

## **A G E N D A**

### **POCOMOKE CITY MAYOR AND COUNCIL MEETING**

**7:30 p.m., Monday, January 25, 2016**

**City Hall**

1. Call to Order and Pledge of Allegiance.
2. First reading of Resolution No. 491 to amend Charter by adding and deleting language to Section C-65 Purchasing and Contracts.
3. First reading of Resolution No. 492 to amend Charter by adding and deleting language to Section C-36 Concerning the Conduct of Elections to allow write-in candidate.
4. Approval of grant application MDE -Clarke Ave. Pumping Station & Septic Hauling Station.
5. Two support letters for Bond Bill application for Discovery Center to amend prior Bond Bill and to apply for 2016 Bond Bill.
6. Approval of grant competition letter.

City Manager updates

Mayor and Council items

Comments from the Audience

Adjourn

**AGENDAS ARE SUBJECT TO CHANGE UNTIL THE TIME OF CONVENING.**

## CHARTER AMENDMENT RESOLUTION NO. 491

### A RESOLUTION TO AMEND THE CHARTER OF POCOMOKE CITY, MARYLAND BY ADDING AND DELETING LANGUAGE TO SECTION C-65 PURCHASING AND CONTRACTS

WHEREAS, the Municipal Corporation Charter of Pocomoke City, Maryland, § C-65 sets forth limited rules, guidelines, and practices purchasing and contracts for and on behalf of Pocomoke City; and

WHEREAS, the current Charter provisions do not provide for sufficient detail and have not kept pace with inflation or modern purchasing practices; and

WHEREAS, the Mayor and Council of Pocomoke City have concluded that it is appropriate for them to amend § 65 of the Charter to provide the power and duty of the Mayor and Council to enact, from time to time appropriate standards for purchasing, contracting competitive bidding, delegation of authority, and modernization of the purchasing process for Pocomoke; and

WHEREAS, the Mayor and Council deem it appropriate that all purchases of twenty-five thousand dollars or more be approved by the Mayor and Council; and

WHEREAS, the Mayor and Council have determined that these proposed changes are for the peace, order, and benefit of Pocomoke City and its citizens;

1. **NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Council of Pocomoke City, by virtue of the authority granted in Article XI-E of the Constitution of Maryland, that Section C-65 of the Municipal Charter of Pocomoke City, be amended to read as follows:\*

#### **§ C-65. Purchasing and contracts.**

[[All purchases and contracts for the City government shall be made by the City Manager. The Council may provide by ordinance or resolution for rules and regulations regarding the use of competitive bidding and contracts for all City purchases and contracts. All expenditures for supplies, materials, equipment, construction of public improvements, or contractual services involving more than five thousand dollars (\$5,000.00) shall be made on written contract. The City Manager shall be required to advertise for sealed bids, in such manner as may be prescribed by ordinance or resolution for all such contracts except in those instances where the Council determines that it would be in the best interest of the City to waive the requirements for advertising and/or sealed bids. Such written contracts shall be awarded to the bidder who offers the lowest or best bid, quality of goods and work, time of delivery or completion, and responsibility of bidders being considered. All such written contracts shall be approved by the Council before becoming effective. The City Manager shall have the right to reject all bids and readvertise. The City Manager, at any time in his/her discretion, may employ City forces for the construction or reconstruction of public improvements without advertising for (or readvertising for) or receiving bids. All written contracts may be protected by such bonds, penalties and conditions as the City Manager may require.]]

*All purchases and contracts shall be made under the direction of the City Manager.*

*The Council shall provide, by ordinance, for rules, regulations, standards, guidelines, and procedures for the purchase of materials, goods, and services for or on behalf of Pocomoke City, including standards for competitive pricing and for sealed bidding where appropriate. Anything in this Charter to the contrary notwithstanding, all purchases twenty-five thousand dollars or more must be approved by the Council in a public meeting thereof; provided, however, that purchases and commitments otherwise requiring such approval may be made in bona fide emergency circumstance by the City Manager, who shall immediately report same to the Mayor and Council.*

\* *Italicized print indicates material added to existing law.* Deleted material from the existing Charter is indicated by bold double bracketed [ [ ] ] language.

**2. AND BE IT FURTHER RESOLVED THAT**

In accordance with § 4-304 of the Local Government Article of the Annotated Code of Maryland, the City Manager shall:

a. Post a complete and exact copy of this Charter Amendment at the City Hall Office, for at least forty (40) days after the passage of this Resolution; and

b. Publishing a fair summary of this Resolution once per week for four (4) weeks in a newspaper of general circulation beginning immediately after the passage of this resolution.

**3. AND BE IT FURTHER RESOLVED THAT**

This Resolution shall become effective fifty (50) days after passage, in accordance with § 4-304 of the Local Government Article of the Annotated Code of Maryland.

This Resolution was introduced and read at a meeting of the Mayor and Council of Pocomoke City held on the 25<sup>th</sup> day of January, 2016, and passed for Second Reading.

The Resolution was finally passed and signed and approved by the Mayor and Council of Pocomoke City on the 2016.

Attest:

THE MAYOR AND COUNCIL OF  
POCOMOKE CITY, MARYLAND

\_\_\_\_\_  
Carol L. Sullivan, City Clerk

\_\_\_\_\_  
Bruce Morrison, Mayor

\_\_\_\_\_  
George Tasker, First Vice-President

Publish: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## CHARTER AMENDMENT RESOLUTION NO. 492

### A RESOLUTION TO AMEND THE CHARTER OF POCOMOKE CITY, MARYLAND BY ADDING AND DELETING LANGUAGE TO SECTION C-36 CONCERNING THE CONDUCT OF ELECTIONS

WHEREAS, the Municipal Corporation Charter of Pocomoke City, Maryland, § C-36 sets the rules and procedure the conduct of elections; and

WHEREAS, the current Charter provisions do not provide for write-in ballots; and

WHEREAS, the Mayor and Council of Pocomoke City have concluded that it is appropriate for them to amend § 36 of the Charter to allow for write-in ballots in all municipal elections and to delete, in furtherance thereof, language in § 36 of the Charter that provides for cancellation of an election for an office where only one candidate has filed for that particular office; and

WHEREAS, the Mayor and Council have determined that these proposed changes are for the peace, order, and benefit of Pocomoke City and its citizens;

1. **NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Council of Pocomoke City, by virtue of the authority granted in Article XI-E of the Constitution of Maryland, that Section C-36 of the Municipal Charter of Pocomoke City, be amended to read as follows\*:

#### **C-36. Conduct of Elections.\***

It shall be the duty of the Board of Supervisors of Elections to provide for each special and general election a suitable place or places for voting and suitable ballot boxes and ballots and/or voting machines. The ballots and/or voting machines shall show the name of each candidate nominated for elective office in accordance with the provisions of this Charter, arranged in alphabetical order by office with no party designation of any kind. The Board of Supervisors of Elections shall keep the polls open from 7:00 a.m. to 7:00 p.m. on election days or for longer hours if the Council requires it. In the event that there is no contest for any of the offices for which an election shall be proper, *after all filing and notice deadlines have expired*, the Board of Supervisors of Elections are authorized and directed to cancel the election with respect to said office or offices after giving public notice thereof by publication *[[for two successive weeks]]* in a newspaper or newspapers having general circulation in the City, and to certify as elected the candidate or candidates therefor who have filed a valid certificate of nomination *or notice of write-in candidacy, as the case may be*, pursuant to Section C-34 *or this Section C-36* of the Charter. *The Board of Supervisors of Elections, in providing for suitable ballot boxes and ballots and/or voting machines, shall provide for write-in balloting and shall ensure that ballots and/or voting machines shall allow for write-in ballots while protecting the confidentiality of voters. For any write-in ballot to be valid, official, and counted, the candidate named on the write-in ballot must have otherwise complied with the requirements of § C-34 hereof not later than 14 days prior to the date of the election in which the subject ballot is cast. In any event, names of write-in candidates shall not be printed or reflected on any ballot or voting machine.*

\* *Italicized print indicates material added to existing law. Deleted material from the*

existing Charter is indicated by bold double bracketed [[ ]] language.

**2. AND BE IT FURTHER RESOLVED THAT**

In accordance with § 4-304 of the Local Government Article of the Annotated Code of Maryland, the City Manager shall:

a. Post a complete and exact copy of this Charter Amendment at the City Hall Office, for at least forty (40) days after the passage of this Resolution; and

b. Publishing a fair summary of this Resolution once per week for four (4) weeks in a newspaper of general circulation beginning immediately after the passage of this resolution.

**3. AND BE IT FURTHER RESOLVED THAT**

This Resolution shall become effective fifty (50) days after passage, in accordance with § 4-304 of the Local Government Article of the Annotated Code of Maryland.

This Resolution was introduced and read at a meeting of the Mayor and Council of Pocomoke City held on the 4<sup>th</sup> day of January, 2016, and passed for Second Reading.

The Resolution was finally passed and signed and approved by the Mayor and Council of Pocomoke City on the 25<sup>th</sup> day of January, 2016.

