recognizing the important work of the employees of the local boards of elections.

The alternate proposal is:

1. In FY 2020, the State employees of the local boards of elections will receive the 3% cost of living adjustment (COLA) all State employees receive. The State Board of Elections will not approve any new requests for salary increases.
2. In FY 2021, the State employees of the local boards of elections will receive an approximate 3% increase and any other salary increases authorized by the Governor's FY 2021 budget.
3. In FY 2022, the State employees of the local boards of elections will receive an approximate 3% increase and any other salary increases authorized by the Governor's FY 2022 budget.
4. In FY 2023, the State employees of the local boards of elections will receive an approximate 3% increase and any other salary increases authorized by the Governor's FY 2023 budget.

Recognizing that the budget process is an annual one and this salary proposal is a multi-year one, the State Board of Elections will review annually the salaries for State employees at the local boards of elections and before December of each year, notify the budget officer for each
jurisdiction of any salary increases for the following fiscal year. Mid-year salary adjustments will be carefully reviewed and approved only after consulting with the appropriate budget officer.

The State Board of Elections will meet on May 16, 2019, to discuss this issue. To facilitate our discussion, please email nikki.charlson@maryland.gov your feedback on the proposal outlined in this memo no later than Friday, May 10, 2019. If we do not receive any feedback, we will assume that your jurisdiction does not object to the proposal.

Thank you for partnering with us in this effort and considering this request. We look forward to receiving your thoughts.
MEMORANDUM

TO: County Commissioners
    Todd Mohn, County Administrator

FROM: Jean Fabi, Economic Development Manager
       Ashley Chenault, DMO, Tourism Development Coordinator

CC: Economic Development Commission
     Economic Development Incentive Fund Commission

DATE: May 15, 2019

SUBJECT: Monthly Department Report for April 2019

Below is a summary of the activities of the Department of Economic and Tourism Development for the month of April, 2019:

Economic Development:

Business Retention/Expansion:

• PRS Guitars, Stevensville, Chesapeake Bay Business Park - Retention
• Corsica Technologies, Centreville – Expansion
• Communications Electronics Systems, Stevensville, Chesapeake Bay Business Park – Expansion
• Net Vision Consultants, Stevensville, Chesapeake Bay Business Park – Expansion
• Michigan Manufacturing International, Stevensville, Matapex Professional Park - Retention
• Paquin Interiors and Paquin Design and Build, Grasonville – Grand Opening, Expansion.
• BlackWater Distilling, Stevensville – Grand Opening (Tavern), Expansion.
• Shore Signs, Grasonville – 40th Anniversary Recognition
• GTI, Centreville – Expansion. $9 million investment, 25 to 30 new employees.
• Miltec U.V., Stevensville, Chesapeake Bay Business Park – Retention/Youth Apprenticeship
• Federal Resources, Stevensville, Chesapeake Bay Business Park – Retention/Youth Apprenticeship
• Sauer Compressor USA, Stevensville, Chesapeake Bay Business Park – Retention/Youth Apprenticeship
New Business Meetings/Info:
- Talkie Communication – ISP based in Chestertown
- ServPro – New franchise based in Matapeake Professional Park. 10 +/- new jobs. Enterprise Zone Tax credits eligible.
- Queenstown Assisted Living – Proposed 44 bed facility, QAC Commercial Tax Credit eligible.
- Ten Eyck Brewery – Received building permits
- Dogwood Acres Pet Resort – Scheduled Groundbreaking Ceremony for May 8, QAC Commercial Real property tax credit eligible. Received Development Review Fee Reimbursement

Events and Meetings:
- Business Retention Networking (BRN) – Hosted Department of Commerce. Presentation on the Opportunity Zone by DHCD.
- Eastern Shore Land Conservancy Conference on Traffic Congestion
- MEDA Annual Conference, Cambridge.
- MidShore Community Foundation Advisory Panel Meeting at Chesapeake College. CTE program.
- KNDF – FTZ presentation and department quarterly update at regular meeting in April.

Marketing and Promotion:
- Business Expansion Magazine July edition featuring Maryland (see attached Ad)
- MACO 2019 Directory (see attached Ad)
- Opportunity Zone Marketing grant from USRC for print and digital ads.
- Continue Facebook digital ad promotion for Available Space/Properties, Foreign Trade Zone, Youth Apprenticeship, etc.

Other Development Review Projects:
- Revised layout for concept plan approval for Fisherman’s Hotel and Conference Center received and under review.
- Parks Tire & Auto – minor site plan new location on MD Route 213 near Grange Hall Road under review. Referral to SCORE for potential program participation.
- Sealing Trust – minor site plan for expansion of building in Matapeake Professional Park. Certified to receive Enterprise Zone tax credits. Expansion is to accommodate Sealing Tech.
- Redevelopment of 109 Dundee Avenue (3 properties) – mixed use commercial. Enterprise Zone.
- Several solar projects – under review.

Tourism:
Action Items /Meetings:
- Purchased URL for live camera stream (www.QACLive.com)
- Eastern Shore Land Conservancy Bay Bridge Traffic Plan Meeting
- Pennsylvania Bus Association Tradeshow-Harrisburg, PA
- American Bus Association, Pennsylvania Bus Association, Maryland Motorcoach Association- Follow up being completed more information to follow
April 2019 Department Report

- Bay Bridge Boat Show: promotional material developed highlighting dock bars, marinas and boat services (see attached profile sheet)
- Maryland Tourism Coalition Spring Event meeting – Cecil County (met representatives from AAA, Chesapeake Maritime Museum)
- Meeting with Liz Fitzsimmons (Managing Director of Maryland Tourism) and Tom Riford (Assistant Secretary of Commerce) – to discuss traffic, partnerships and operations at the local level
- Coordinate MDMO (Maryland Destination Marketing Organization) Retreat – to be held at Fisherman’s Inn in June
- Outfront Media Meeting – discussed advertising opportunities in metro transit systems
- ABA and Crabtank on the Choptank meeting with Eastern Shore DMOs and Maryland Office of Tourism; Chase the Blue Crab: continue work with Eastern Shore Counties and the State of Maryland on itinerary development surrounding ways travelers can enjoy blue crab and have authentic, unique Chesapeake Bay experiences.
- Tourism in partnership with 4 other DMO’s will be hosting a familiarization tour with Canadian Travel writers that are exploring the Great Chesapeake Bay Loop. The travel writers will go to 5 counties: Anne Arundel, QAC, Kent, Cecil, and Harford
- Chesapeake Bay Magazine: Business meeting to discuss marketing opportunities, visitor guide proposals and co-ops with local partners

Marketing Initiatives:
- Billboard (404/50 junction) “Drink Maryland”
- Shore Monthly print campaign: Food Truck Festival, Drink Maryland, Paddlepalooza (see attached ads)
- Display at Bay County Welcome Center (Rt. 301)
- National Travel & Tourism Week – Set up table at 301 Welcome Center for Tourism Day to welcome visitors to Queen Anne’s County
- Washingtonian Spring Campaign- Maryland “Open For It” Ad with crab imagery and QAC branding (see attached ad)
- Southern Living – Open for it” Adventure and Crab Season, Spring magazine (see attached ad)
- Mass Marketing Inc. Kent County and Kent Island Map “Open For It” advertisements (see attached ads)
- Oversaw completion of tourism promotional video

Visitor count for Chesapeake Heritage & Visitor Center, month to month over last year:

Boards and Commissions:

Economic Development Commission:
- Regular Meeting held April 24. Included presentation from Jenny Rhodes, UMD AG Ext. Agent, on the results of the National Ag Census and Action Plan Review.
- Workforce Development Subcommittee – Meeting with Adam Tolley, Dr. Kane, Don Gross and Patty Shreve to discuss Youth Apprenticeship and working with school guidance counselors. Planning future event to promote CTE programs.
April 2019 Department Report

Economic Development Incentive Fund Commission:
- Regular meeting held April 15, 2019.
- 1st Quarter Employment Reports compilation under way.
- Communications Electronics Systems – Commission recommended approval of $30,000 award to support expansion. County Commissioners approved disbursement 4/23/19.
- New member meeting with Todd Mohn, County Administrator
- Corsica Technologies – Funding disbursement pending
- Smoke, Rattle and Roll - Projected opening date of SRR in Centreville end of May. New restaurant, Joshua’s Steak and Chops to open in June.
- Kent Narrows Marine, LLC – Awarded and pending disbursement.

Planning Commission Actions (April):
- Wye River Marine, Piney Creek Road, Chester: Minor site plan approval for a proposed two-story building with an office and five (5) service bays on the first floor and storage over the office on the second floor. Project is within the Enterprise Zone and is eligible for commercial real property and income tax credit certification.
- Queenstown Assisted Living, Shoreway Drive, Queenstown: Major site plan approval of seventy-two (72) bed, 49,998 sq. ft., assisted living facility. Project is not within the Enterprise Zone, but may qualify for the QAC Commercial Real Property Tax. Plans to break ground in fall 2019.

Upper Shore Regional Council:
- Coordinating with USRC on regional marketing for Opportunity Zone
- Promoting participation in Main Street and farming entrepreneurship programs.