Attest:

THE MAYOR AND COUNCIL OF  
POCOMOKE CITY, MARYLAND

\_\_\_\_\_  
Carol L. Sullivan, City Clerk

\_\_\_\_\_  
Bruce Morrison, Mayor

\_\_\_\_\_  
George Tasker, First Vice-President

Publish: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



# MARYLAND DEPARTMENT OF THE ENVIRONMENT

Montgomery Park Business Center  
1800 Washington Boulevard, Baltimore, MD 21230-1708

(410) 537-3000 • 1-800-633-6101 • www.mde.maryland.gov

## MARYLAND WATER QUALITY FINANCING ADMINISTRATION (MWQFA) APPLICATION FOR FFY 2016/STATE FY 2018 CAPITAL PROJECT FINANCIAL ASSISTANCE

### CLEAN WATER [WASTEWATER AND NONPOINT SOURCE (NPS)] PROJECTS

For assistance, please contact Elaine Dietz at [elaine.dietz@maryland.gov](mailto:elaine.dietz@maryland.gov) or (410)537-3908

**APPLICATION TYPE** (Review the [Water Quality Funding Eligibility Chart](#) and select **one** of the following.)

- Consider this project for all sources of MDE funding: Water Quality Revolving Loan Fund (WQRLF) low-interest loan (with partial loan principal forgiveness, if eligible); Bay Restoration Fund Wastewater Grant; and Biological Nutrient Removal Grants (see Section VII.a).
- Consider this project for Bay Restoration Fund Wastewater Grant and Biological Nutrient Removal Grant funding only. Applicant assumes financial responsibility for balance of project cost.

Note: Grants through the Supplemental Assistance Program and the WQRLF, including green grants, are no longer available.

**PROJECT INFORMATION** (Attach a copy of a current street map with the exact project location clearly marked.)

**Project Name:** Clarke Avenue Pump Station Rehabilitation

**Project Address:** Clarke Ave., Pocomoke, MD 21851-1003

(Provide for location of the funded activity. If project spans large area, enter street address (**9-digit Zip Code required**) that best represents center of project area)

**County:** Worcester      **Latitude:** (00.000000) 38.04.04      **Longitude:** (00.000000) 75.34.39

**Congressional District:** First      See [Supplementary Mapping Instructions](#) for help.

**Legislative District:** 38B      See [Supplementary Mapping Instructions](#) for help.

**River Basin Designation:** Provide the numeric eight-digit watershed designation according to the project location (for wastewater treatment plants, identify according to the permitted point of discharge). See [Supplementary Mapping Instructions](#) for help.

**Watershed Name** Lower Pocomoke      **Eight-Digit Designation** 02 \_ 13 \_ 02 \_ 02

### APPLICANT INFORMATION

**Applicant Name:** City of Pocomoke

**Applicant Address:** (incl. 9-digit Zip Code) PO Box 29, 101 Clarke Ave., Pocomoke, MD 21851-1005

**County:** Worcester      **Email:** ernie@cityofpocomokemd.gov

**Phone:** (410) 957-1333      **Ext:** \_\_\_\_\_      **Federal Tax Identification Number:** 52-6000803

### CONTACT INFORMATION

**Contact Person:** Ernest A. Crofoot      **Title:** City Manager

**Contact Address:** (incl. 9-digit Zip Code) PO Box 29, 101 Clarke Ave., Pocomoke, MD 21851-1005

**Phone:** (410) 957-1333      **Ext:** \_\_\_\_\_      **Email:** ernie@cityofpocomokemd.gov

**I. CLEAN WATER PROJECT TYPE [Check appropriate project type.] (If the project scope consists of multiple types, it should be split into separate projects with one application submitted per type.)**

- Upgrade of existing WWTP at current design capacity (no expansion)  
Current Design Capacity (mgd): \_\_\_\_\_  
Current Treatment (Secondary, BNR, ENR): \_\_\_\_\_ Proposed Treatment (BNR, ENR): \_\_\_\_\_
- Upgrade of existing WWTP with expansion  
Current Design Capacity (mgd): \_\_\_\_\_ Expansion Capacity (mgd): \_\_\_\_\_  
Current Treatment (Secondary, BNR, ENR): \_\_\_\_\_ Proposed Treatment (BNR, ENR): \_\_\_\_\_
- New WWTP construction
- Sewage Inflow/Infiltration correction
- Combined Sewer Overflow/Sanitary Sewer Overflow correction
- Repair/rehab existing sewerage collection system
- New sewerage collection system for failing on-site septic area
- New sewerage collection system for new development
- Non-hazardous landfill leachate collection/conveyance/treatment
- Construct/repair/replace decentralized wastewater treatment systems
- Measures to reduce demand for POTW capacity through water conservation, efficiency, or reuse
- Measures to reduce energy consumption at POTWs
- Measures to increase the security of POTWs (security guards/monitoring activities are ineligible)
- Municipal landfill capping
- Measures to reuse/recycle wastewater, stormwater, or subsurface drainage water
- Stormwater management BMP                      Traditional? Y [ ] N [ ]                      Green? Y [ ] N [ ]
- Measures to manage, reduce, treat, or recapture stormwater or subsurface drainage water
- Stream/Shoreline Restoration                      Traditional? Y [ ] N [ ]                      Green? Y [ ] N [ ]
- Wetland Creation or Restoration
- Other: Rehabilitation of Pump Station (Clarke Ave.)

**TAKE NOTE OF THE FOLLOWING WHEN COMPLETING THE REMAINDER OF THE APPLICATION**

- Submittal of requested documentation is necessary for the evaluation of the application. Failing to submit requested documents can **significantly impact the final score and rank** of the project.
- When providing additional information on a separate page, please include the applicant and project names, and refer to the corresponding section number and heading of the application as specified.

**II. THRESHOLD CRITERIA** (Please answer the questions below and provide supporting documentation where requested as a clearly labeled attachment to the application.)

**a. Project must meet one of the following definitions to be eligible for funding. Select the appropriate “eligible” category below.**

Project is a **publicly-owned sewerage** treatment works<sup>1</sup>. Public entities include local governments, State agencies, inter-government agencies, sanitary commissions/districts within Maryland that are recognized as public entities under Maryland State law. Public entities do not include Federal government. This project must also meet the requirements in Section II.b and II.c. If seeking WQRLF funding, it is also required to meet the requirements in Section II.d and II.e.

Project is a **publicly-owned stormwater** treatment works<sup>2</sup>. Public entities include local governments, State agencies, inter-government agencies, sanitary commissions/districts within Maryland that are recognized as public entities under Maryland State law. Public entities do not include Federal government. If seeking WQRLF funding, this project it is also required to meet the requirements in Section II.d and II.e.

Project is a **privately-owned stormwater** treatment works<sup>2</sup>. This project is exempt from the requirements in Section II.b, II.c, II.d, and II.e.

If project does not fall into one of the above-mentioned categories, and the applicant believes that the project is eligible for MDE funding, contact Elaine Dietz at [elaine.dietz@maryland.gov](mailto:elaine.dietz@maryland.gov) or (410) 537-3908.

**b. Is the sewerage treatment works project (and the area served by it) located entirely within a Priority Funding Area (PFA) as shown on the PFA map created by Maryland Department of Planning (MDP) based on the local map?**

**Yes** – Attach a **color** copy of the current MDP PFA map that shows the PFAs and PFA Comment Areas, if any, in the vicinity of the project and **mark the location of the project (including linear features) and its service area** on the MDP map. See [Supplementary Mapping Instructions](#) for help.

**No** – Provide an explanation on a separate page. If the project and the area served by it are not located entirely within a PFA, the project will not be eligible for financial assistance until the PFA consistency issue is resolved. For guidance on PFA exception, go to the [PFA Exception Procedure](#) or call Janice Outen, MDE Water Resources Planning Unit, at (410) 271-8893. (Note: If an exception has already been granted, provide a copy of the exception determination.)

<sup>1</sup> **Sewerage treatment works** include such projects as those that provide for advanced wastewater treatment, combined sewer overflow, sanitary overflow, or inflow/infiltration correction, aging sewer system rehabilitation or replacement, sewer extension to sewerage treatment facilities for failing septic system communities, non-hazardous landfill leachate conveyance and/or treatment, sewer system energy conservation, sewerage system security, water conservation/efficiency/reuse.

<sup>2</sup> **Stormwater treatment works** are those that manage, reduce, treat, or recapture stormwater or subsurface drainage water (such as BMPs required by Municipal Separate Storm Sewer System (MS4) permits) and non-hazardous solid waste landfill capping. Other nonpoint source pollution prevention practices identified under Federal Clean Water Act Section 319 Plan for Maryland (e.g., riparian/stream restoration, brownfield site cleanup, agricultural BMPs, septic system repairs) that are not stormwater BMPs may be funded through the MWQFA Linked Deposit (Bank Loan) Program. For additional information, see [www.mde.maryland.gov/wqfa](http://www.mde.maryland.gov/wqfa).

c. **Is the sewerage treatment works project included in (or amended to) the MDE-approved County Water & Sewer Plan and consistent with the local Land Use Plan?**

**Yes** – Provide a copy of the applicable page(s) from the current MDE-approved County Water & Sewer Plan and approved amendments. In addition, provide a **color** copy of the service area map and fill in the information below.

Date of MDE-approved County Water & Sewer Plan: 1994

Applicable page number(s): Chapter 4.4.7 (Page 4-43)

Title and date of MDE-approved service area map: Pocomoke City Service Area, Map 4-27

Date of MDE approval letter for an amendment: NA

**No** – If no, the project is ineligible for MDE funding.

d. **Is there a Fiscal Sustainability Plan for the publicly-owned treatment works projects proposed for WQRLF funding?** A Fiscal Sustainability Plan that includes an inventory of critical assets; an evaluation of the condition and performance of inventoried assets; certification of evaluation/implementation of water and energy conservation efforts; and an asset maintenance, repair, and replacement schedule must be developed and submitted to MDE prior to WQRLF loan closing.

Applicant certifies completion of the WQRLF Fiscal Sustainability Plan requirements. The Fiscal Sustainability Plan is included with this application.

Applicant will develop and submit *prior* to loan closing the required Fiscal Sustainability Plan.