Stevensville A & E District:
- 1st Saturday Meetings
- Meeting with Steven Skeritt Davis, Deputy Director of Maryland State Arts Council
- Full board and Executive Board meetings

Queen Anne’s County Historic Sites Consortium:
- Provided Report for meeting - May 2, 2019

Stories of the Chesapeake Heritage Area Board:
- Stories of the Chesapeake MHAA Grant Review
- Hold the position of Secretary (Ashley Chenault) for the organization.

ATT: Advertisements produced in April
Strategically located in the Mid-Atlantic with immediate market reach to Washington D.C., Baltimore, Philadelphia and Wilmington.

Competitive local incentives & workforce

Enterprise & Opportunity Zones

This county is the perfect place for us to be in the state.

- Paul Reed Smith
PRS Guitars, Stevensville

ChooseQueenAnnes.com | 410-604-2100

Maryland Economic Development Agency
425 Prince Frederick Rd, Chester | 2/22/19
Queen Anne's County has so many unique companies. I can't think of a better place to be.

- JEREMY REYNOLDS
RTI Forensics

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ECONOMIC DEVELOPMENT

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Jeanabi Econom, Development Manager
425 Dunny Narrows Rd., Chestert, MD 21059
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Centreville
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Kent Narrows Waterfront

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Goodhand's Creek
Jackson Creek Landing
Kent Narrows Landing
Little Creek Landing
Matapeake Landing & Pier
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Travel by boat to **Waterfront Restaurants & Dock Bars**
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Harris Crab House - Big Owl’s Tiki Bar - Bridges Restaurant - The Jetty
Harris Crab House - The Narrows Restaurant - Red Eye's Dock Bar
Kentmorr's Restaurant & Big Dave’s Tiki Bar

**Marinas and Yacht Service**
A&M Marine Service | Alliance Marine Group | Bay Bridge Marina | Betterboats Detailing
BOE Marine & RV | Castle Harbor Marina | Crab Alley Marina | Dominion Marina
Fisherman’s Marina | Harrison’s Yacht Sales | Island View Marina | Kent Island Marine
Kent Narrows Marine Boatel | Kent Narrows Yacht Yard | Kennerley Point Marina
Kentmorr Harbor Marina | L&B Marine Supply | Lippincott Marine & Yacht Broker
Mears Point Marina | Piney Narrows Yacht Haven | Queen Anne Marina
Skipjack Landing Marine Center | Steve’s Marine Service | Wells Cove Marina

QUEEN ANNE’S COUNTY TOURISM
Ashley Chenault, Destination Marketing Organization
425 Piney Narrows Road, Chester, Maryland 21619 | 410-604-2100
TASTE OF THE MATAPEAKE FOOD FAMILY FESTIVAL

SATURDAY, MAY 4, 2019 | 12PM - 5PM
BATT'S NECK PARK, 415 BATT'S NECK RD, STEVENSVILLE, MD

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CENTREVILLE
DOWNTOWN AT LAWYERS ROW & BROADWAY

MARYLAND-MADE
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ARTISAN VENDORS • LIVE MUSIC • FOOD
TASTING PASSES: $20 IN-ADVANCE $25 AT THE DOOR

FOR EVENT DETAILS & TO PURCHASE TASTING PASSES VISIT DRINKMARYLAND.ORG
Join us for PADDLEPALOOZA
PRESENTED BY THE CHESAPEAKE BAY ENVIRONMENTAL CENTER

SATURDAY, JULY 13TH 2019
ALL PROCEEDS BENEFIT CBEC’S ENVIRONMENTAL EDUCATION KAYAKING PROGRAMS!

Experience the wonders of the wetlands that surround the Chesapeake Bay Environmental Center. This 3-mile, safety supported paddle will give you a new perspective of CBEC as you paddle through waters of Cabin Creek, Kent Narrows and Marshy Creek. Celebrate your aquatic Chesapeake adventure at Lakeside Pavilion following the paddle!

FOR TICKETS AND ITINERARY INFORMATION: BAYRESTORATION.ORG

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CHESTERTOWN was founded in 1706. Chestertown was one of Maryland’s Royal Ports of Entry when Maryland was an English colony. Chestertown was second to Annapolis as a leading port in Maryland in mid-1800s. In 1805, Chestertown was incorporated and named after Master River.