Applicant certifies that this application is for WQRLF funding of a privately-owned stormwater treatment works; therefore, a Fiscal Sustainability Plan is not required.

e. **Has a Preliminary Engineering Report been completed that includes a Cost and Effectiveness Analysis for the publicly-owned treatment works projects proposed for WQRLF funding?** A Cost and Effectiveness Analysis including the study and evaluation of the cost and effectiveness of the processes, materials, techniques, and technologies for carrying out the proposed project or activity and selection (to the maximum extent practicable) of a project or activity that maximizes the potential for efficient water use, reuse, recapture, and conservation, and energy conservation should be developed prior to initiating design and report must be submitted to MDE prior to WQRLF closing. See [Minimum Funding Participation Requirements for Preliminary Engineering Reports \(PER\)](#) for additional information. *(New)*

Applicant certifies completion of the WQRLF Cost and Effectiveness Analysis requirements. The Cost and Effectiveness Analysis is included with this application.

Applicant will develop and submit *prior* to loan closing the required Cost and Effectiveness Analysis.

Applicant certifies that this application is for WQRLF funding of a privately-owned stormwater treatment works; therefore, a Cost and Effectiveness Analysis is not required.

III. **PROJECT PURPOSE AND SUMMARY** (Provide the following information in the requested format. On a separate page titled "Project Purpose and Summary," provide a brief description of the project by answering the following questions in the order shown (labeled III.a through III.c).

a. **What is the proposed project?** Include the existing and proposed capacities, length and size of sewer pipes, number of manholes, location of service area, drainage acreage, linear footage, etc. If you have determined that the project fully or partially qualifies as a green project eligible for Green Project Reserve funding based on the [EPA guidance](#), include reference to the specific section of the guidance as part of the project description.

b. **What is the purpose of the project, why is the project needed, and what problem is being corrected?**

c. **Has the project been previously submitted to MWQFA for funding consideration? If so, by what project name, has the scope of work changed since that submittal (explain how, if so), and was the project selected to receive funding?**

Clarke Avenue Pump Station Rehabilitation  
Pocomoke City  
Project Purpose and Summary

III. a. What is the proposed project?

The proposed project consists of a total rehabilitation of the existing Clarke Avenue Pump Station. The two existing pumps, a comminutor, and the associated controls will be replaced. The concrete interior of the wet well will be rehabilitated with crack injection and a waterproof membrane or sealer. Based on the EPA guidance documents, the project falls under energy efficiency (section 3.0 of the CWSRF Guidance). Projects with 20% reduction in energy consumption are categorically eligible for Green Project Reserve funding.

The project incorporates two (2) energy efficiency elements and achieves more than a 20% reduction in energy consumption as compared to the existing station. The proposed pumps will be capable of producing equivalent flows of the existing pumps at a lower power rating. Secondly, the project will include installation of variable frequency drives (VFD) to conserve energy. A business case prepared by George, Miles, and Buhr (GMB), in November 2013 documents the decrease in energy consumption and increased savings in existing operational costs. The cost savings are also weighed against the capital costs of the project to determine the overall project energy savings.

The following is a detailed construction cost estimate for this project:

ITEM	ESTIMATED COST
Demolition	\$ 20,000
Bypass Pumping	150,000
Concrete Rehab. (Crack Sealing/Coating)	150,000
Furnish & Install Two (2) 85 HP Pumps	130,000
Furnish & Install Piping, Fittings & Valves	75,000
Furnish & Install Upgraded Elec., Controls (VFD & PLC), & Controls	250,000
<b>SUBTOTAL 1 - CONSTRUCTION COST</b>	<b>\$ 775,000</b>
Overhead + Profit	155,000
<b>SUBTOTAL 2 - CONSTRUCTION COST</b>	<b>\$ 930,000</b>
Estimate Contingency (15%)	139,500
<b>SUBTOTAL 3 - CONSTRUCTION COST</b>	<b>\$ 1,069,500</b>
Permits, Bonds & Insurance	37,430
General Conditions	85,560
<b>SUBTOTAL 4 - CONSTRUCTION COST</b>	<b>\$ 1,192,490</b>
<b>TOTAL- CONSTRUCTION COST (with Escalation)</b>	<b>\$ 1,306,676</b>

In June of 2011, GMB examined the cracks in the concrete and recommended that the following strategies be employed to alleviate the problems.

**Crack Injection:** “Some of the major cracks which appear to have leaked before have been injected with what is believed to be a urethane grout. This is a suitable repair method for filling the major cracks and providing a seal to prevent water infiltration. The remaining major cracks (1/8” wide or larger) should be filled with a hydrophobic urethane grout.”

**Waterproof Membrane or Sealer:** “It was observed that neither the dry well nor wet well side of the separation wall was coated with a waterproof membrane or sealer. This repair method would involve removing any un-adhered concrete or mortar coating from the walls and coating them with a suitable material. A membrane or sealer that does not allow water into the wall, but allows water vapor out of the wall, may be most suitable for this application.”

The pumps to be replaced have been working since the pump station was first put into operation in 1969 and are at the end of their useful life.

III. b. What is the purpose of the project, why is the project needed, and what problem is being corrected?

The Clarke Avenue Pump Station is the primary pumping station in the City of Pocomoke. This is the final downstream pumping station prior to the municipal wastewater treatment plant. All of the wastewater from the Pocomoke City sanitary sewer service area goes through this station and is transmitted to the Pocomoke WWTP. The Clarke Avenue pump station was constructed in 1969 with a design flow of 8.24 MGD.

Due to the critical nature of this pump station and the volume of flow received every day, it is essential for upgrades and rehabilitation of the wet well and the equipment to be thoroughly planned.

A letter of July 31, 2015 from the office of the Attorney General of the Maryland Department of Environment noted that there were several violations at the city’s wastewater treatment plant and the Clarke Avenue pump station. This correspondence noted that the Department was prepared to take enforcement actions against the city but offered to settle the problem without litigation.

The specific item in the letter referring to the Clarke Street station was that “... MDE inspectors noticed signs of significant corrosion of metal structural members and pumps that could result in a failure causing sewage to be discharged to waters of the state. “

A further inspection was made by MDE on November 24, 2015. This report noted that the corrosion of the dry wells’ structural members had been addressed since the time of the July 31 letter. In addition, the discharge pumps, electrical wiring and ventilation fan was repaired.

However, this was a costly repair for the city due to a challenging budgetary situation which is caused in large part by the poor economic indicators. Funds would be much more wisely spent on completely rehabilitating the station. As time goes on, more and more repairs are needed and it is not financially viable to continue to make expensive repairs and not address the larger issues.

For example, the city has not been able to afford repairs to address the corrosion of the metal structural members and the catwalk. Once again, it would be more economically feasible to repair the entire structure and its equipment. The MDE report of November 24 noted that these repairs remain to be done. However, the city's budgetary situation does not permit it to make these costly repairs.

This project is perhaps the most critical infrastructure need. The extreme deterioration of the pump station dictates that it could fail at any time. If this were to occur, there is a danger that untreated sewage could spill out into the streets. This would be a serious public health concern. In addition, this would be a costly fix that is not affordable to the city.

The condition of the concrete and all components of the pump station are well documented both by the city's engineer and by inspections made by MDE.

At this time, a number of repairs and stopgap measures have had by necessity to be undertaken. It is expected that this will only continue and that costly repairs will be necessary more frequently. This is not a desirable situation from the standpoint of strictly financial considerations. As these repairs become necessary, the city will be stretched to pay the cost. At some point in the near future, the cost of repairs could approach the cost of a complete rehabilitation. However, the pump station would still be subject to continuous failures and degradation. The underlying problem would not have been solved. It is clear that not doing a rehabilitation will be more costly than doing the rehabilitation.

The cost to the citizens in terms of health issues is just as important. The treatment of sewage is the primary municipal function which has the most impact on public health. If the treatment quality is less than optimum, the city's residents will be severely compromised and subject to exposure to various unhealthy conditions. In the worst-case scenario, the spillage of raw sewage would be disastrous, yet that is entirely possible. It is difficult to overstate the adverse impact on public health if this were to occur.

The city, being located in one of the most economically challenged areas of the state, cannot afford the cost of this project. Grant funds are necessary to move forward. The weaknesses in the local economy are as follows: relatively low educational attainment, lack of a skilled workforce, low economic indicators such as a low median income and a high poverty rate, lack of infrastructure, and lack of facilities for higher end businesses such as those dealing with information technology.

As of November of 2015, the Bureau of Labor Statistics reported that Worcester County's unemployment rate was the highest in the state at 12.4%, substantially larger than the state rate of 5.2%. This rate is relatively high because of seasonal positions in Ocean City.

There is a 30% rate of housing foreclosure rate in Pocomoke City. Residential new construction has slowed down greatly over the past 5 years. Therefore, the ratio of owner-occupied homes to rental homes has remained steady during that time and indeed, since the 2000 Census. The 2010 Census shows that the housing vacancy rate is 14.1%, with 85.9% of homes occupied. Of the occupied homes, 53.5% are owner-occupied and 46.5% are renter-occupied. Pocomoke has seen declines of 10-15% in property values over the past 5 years.

Per the 2006-2010 American Community Survey, 33% of residents 25 years of age and over have earned a high school diploma, with 19.7% having a bachelor's degree or higher. Approximately 19.8% have not attained high school graduation. The remaining 27.6% have some college course work completed or have an associates' degree.

The following figures are taken from the 2009 American Community Survey. The city's median income of \$22,113 is substantially below the state's median income of \$69,272. The per capita income is \$16,557. The total population in 2009, 3880, represented a 5.3% decline from 2000. The 2009 median house value was \$117,523, substantially less than the state median house value at the time, \$318,000. New building has declined steadily over the past few years.

The Pocomoke City Enterprise Zone qualified for re-designation due to the fact that the rate of poverty in the area is greater than 1.25 times the national rate of poverty. The national rate of poverty, as shown in the 2006 -- 2010 American Community Survey, was 11.3 %. The qualifying level, 1.25 times that percentage, is 14.13%.