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**KENT ISLAND STREET INDEX**

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October 14, 2018

Shane Moore
Public Works - Road Division
312 Safety Dr.
Centreville, MD 21617

Dear Shane:

I am writing to personally thank you and the road crew and on behalf of the many people using the entrance road for fixing the main entrance road at the Chesapeake Bay Environmental Center. Since your crew worked on the road, we have had five busloads of school children, four rentals and the Maryland Realtors conference. Since the repairs we have had about 900 people pass the gates. Everyone involved was most appreciative of not sinking into the "mortar holes" on the entrance road. Your crew was outstanding in completing the work thoroughly!

Unfortunately, the entrance road takes a beating with traffic, high tides, water from precipitation and marsh flooding. We try to maintain it with a small tractor and scraper, but that equipment isn’t enough to do the job your crew can do. Thank you for making the time and effort to keep CBEC open to the community by having the entrance road passable to the main campus.

Thank You!!

Sincerely,

Judy Wink
Executive Director

Cc: County Administrator: TMohn

PO Box 519  600 Discovery Lane  Grasonville, MD 21638
410.827.6694  Fax: 410.827.6713  BayRestoration.org
May 11, 2019

Queen Anne’s County
Board of County Commissioners
The Liberty Building
107 North Liberty Street
Centreville, MD 21617

Dear Commissioners:

Chesterwye is extremely thankful for the $300,000 supplemental funding allocation which was approved on April 23, 2019. Chesterwye agrees to the terms of the award. Additionally, Chesterwye will provide semi-annual updates on our financial status.

As noted during presentations to you we have restructured operational positions. We have made additional budget cuts and are preparing to meet the new billing changes which the Developmental Disabilities Administration will be implementing.

We continue to assure the people we serve receive high quality support. The Queen Anne’s County allocation is a tremendous boost for our operations, administration and especially the people we support and the staff providing that support.

With sincere gratitude,

Debra Langseth
Executive Director
April 23, 2019

Debra Landseth, Executive Director
The Chesterwye Center, Inc.
110 Chesterwye Lane
P.O. Box 96
Grasonville, MD 21638

Dear Ms. Landseth,

The County Commissioners of Queen Anne’s County have agreed to support the Chesterwye Center with a supplemental funding allocation in the amount of $300,000. This funding should be considered as a one-time commitment to your organization in this time of financial need to be transferred during the FY2019 budget year.

The County has sponsored Chesterwye Center from time to time with capital grants for replacement busses. As a condition of this additional upfront funding support, we will not be in a position to provide future capital grant funding to Chesterwye for the our remaining six-year capital budget program which extends through FY2025.

We would appreciate your written acknowledgement of this condition. As always, we genuinely commend Chesterwye’s mission to enhance the lives of adults and assisting them toward personal independence.

Respectfully,

QUEEN ANNE’S COUNTY
BOARD OF COUNTY COMMISSIONERS

Absent
James J. Moran, President

Jack N. Wilson, Jr.

Christopher M. Corchiarino

Stephen Wilson

Philip L. Dumenil
May 3, 2019

County Commissioners of
Queen Anne’s County
107 N. Liberty Street
Centreville, MD 21617

RE: MAJOR SITE PLAN SUBMITTAL FOR PHASE FOUR FOR PROPOSED MIXED COMMERCIAL USES, THE GARDENS OF QUEEN ANNE’S, A MIXED COMMERCIAL DEVELOPMENT ON PART OF THE LANDS OF QUEEN ANNE’S COUNTY COMMISSIONERS, LOCATED PIER ONE ROAD, STEVENSVILLE MD, DMS & ASSOCIATES JOB #2018166

To Whom It May Concern:

Attached please find the adjacent property owners Notification Form associated with the above referenced project. This project will be required to undergo the Queen Anne’s County Administrative Subdivision Review process and as required by the County Code the developer is responsible for notifying adjacent property owners of the project.

If you should have any questions about the project please call me at (443) 262-9130.

Sincerely,

DMS & Associates, LLC

Wm Thomas Davis, Jr., PE
Project Engineer

/ljd

Pc: QAC Department of Planning & Zoning
Dear Adjacent Property Owner,

In accordance with County regulations, your property has been identified as being adjacent to a proposed project or development. As part of the requirements of Queen Anne’s County, this notification is part of the application package required by the Planning Department for any subdivision or site plan approval. This notification must be in writing and prior to the submittal of the application to the County.

The application package will be submitted to the Planning Department on 5-3-19.