Census Tract 9515 is a residential area adjacent to and including parts of the Enterprise Zone. American Community Survey information for 2006-2010 shows that there is a poverty rate of 27.1% in that Census Tract, or almost double the level needed in order to qualify as an Enterprise Zone.

**III. c. Has the project been previously submitted to MWQFA for funding consideration? If so, by what project name, has the scope of work changed since that submittal (explain how, if so), and was the project selected to receive funding?**

This project was previously submitted to WQFA for funding consideration. The project name was the same and the scope of work has not changed. This project was selected for funding but did not move forward due to internal considerations.

The city has now changed administrations and would like to again pursue funding for this project. It is one of the most important and necessary sewer needs in the city. It is critical to prevent sewage from spilling into the street and causing a public health problem.

IV. **PROJECT SUPPORTING DOCUMENTS** (Please answer the questions below and provide supporting documentation as requested. Failing to submit the requested documents can significantly impact the final score and rank of the project.)

a. **Is the project required due to a final administrative/judicial order, MS4 Permit, or to comply with more restrictive NPDES/State Groundwater Discharge Permit limits?**

**Yes** – Summarize on a separate page and provide a copy of the administrative/judicial order (including the administrative/judicial order number) or permit.

**No**

b. **Is the project necessary to address a public health issue (e.g., contamination of drinking source water supply, surface water, or groundwater)?**

**Yes** – Summarize on a separate page and provide documentation of contamination, contaminant levels, and frequency of occurrence from an approving authority.

**No**

c. **Does the project provide for sustainability?** (Please check all that apply. For *every box* checked, supporting documentation must be provided in order to receive credit. See [Supplementary Mapping Instructions](#) for help.)

Project Benefits Existing Sustainable Community Needs (check area(s) that apply):

Project provides for less than 20 percent increase of Equivalent Dwelling Units (EDUs) served as calculated in Section V.a.

Project provides for less than 20 percent increase of design capacity at WWTP or “decentralized” wastewater system.

Project is located within one-half (½) mile of a transit station.

Project is located within a Base Realignment and Closure (BRAC) Zone.

Project is part of a Brownfield property redevelopment.

Project is located within a Department of Housing and Community Development (DHCD)-designated Sustainable Community (including Community Legacy areas) or a DHCD-Designated Maryland Main Street.

Project implements reuse/recycling of stormwater, treated wastewater effluent, or wastewater treatment products (e.g., biosolids/biogas for energy generation).

System owner has an Asset Management and/or Environmental Management System.

System owner has a full-cost pricing sewer user charge (or a dedicated fee system for non-sewerage projects).

Project has multiple confirmed funding partners as shown in Section VII.a.

Project is located in an Environmental Benefits District.

Project includes green elements (e.g., Leadership in Energy and Environmental Design (LEED) rating, WaterSense-certified products, U.S. Environmental Protection Agency Water Quality Score Card, Positive Climate Change Impact) and/or achieves 20 percent or greater energy/water reduction as demonstrated by calculations provided.

**Section IV.c:**

**Project provides for expansion resulting in less than 20 percent increase of EDUs served or design capacity, including “decentralized” wastewater systems.**

**The Clarke Avenue pump station currently transmits flow from approximately 1,700 EDUs to the Pocomoke City WWTP. The project will consist of rehabilitating the existing pump station and not increasing the overall capacity. Therefore, there will be less than 20 percent increase of EDUs served with this project.**

**V. SYSTEM INFORMATION**

Sewerage System Name (if applicable): Pocomoke City Municipal Wastewater System  
 Treatment Facility Name: Pocomoke City WWTP NPDES #: MD0022551  
(For collection/conveyance system projects, enter name and NPDES # of receiving WWTP)  
 System/Facility Owner: City of Pocomoke  
 Owner Address: City Hall, PO Box 29, 101 Clarke Ave., Pocomoke, MD 21851-1005  
 Contact Person: Ernest A. Crofoot Phone Number: (410) 957-1333 Ext: \_\_\_\_\_  
 Email Address: ernie@cityofpocomokemd.gov

a. Insert population information in the table below:

Description	# of users (Population)	# of households (EDUs)*
# of current users served by system (2016)	4,250	1,700
# of current users served by proposed project (2016)	4,250	1,700
# of future users served by the proposed project (2036)	4,250	1,700
* EDUs = Equivalent Dwelling Units. The shaded fields are automatically calculated (EDU=Population/2.5).		

% Difference: 0%  
(Automatically calculated once data is inserted in table shown above)

b. The debt on loan taken for the project will be paid by:

Fees collected from all users of system named in Section V.

Fees collected from beneficiaries of specific project (Please specify)

The Clarke Ave. pump station serves all users of the system.

VI. **PROJECT SCHEDULE AND CURRENT STATUS** (Provide the project schedule and architectural/engineering (A/E) firm below.)

Current project status:  Planning  Design  Bidding

Phase	Start (Month/Year)	Completion (Month/Year)	Percent Completion
Planning		11/2013	100%
Design	07/2016	01/2017	0%
Bidding	04/2017	07/2017	0%
Construction*	09/2017	05/2018	0%
*Construction projects must be in construction by <b>December 31, 2017</b> to be considered for funding.			

A/E Firm: George, Miles, and Buhr, LLC  
 Contact: Scott Getchell  
 Phone: (410) 742-3115 Ext: \_\_\_\_\_

Planning OR  Design

Email Address: SGetchell@gmbnet.com

**VII. PROJECT FUNDING** (Provide sources and uses of funding for the project and identify use(s) of the requested funding. Identify revenue sources for loan repayment, if seeking loan funding, on a separate page.)

**a. Identify the Project Funding Sources for the project in the tables below:**

MDE Funding Request (this request-FY18)	Amount	Description
Total Amount requested from MDE	x. \$ 1,715,636	Includes loan, loan principal forgiveness and/or State grant
WQRLF Amount requested from MDE		Maximum RLF needed for this project <sup>1</sup>
Green Component(s) Amount	\$ 1,040,980	How much of total above is green-eligible (as ID'd in Section III.a)?

Other Funding	Amount	Funds Secured?	Other
MDE Grant Amount(s) FY17 and earlier*			
MDE Loan Amount(s) FY17 and earlier*			
Applicant*		<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, provide documentation.
U.S. Corps of Engineers *		<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, provide documentation.
Federal (EPA) STAG/SAAP*		<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, provide documentation.
USDA Rural Development *		<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, provide documentation.
CDBG (DHCD)*		<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, provide documentation.
Miscellaneous*: _____		<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, provide documentation.
<b>Other Funding Total y. \$ 0</b>		<b>Total of all Prior and Additional Funding Sources</b>	

\* Include costs of planning/design/construction already completed.

<b>Source Total (x. + y.)</b>	<b>\$ 1,715,636</b>	Total Amount requested from MDE (FY17) plus Other Funding Total should match the Budget Total total in VII.b.
-------------------------------	---------------------	--

**b. Identify the cost-breakout of the budget (Project Budget) in the table below:**

Project Funding Use(s)	Amount	Are MDE Grant and/or Loan Funds Requested for this Line Item?	Is this line item already funded by an "Other Funding" source (above)?
A/E Planning*		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
A/E Design*	\$ 123,540	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
A/E Construction Management*	\$ 162,600	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Construction*	\$ 1,306,676	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Land*		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Contingency*	\$ 61,410	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Administrative*	\$ 61,410	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Other*: _____		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Budget Total \$ 1,715,636</b>		<b>Total should match the Source Total in VII.a.</b>	

\* Include costs of planning/design/construction already completed.

<sup>1</sup> An amount MUST be entered for MDE to consider this project for low-interest loan (including partial loan principal forgiveness, if eligible) as indicated by the "Application Type" selection made on Page 1. If an amount is not entered, the project will only be considered for State grant funding (if eligible). Please note the following:

- Requesting that a project be considered for RLF funding does not commit the applicant to take a loan.
- Projects for RLF consideration will be considered for loan principal forgiveness/State grant subsidy based on policies detailed in the Subsidy Funding Eligibility Chart.
- Enter the maximum amount of RLF funding (loan/loan principal forgiveness) of interest as a "worst case scenario" if State grant is not available for the project.
- Loan principal forgiveness (if eligible) is not offered without loan.
- Do not reduce the amount by the percentage of possible subsidy indicated by the Subsidy Funding Eligibility Chart. If the project is eligible for loan principal forgiveness, MDE will separate the loan portion from the loan principal forgiveness portion.

**VIII. PROJECT NUMERIC BENEFIT/COST-EFFECTIVENESS** (Please supply data for the project in the appropriate section below. Provide all calculations (including units and assumptions) as an attachment. Go to Sections II and IV of the Integrated Project Priority System for Water Quality Capital Projects for additional instructions.)

**WWTP Upgrades/WWTP Consolidation Only:**

Total Nitrogen (TN) Removed (lbs/yr): \_\_\_\_\_ Capital Cost/lbs TN Removed (Total Project \$/lbs per yr)\*: \_\_\_\_\_  
 Total Phosphorus (TP) Removed (lbs/yr): \_\_\_\_\_ Capital Cost/lbs TP Removed (Total Project \$/lbs per year)\*: \_\_\_\_\_

\* For BNR/ENR upgrade projects, the cost efficiency should be annualized over 20 years

**Wastewater/Leachate Projects Only:**

Linear Feet (lf) of Sewer Main/Rehab.: \_\_\_\_\_ Capital Cost/lf (Total Project \$/linear feet): \_\_\_\_\_  
 Sewer Main Diameter (inches): \_\_\_\_\_ Capital Cost/EDU to be served (Total Project \$/EDU served):\$ 1009.1978470  
 Current Discharge Flow (mgd): \_\_\_\_\_

**Landfill Cap/NPS Projects Only:**

Total Nitrogen (TN) Removed (lbs/yr): \_\_\_\_\_ Capital Cost/lbs TN Removed (Total Project \$/lbs per yr): \_\_\_\_\_  
 Total Phosphorus (TP) Removed (lbs/yr): \_\_\_\_\_ Capital Cost/lbs TP Removed (Total Project \$/lbs per year): \_\_\_\_\_  
 Stormwater Drainage Area (acres): \_\_\_\_\_ Capital Cost/acre of drainage area (Total Project \$/acre): \_\_\_\_\_  
 Wetlands Created or Restored (acres): \_\_\_\_\_ Capital Cost/acre of wetlands (Total Project \$/acre): \_\_\_\_\_  
 Linear Feet (lf) of Restoration: \_\_\_\_\_ Capital Cost/lf (Total Project \$/linear feet): \_\_\_\_\_  
 Landfill Capping (acres): \_\_\_\_\_ Capital Cost/acre of landfill capping (Total Project \$/acre): \_\_\_\_\_

Percent Imperviousness of Drainage of Acres being treated by project: \_\_\_\_\_ Specify Land Use: \_\_\_\_\_

\*\*\*\*\*

*I CERTIFY I AM AN AUTHORIZED OFFICIAL PERMITTED TO SIGN AND SUBMIT THIS APPLICATION ON BEHALF OF THE APPLICANT. I FURTHER CERTIFY ALL INFORMATION IN THIS APPLICATION AND ATTACHED MATERIALS ARE TRUE AND CORRECT.*

Name: Ernest A. Crofoot Title: City Manager



Official Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\*\*\*\*\*

*See next page for Application Submission instructions and general information.*

**GENERAL INFORMATION FOR APPLICANTS**

**Minority and Women Business Enterprise (M/WBE)/Disadvantaged Business Enterprise (DBE) Participation:**

**All Applicants:** All projects receiving State and/or Federal funding are required to comply with Minority and Women Business Enterprise (grant only projects) and Disadvantaged Business Enterprise (WQRLF projects) participation requirements. Please visit the following website: [M/WBE and DBE Guidance](#), requirements, threshold levels, and forms.

**Water Quality Revolving Loan Fund (WQRLF) Applicants Only:**

- The WQRLF program can now provide loans up to 30-year term (based on the asset’s useful life).
- Projects funded with WQRLF are required to comply with the Federal prevailing Davis-Bacon wage rates, apply the American Iron and Steel (AIS) provision, and undergo an environmental review (by MDE) of the potential environmental impacts.
- Recipients of WQRLF must obtain a Data Universal Number System (DUNS) number, which is a unique nine-character identification number provided by D&B. Information regarding the DUNS number is located at [D&B D-U-N-S Request Service](#) website. Additionally, WQRLF recipients must maintain project accounts according to Generally Accepted Accounting Principles as issued by the Governmental Accounting Standards Board.
- Public entities applying for a WQRLF loan in excess of \$400,000 through the Maryland Water Quality Financing Administration (MWQFA) should declare official intent *for reimbursement of costs* the applicant wishes to be compensated for from tax-exempt debt (including a loan from MWQFA) prior to making any expenditure associated with the project. The Administration advises the applicant to coordinate those efforts with MDE and local/borrower’s bond counsel to ensure satisfaction of WQRLF loan requirements and IRS regulations.

**APPLICATION SUBMISSION**

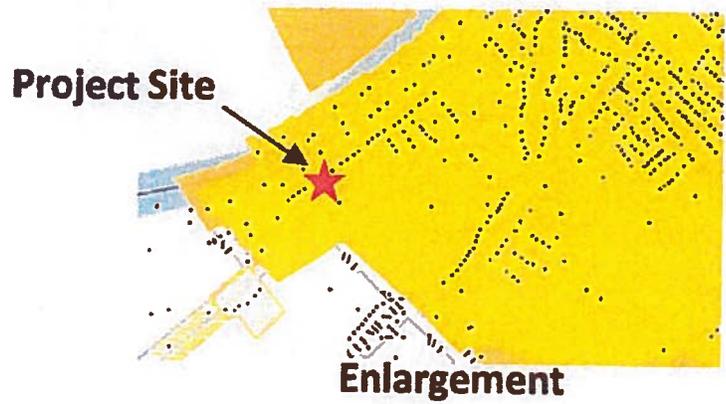
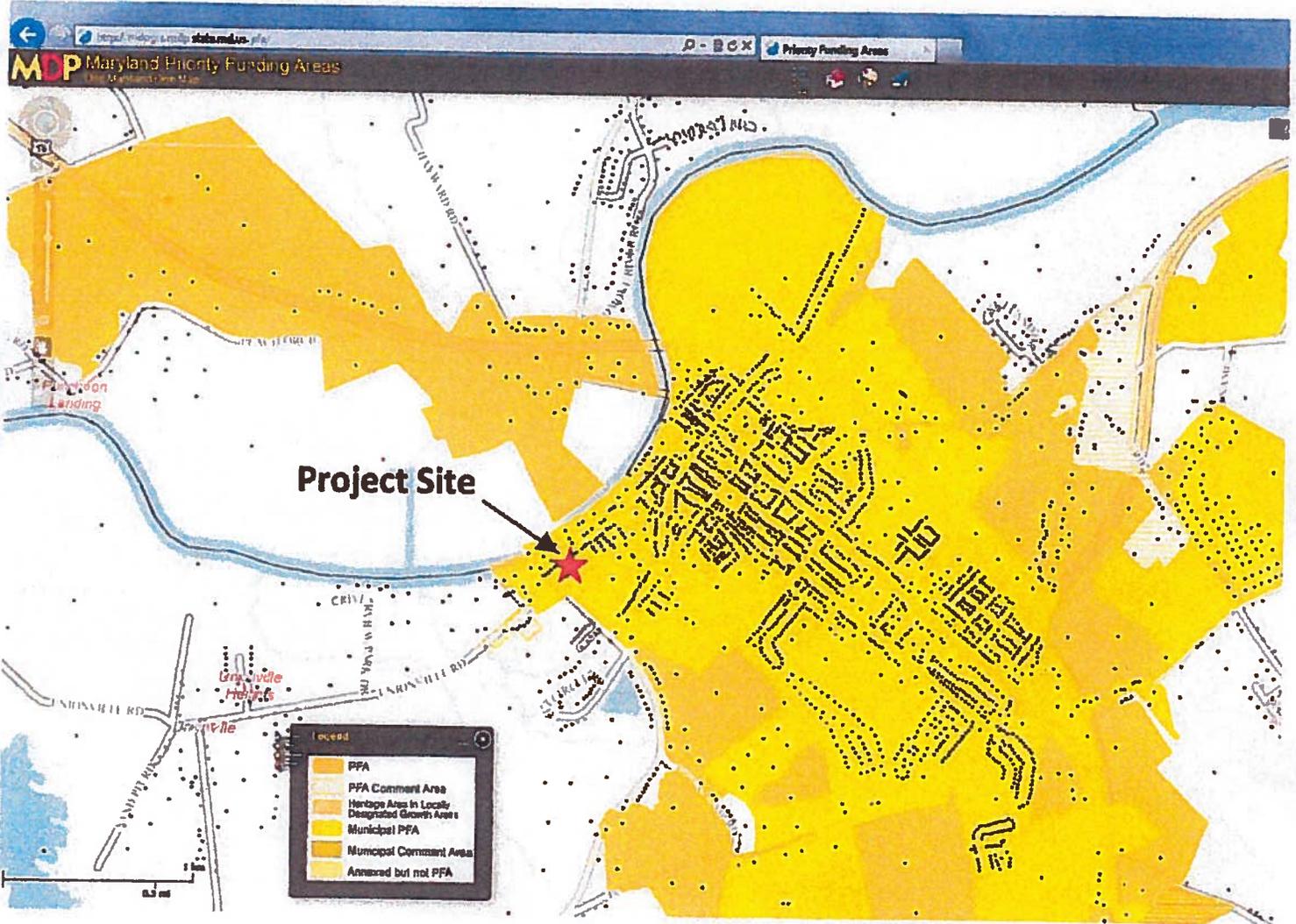
Submit **two (2) signed hard copies** and **one CD** of the complete application, attachments, and all supporting documents to:

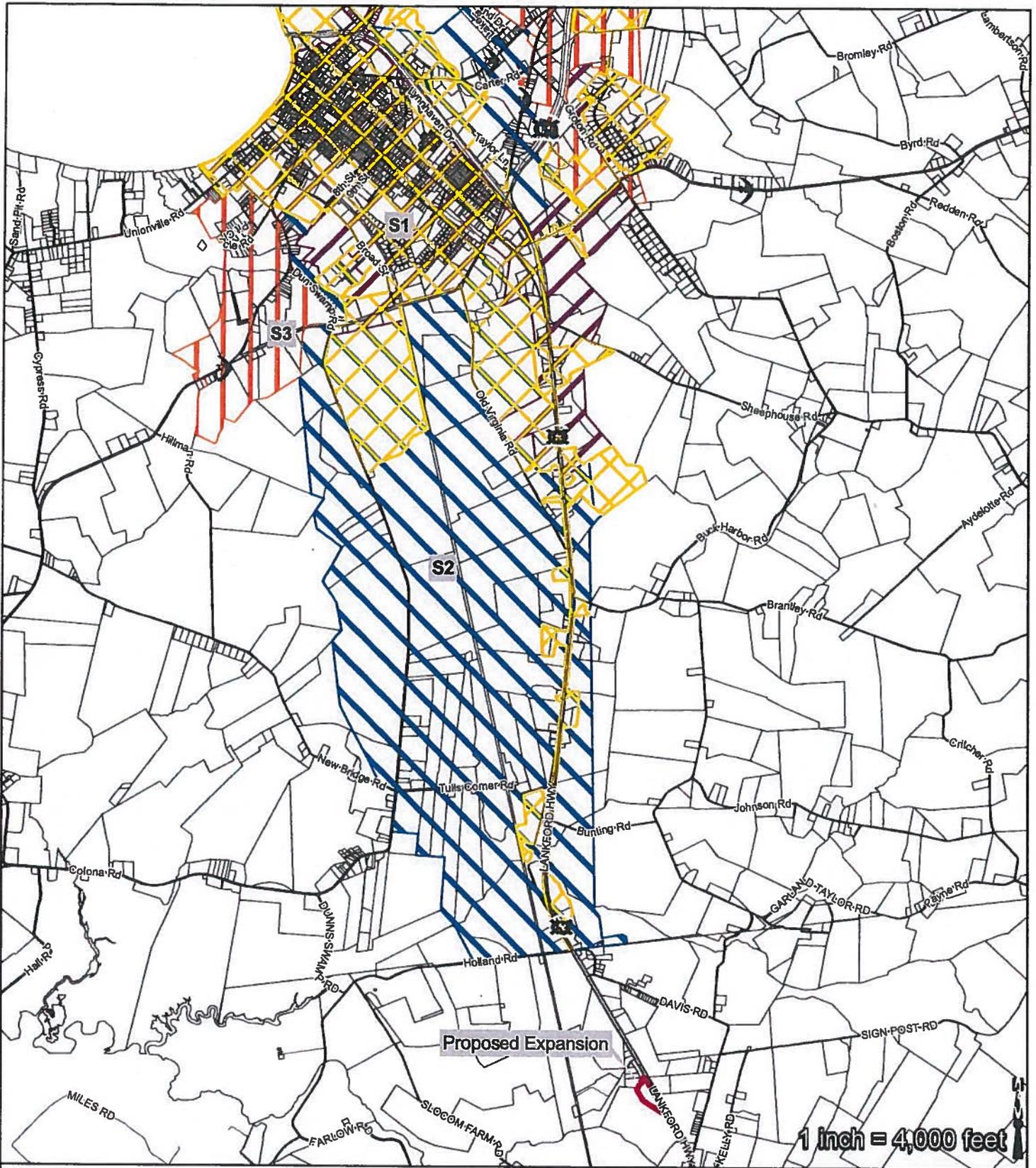
**Ms. Elaine Dietz**  
Maryland Water Quality Financing Administration  
Maryland Department of the Environment  
Montgomery Park Business Center  
1800 Washington Boulevard, Suite 515  
Baltimore, MD 21230-1708

Must be received **NO LATER THAN JANUARY 29, 2016**

# Clarke Avenue Pump Station Rehabilitation City of Pocomoke City

## Priority Funding Area Map Section II.b





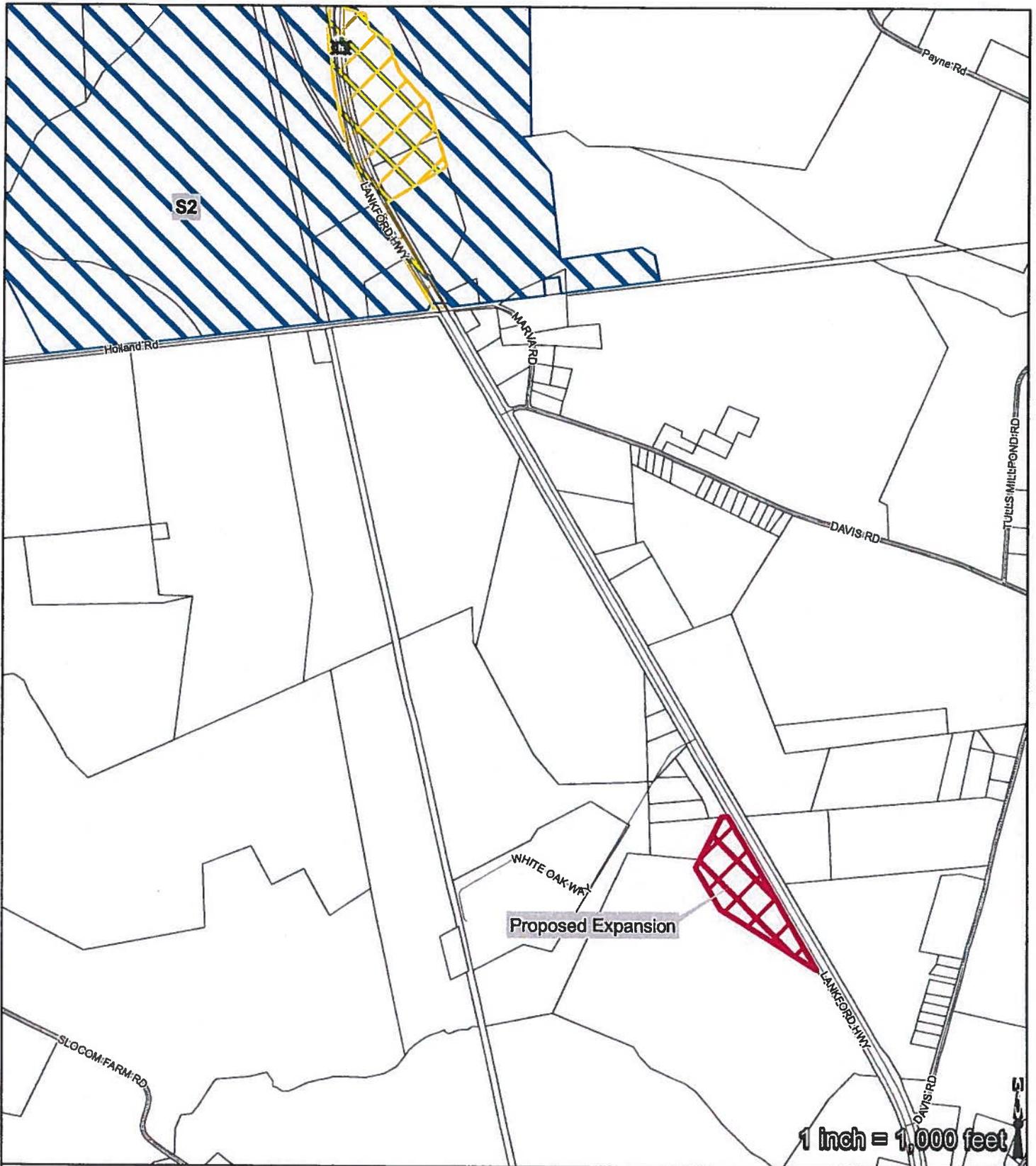
-  Corporate Limits
-  Proposed Expansion
- Sewer Planning Areas**
-  S1, Town of Pocomoke
-  S2, Town of Pocomoke
-  S3, Town of Pocomoke

## Existing Sewer Planning Areas



Virginia Visitor's Center  
Sewer Planning Area  
Case 2010-3

Prepared by Worcester County Department of Development Review and Permitting, January 26, 2010.  
Source: 1994 Comprehensive Water and Sewerage Plan, Worcester County, 1994 (as amended).



-  Corporate Limits
-  Proposed Expansion
- Sewer Planning Areas**
-  S1, Town of Pocomoke
-  S2, Town of Pocomoke
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## Existing Sewer Planning Areas



Virginia Visitor's Center  
Sewer Planning Area  
Case 2010-3

Prepared by Worcester County Department of Development Review and Permitting, January 26, 2010.  
Source: 1994 Comprehensive Water and Sewerage Plan, Worcester County, 1994 (as amended).

# Clarke Avenue Pump Station Rehabilitation City of Pocomoke City

## Exhibits for Project Purpose and Scope Section III

### Project Location Map





**POCOMOKE CITY, MARYLAND  
FEES, CHARGES, AND RATE SCHEDULES  
2015-2016**

**PLANNING AND ZONING (fees to be paid in advance) Non-refundable**

Zoning Change Application	\$550 from any zone to single family (R-1 or R-2) \$750 from any zone to any commercial, industrial, or multi-family zone (+\$15.00/acre)
Subdivision Plat	\$500 minor subdivision (up to 4 lots) \$500 + \$100/lot major subdivision (over 4 lots)
BZA Hearing	\$350 per hearing for single family use including Day Care. \$650 per hearing for multi-family, commercial, or industrial
Building Permits:	
a. Single-family residential	.0075 (3/4 x 1%) x construction cost
b. Multi-family, commercial, industrial	1.0% x construction cost

Minimum Charge \$75.00

Site Plan Review (Staff or PZC):	Major (over 10,000 square feet): \$450 fee + \$35/acre Minor (10,000 square feet or less): \$300 fee Administrative: \$50 Revisions: \$150 (Minor); \$150 + \$35/acre (major)
----------------------------------	--

**ANNEXATION FEE** (minimum) \$1,000/AC (MAX \$50,000) **non-refundable**

**HOUSING REVIEW HEARING (Appeal):** \$200

**MOVING OR DEMOLITION FEES**  
Deposit – Moving \$ 50  
\$100

**CIRCUS & EXHIBITION FEES**  
Daily (Circus) \$100  
Daily (Exhibition) \$ 20

**ENTERTAINMENT LICENSE** \$ 25 per year

**ANNUAL BUSINESS LICENSE** \$ 50 per year  
Business License List \$ 25 each

**HAWKERS & PEDDLERS LICENSES**  
Per Day/Per Person \$ 50  
Per Year/Per Person \$150  
Parade \$100

**TRANSIENT MERCHANT LICENSE**  
Bond \$1000  
Two-day License \$ 250

**RESTAURANTS- GREASE TRAP ANNUAL INSEPCTON \$50.**

**ADMISSIONS AND AMUSEMENT TAX** 5%

**SOUND TRUCKS**  
Per Day \$ 50

**RETURN CHECK FEE** \$ 50

**GOING OUT OF BUSINESS**  
30-Day Sale \$ 25

**EROSION & SEDIMENT CONTROL**  
\$20 for each plan reviewed.  
\$ 1 for every additional 1,000 square feet of disturbed area over 20,000 square feet up to a maximum of \$100  
\$20 for refileing of plan

**RAILROAD STATION OR LOG CABIN RENTAL**  
January 1 – March 31 CLOSED  
April 1 – December 31 \$225/day plus \$200 deposit, (plus TULIP insurance)  
City employee rental \$75/day plus deposit  
Stage/Concession Building \$200/day for profit  
\$75/day non-profit groups/clubs in Pocomoke

**PAVILION RENTAL (Either Building)**  
\$100/day plus \$50 deposit (plus TULIP insurance)  
\$50 Non-Profit Groups/Clubs in Pocomoke City

**HORSE STALL RENTALS** \$90.00/MTH  
**TRACK FEE** \$90.00/MTH

**WATER FEES AND CHARGES**  
(New water connection charge and charge for separation of meters in existing buildings (access fee) (Per tap or connection)  
This charge will apply to lots without a building for over 5 years.