**Identification of Property:**

- **Tax Map:** 500
- **Block:** 4
- **Parcel:** 280 P/0
- **Lot:** 2

**Property Address:**

(if no street address is available because the property is vacant, provide a description of the location)

Pier One Road, Stevensville before you get to the Inn on the right side of Pier One Rd going west

**Intent and purpose of the proposed development to be submitted:**

Major site plan to construct a Clubhouse with multiple lawn-gardens courts, 2 retail buildings, a restaurant, pavilion bar, then associated parking and a bike path

**Applicant Information:**

- **Applicant(s) Name:** John Wilson CBC
- **Project Name:** The Gardens of QA City Phase III
- **Applicant(s) Address:** 500 Marina Club Road, Stevensville, MO 21666
- **Applicant Phone/Email:** 410-604-1933
- **Applicant’s Agent:** Tom Davis DMS & Associates, LLC
- **Agent's Address:** PO Box 180 Centreville MD 21617
- **Agent's Phone/Email:** 443-262-3910 wtda@dmsandassociates.com

**Property Owner:**

(f not the same as the applicant listed above)

- **Name:** County Commissioners of QA City
- **Address:** 107 N. Liberty St. Centreville, MD 21617

This is a notification and does not require a response. All applications are public information once submitted and may be reviewed at the Department of Planning & Zoning during regular business hours from 8:00am – 4:30 pm. Please see attached information on how to contact the Department of Planning & Zoning.
CONSTRUCTION DRAWINGS
FOR PHASE 4
THE GARDENS OF QUEEN ANNE'S
FOURTH ELECTION DISTRICT, QUEEN ANNE'S COUNTY, MARYLAND
PREPARED FOR: JOHN WILSON

**SITE NOTES**
1. Property line information is shown herein in chain from a plot of 44 acres as shown by a survey made by James H. Coursen and recorded in the office of the Clerk of the Circuit Court of Queen Anne's County, Maryland, as Survey Plat No. 00079, dated June 30, 1988.
2. The property is located in the Queen Anne's County Planning District.
3. Current zoning classification is "A-R" (Rural-Agricultural) as defined by Section 16-1-100 of the Queen Anne's County Zoning Regulations.
4. The property is subject to all existing easements and restrictions as shown on the accompanying site plan.
5. All structures, including any proposed new structures, shall be designed and constructed in accordance with the Queen Anne's County Zoning Regulations and any other applicable laws and regulations.

**GENERAL NOTES**
1. The property is located within the Queen Anne's County Planning District.
2. The property is subject to all existing easements and restrictions as shown on the accompanying site plan.
3. All structures, including any proposed new structures, shall be designed and constructed in accordance with the Queen Anne's County Zoning Regulations and any other applicable laws and regulations.

**RECALL**
- For additional information, please contact the Queen Anne's County Planning staff at 443-262-9130.
- This document is subject to change and should be reviewed before any construction begins.

**STATEMENT OF PURPOSE AND INTENT**
The purpose of this document is to provide a primer for the proposed development of a single-family residence on the site described herein. The intent is to ensure that the development is consistent with the Queen Anne's County Zoning Regulations and any other applicable laws and regulations.

**LEASE EXISTENTS**
- County: Queen Anne's
- Street: Garden Road
- Lot: 1
- Block: 10
- Section: 1
- Tax Map: 2403
- Tax Parcels: 3001, 3002
- Zoning: R-1
- Zoning Classification: Residential

**DESIGNATION OF USE**
- Main Use: Single-Family Residence
- Accessory Use: Garage

**CONSTRUCTION DRAWINGS**
- SHEET 1: Site Plan
- SHEET 2: Floor Plans
- SHEET 3: Elevation Plans
- SHEET 4: Details

**MAINTENANCE**
- After completion, the property shall be maintained in accordance with the Queen Anne's County Zoning Regulations and any other applicable laws and regulations.

**STORMWATER MANAGEMENT**
- The property shall be designed and constructed to comply with the Queen Anne's County Stormwater Management Regulations.

**SCHEDULES**
- Designation: P-400
- Date: September 20, 2020

**DRAWINGS**
- Drawings are available for review at the Queen Anne's County Planning Office.

**CURRENT ZONING CLASSIFICATION**
- Current zoning classification is R-1 (Residential Single-Family) as defined by Section 16-1-100 of the Queen Anne's County Zoning Regulations.

**ELECTRICAL PLANT**
- Electrical distribution system shall be designed and constructed in accordance with the Queen Anne's County Electrical Code.

**MECHANICAL PLANT**
- Heating, ventilation, and air conditioning system shall be designed and constructed in accordance with the Queen Anne's County Mechanical Code.

**PLUMBING PLANT**
- Plumbing system shall be designed and constructed in accordance with the Queen Anne's County Plumbing Code.

**SHEET No.**
- Sheet No. 1-4

**CONTRACTOR**
- Contractor: John Wilson

**NOTES**
- For additional information, please contact the Queen Anne's County Planning staff at 443-262-9130.

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