\$4500 single family (new construction or conversion of an existing building PLUS METER AND METER BOX  
\$5500 commercial (up to 3000 sq.ft.), Industrial (up to 3000 sq.ft.), multifamily PLUS Meter, Meter Box & Installation.  
For Commercial industrial or multi-family buildings or uses over 3000 square feet:

<u>Building Size</u>	<u>Connection Fee</u>
3,000 – 10,000 square feet	\$8,250
10,000 – 20,000 square feet	\$12,100
over 20,000 to 50,000 square feet	\$17,600
over 50,000 square feet	\$27,500

(For multi-family residential and multi-unit commercial add \$3000 per unit (new construction)).

**STREET OPENING 1 Opening** \$400 single family residential or conversion, per unit  
Two openings may be required (one for water and One for sewer). These charges will also apply to lots with No building or houses with no sewer for 5 years or more.  
UTILITY COMPANY \$700 multi-family, commercial, industrial  
(street to be repaired by utility co. to city standards) \$200 plus \$2 per square foot of disturbed area

**WATER METER RATES**

Owner-occupied single family dwelling		
Monthly usage/gals	0- 2,000 gal.	\$9.03 Minimum
Over 2,000		\$4.51 per M

**Commercial Water Meter Rates and Multi-family**

0-2,000 gal.	\$12.12 Minimum
Over 2,000 gal.	\$ 6.06 per M

**WATER TURN-ON FEE**

Each Time week days 9:00AM -4:00 PM	\$50
After hours, holidays, weekends	\$75

**WATER** – More than 1 meter inspection or extra reading per year

\$50

**WATER/SEWER BILL LATE FEE**

\$12/month

**PRIVATE WELLS (WITH PRIOR APPROVAL FROM MAYOR AND COUNCIL)**

Initial permit fee	\$1000
Annual renewal fee per well	\$ 400

**WATER RECONNECT FEE**

(After disconnection and removal of water meter)	\$200
Meter replacement following damage caused by tampering (eg. breaking lock on a locked meter or unauthorized meter box entering or any request by owner for a new meter.	\$200

**SEWER FEES AND CHARGES**

New sewer connection or for separation of Meters in existing buildings. (Access Fee) (Per tap or connection).  
This charge will apply to lots without a Building for over 5 years.

\$4500 single family (new construction) or conversion of existing buildings, plus Installation costs.

\$5500 plus installation for commercial, industrial, or multi-family (up to 3,000 square feet)  
For Commercial industrial or multi-family buildings or uses over 3000 square feet:

<u>Building Size</u>	<u>Connection Fee</u>
3,000 – 10,000 square feet	\$ 8,250
10,000 – 20,000 square feet	\$12,100
20,000 – 50,000 square feet	\$17,600
Over 50,000 square feet	\$27,500

Multi-family (for multi-family residential and multi-Unit commercial add \$3000 per unit) new construction

**SEWER RATES COMMERCIAL/ MULTI-FAMILY:**

0-3,000 gal	\$23.05Minimum
Over 3,000 gal	\$8.79 for first 3M
	\$7.03 for over 3M

**RESIDENTIAL SEWER RATES/MONTHLY USAGE (Owner-Occupied, Single Family)**

0 - 3,000	\$17.18 minimum
Over 3,000 gal.	\$6.54/M first 3M, \$5.23/M over 3M

**SEWER LATERAL (SERVICE LINE) REPAIRS**

(When owner is responsible) (See policy statement and agreement)	\$100.00 plus cost of repairs
---	-------------------------------

**SEPTIC TRUCK DISPOSAL FEE**

\$66/1,000 gal.
\$100/1,001gal./sludge

**TRASH DISPOSAL FEE**

Per household or dwelling unit (except if unoccupied for 6 consecutive months or more)	\$10.00/mo.
---	-------------

**FIRE PREVENTION PERMITS**

Aboveground storage of hazardous materials	\$25
--	------

**GRADING AND SEDIMENT CONTROL**

\$50
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**BASIC DOCK FEES**

Seasonal (April 1 – Oct. 31)	\$700 (plus electric for heat or a/c., etc.)
Monthly Rate	\$175 (plus electric for heat, a/c etc.) \$12/day extra charge for electric to operate heat, a/c. etc.
Daily Rate	\$20 (First 2 days –then must pay at least one month \$175.00)
Off-Season rate (no live-aboard use) (Nov 1-March 31)	\$500
Holding Tank Pump-out Fee	\$10.00

**GOLF COURSE RATES AND FEES**

	Resident	Non-resident
Single Annual Pass	\$450	\$550
Family Annual Pass	\$550	\$600
High School/College Student-Annual	\$150 (weekdays only, limit to age 22, full-time students only;)	
Cart shed rental/year	\$450	
Trail Fee for carts	\$175/year or \$7.00 per use	

Family = members of the same family: mother, father, and all their children under 18 living in the same household.

Persons wishing to pay annual pass fees on an installment plan may pay at the following rates:

<u>Type of Annual Pass</u>	<u>Payment Plan</u>	<u>Amount &amp; Date of Payment</u>	
		Due July 1	Due January 1
Single Annual Pass-City Resident or Real Property Owner		\$300	\$250
Single Annual Pass-Non-Resident/ Non-Property Owner		\$350	\$300
Family Annual Pass – City Resident or Real Property Owner		\$350	\$300
Famly Annual Pass – Non-Resident/ Non-Property Owner		\$365	\$325

Golf Cart Shed	\$300	\$250
Adult Greens Fees: 9 holes	\$12.00	
Adult Greens Fees: 18 holes	\$18.00	
Student (Under 18) or Senior (65 and over)	\$10.00 (9 holes)	
	\$15.00 (18 holes)	
(9 or 18 holes weekdays only except holidays)		
Greens Fees after 3:00 p.m. (M-F only)	\$17.00 (18 holes, includes ½ cart)	
Cart rental rates	\$30.00 2 persons/18 holes	
	\$15.00 1 person/18 holes	
	\$10.00 1 person/9 holes	

Charitable or non- Profit Group using golf course for tournament: \$7.00/entrant (whether annual pass holder or not). (Minimum 40 persons; payment required in advance for at least 40 persons). **Non-refundable.** Application must be approved 60 days in advance. Subject to approval by Mayor and Council.

**FESTIVAL TENT USE POLICY- MUST BE APPROVED BY CITY COUNCIL**

Community Festivals (Cypress, Fair)	No Charge
Other local non-profit groups/churches	\$500- with non-profit providing four men for set up and take down
Private Businesses	Not available

**WEEDS:**

If City has weeds or grass cut:	\$100 + cost to have grass or weeds cut (1 <sup>st</sup> time)
	\$150 +cost to have grass or weeds cut (subsequent times)

**ELECTRICAL PERMIT \$100.00**

**PLUMBING PERMIT \$100.00**

**AMBULANCE SERVICE Rates determined by Medicare Subject to change Jan. 1**

ALS Base Rate (Emergency)	\$525.00
ALS II Base Rate	\$575.00
BLS Base Rate (Emergency)	\$375.00
Mileage (Billed Separately)	\$12.00 Per Loaded Mile

**AMBULANCE MEMBERSHIP PLAN (PER HOUSEHOLD)**

City Resident	\$75/yr
Out of City resident in service area	\$125/yr.
Somerset County	\$150/yr.

BRIAN E. FROSH  
ATTORNEY GENERAL

ELIZABETH F. HARRIS  
CHIEF DEPUTY ATTORNEY GENERAL  
THIRUVENDRAN VIGNARAJAH  
DEPUTY ATTORNEY GENERAL

STEVEN R. JOHNSON  
PRINCIPAL COUNSEL

ANDREA S. BAKER  
LYNN R. ANGOTTI  
DEPUTY COUNSEL

WRITER'S DIRECT DIAL NO.  
(410) 537-3054

lynn.angotti@maryland.gov



OFFICE OF  
**THE ATTORNEY GENERAL**  
DEPARTMENT OF THE ENVIRONMENT  
1800 WASHINGTON BLVD, SUITE 6048  
BALTIMORE, MARYLAND 21230  
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KRISTEN S. DE WIRE  
ROBERTA R. JAMES  
GEORGE A. KOHUTIAK  
KORY H. LEMMERT  
SARI M. LEVIN  
JEANEEN M. LOGAN  
JONATHAN E.C. MAY  
JEAN POPE  
MARY E. RAIVEL  
PATRICK C. SMITH  
MICHAEL F. STRANDE  
LAWRENCE A. THROWER  
PATRICIA V. TIPON  
EMILY A. VAINIERI  
STEPHANIE COBB WILLIAMS  
NANCY W. YOUNG  
MATTHEW ZIMMERMAN  
ASSISTANT ATTORNEYS GENERAL  
MATTHEW D. STANDEVEN  
STAFF ATTORNEY

July 31, 2015

Bruce Morrison, Mayor  
Pocomoke City  
101 Clarke Avenue  
P.O. Box 29  
Pocomoke City, Maryland 21851

RECEIVED  
AUG 03 2015  
BY: *Spam*

Re: **Violations of NPDES Permit # MD0022551/State Discharge Permit 09-DP-0674; Sediment Control, Sediment Pollution, Sewage Sludge Management, Solid Waste Management, and Water Pollution violations at a site located in Pocomoke City, Maryland**

Dear Mr. Morrison:

Please be advised that the Maryland Department of the Environment ("MDE") has referred the above-referenced matter to this Office to pursue an enforcement action against Pocomoke City (the "City") for violations at the Pocomoke City waste water treatment plant ("WWTP") and collection system, including the Clark Street Pump Station (the "Facility"), and at various fire hydrants located in Pocomoke City. As described in further detail below, the Department has determined that the City has violated multiple sections of the Environment Article, Annotated Code of Maryland ("Environment Article") associated with the City's operation of the WWTP located at 1634 Dunn Swamp Road in Pocomoke, the Clark Avenue Pump Station, as well as construction and wetlands related violations, and improper discharges at other areas located in Pocomoke City. The Department considers these violations to be significant and has forwarded the matter to the Office of the Attorney General for potential enforcement. This letter is an offer to resolve the alleged violations without the need for litigation. The following are the violations noted by the Department.

**Alleged Violations**

1. Failure to operate the Facility efficiently to minimize upsets and discharges in violation of General Condition B.3 (General Requirements, Facility Operation and Quality Control).
  - a. Exceedances of total nitrogen, total phosphorus, BOD, and TSS effluent limitations from July 1, 2011 through April 30, 2015. See, Special Condition (II) (A).
  - b. Exceedances of the 2013 calendar year concentration-based Annual Maximum Loading Rate limitation for total nitrogen. The Annual Concentration-based loading limit is a calculated loading limit based on the total discharge flow for the year multiplied by 4.0 mg/l multiplied by 8.34. ( $X \times 4.0 \text{ mg/l} \times 8.34$ ). For 2013, the facility discharged a total of 326.102 million gallons times 4.0 mg/l total nitrogen limit times 8.34, which results in the total nitrogen Annual Concentration-based loading limit of 10,879 lb/yr. The facility reported that their cumulative total nitrogen loading was 22,396 lb/yr for 2013, which exceeded the Annual Concentration-based loading limit of 10,879 lb/yr.
  - c. Exceedances of the 2014 calendar year concentration-based Annual Maximum Loading Rate limitation for total nitrogen. As previously stated, the Annual Concentration-based loading limit is a calculated loading limit based on the total discharge flow for the year multiplied by 4.0 mg/l multiplied by 8.34. ( $X \times 4.0 \text{ mg/l} \times 8.34$ ). For 2014, the facility discharged a total of 303.57 million gallons times 4.0 mg/l total nitrogen limit times 8.34 which results in the total nitrogen Annual Concentration-based loading limit of 10,127 lb/yr. The facility reported that their cumulative total nitrogen loading was 14,613 lb/yr for 2014, which exceeded the Annual Concentration-based loading limit of 10,127 lb/yr.
  - d. Treatment Lagoon Freeboard. During MDE's inspection of the WWTP lagoons on August 21, 2013, and February 25, 2015, an MDE inspector noted that in both lagoons the elevations were above the outlet structure. The design for both lagoons requires them to be 1 foot, 9 inches below the top of the outlet structure. Failure to keep the effluent in the lagoon at or below the design could result in failure of the lagoon embankment and an unpermitted discharge into waters of the State.
  - e. Maintenance at the Clark Street Pump Station. Specifically, on multiple occasions beginning with the inspection of the pump station on August 21, 2013, MDE inspectors noted signs of significant corrosion of metal structural members and pumps that could result in a failure causing

sewage to be discharged to waters of the State. The most recent inspection of February 25, 2015, showed no action has been taken to remedy this violation.

2. Failure to obtain an approved erosion and sediment control plan for an earthen disturbance of greater than 5,000 square feet. (Env. Art. § 4-413.) Specifically, during a site inspection at and near the WWTP, MDE inspectors observed earth disturbance exceeding 5,000 square feet along the top of the embankments on the east side of both lagoons at the WWTP. The disturbance observed continued the entire length of the east side of both lagoons and continued around the north end of the north lagoon (approximately 2,000 ft). The disturbance consisted of an approximately 12 ft wide graded track, and various stockpiles containing topsoil and sanitary products mixed in. Additionally, inspection of an area adjacent to the WWTP revealed additional earth disturbance associated with the stockpiling of material collected from the lagoon embankments as well as disturbance created due to utilization of the site. Specifically, during inspection it was revealed the City of Pocomoke has historically utilized this site for receipt/stockpiling of various materials. During site inspection in addition to the material stockpiled from the lagoon embankments, concrete debris, broken plastic pipes, concrete culverts, brick materials, numerous sanitary products, and a saturated pile of dark (in color) material with grease like odor coming from the material was observed.
3. Conducting unpermitted activity in a nontidal wetlands and or buffer. (Env. Art. § 5-906(b) - After December 31, 1990 a person may not conduct a regulated activity [in a nontidal wetland] without first obtaining a permit from the Department.) Specifically, during the November site inspection of the dumpsite adjacent to the WWTP and utilized by the City of Pocomoke, an MDE inspector noted that various soil material, trash/debris, and tree debris was pushed into the forested areas of the site. Further site evaluation determined the presence of hydric soils, hydrophytic vegetation, and hydrology that suggest impacts to nontidal wetlands and/or 25'buffer occurred due to the City's activity on-site.
4. Unpermitted discharges to waters of the State. (Env. Art. § 9-322.) Specifically, on December 5, 2013, an MDE inspector observed a direct discharge of chlorinated water to the Pocomoke River while investigating a complaint regarding chlorinated water being discharged directly into the River from three separate locations; Clarke Ave, Greenway Ave, and end of Winter Quarter Drive. The location of the active discharge observed was at Clarke Ave and Williams Street in Pocomoke City, MD. Upon arrival at the Clarke Ave and William Street location, at the northwest end of Williams Street as it approaches the Pocomoke River, an odor resembling chlorine could be observed within the air. Further investigation revealed a fire hydrant is located just around the east corner of Williams Street and along Clarke Ave. A black hose was observed leading from the hydrant and directly into the storm drain on Williams street. Water was

discharging from the hose at time of inspection and entering the storm drain. The water discharging from the hose presented a similar odor resembling chlorine. The MDE inspector collected a sample of the water and tested the water for chlorine. The sample collected of water discharging from the hose and into the storm drain tested positive for chlorine at 1.57 mg/l. An additional sample was collected at the storm water outfall as it discharges directly to the Pocomoke River northwest of Williams Street. The sample collected at the mouth of the outfall as it discharges into the River tested positive for chlorine at 1.55 mg/l.

Additionally, the MDE inspector contacted Mr. Michael Phillips (City of Pocomoke WWTP Superintendent) regarding the discharge observed at Clarke Ave and Williams Street. Mr. Phillips indicated this is a continuous process utilized to keep water flowing through the system to prevent iron accumulation. In addition, there were actually 5 active locations which discharge to waters of the State including locations off of Greenway Ave and at the end of Winter Quarter Drive

5. Operating an open dump. (COMAR 26.04.07.03B(4)). By allowing the disposal of the above-described solid waste on property owned by it, the City violated COMAR §26.04.07.03B(4), which prohibits (a) the construction or operation of a system of refuse disposal without first obtaining a valid permit issued under MDE's regulations, or a permit issued under Environment Article, §7-232 or 9-323, Annotated Code of Maryland; or (b) cause, suffer, allow, or permit the construction or operation of an unpermitted system of refuse disposal for public use on his or her property.)
6. Failure to obtain a refuse disposal permit. (Env. Art. § 9-204.) By allowing the disposal of the above-described solid waste on property owned by it, the City violated § 9-204 of the Environment Article, which requires a person to have a permit issued by MDE prior to operating a refuse disposal system.
7. Failure to obtain a sewage sludge permit. (Env. Art. § 9-231 and COMAR 26.04.06.03.A). - A person may not engage in sewage sludge handling, disposal without first obtaining a permit from the Department.) A person shall have a sewage sludge utilization permit before the person utilizes sewage sludge in this State.

#### **Civil Penalty and Corrective Action**

MDE has identified multiple days of violations, beginning in July 1, 2011 through April 30, 2015. These are significant violations of Maryland law which if pursued in court could result in civil penalties of up to \$65,000 per day of violation, which includes \$25,000 per violation of § 4-413; and \$10,000 per violation of §§ 9-322, 231, 204 and 5-906(b). As the date of this letter many of the above-described violations remain uncorrected. Additionally, reported exceedances

of the BOD maximum monthly average concentration in July 2014, and March 2015, are defined as "significant violations" under Environment Article, §9-342.1 and are subject to mandatory penalties for each monthly violation.

To resolve these violations, the following corrective action must be taken to ensure that no further violations occur. Failure to implement the below corrective action will result in MDE seeking injunctive relief in order to obtain compliance.

1. Finalize the approved plan for the unauthorized construction that took place around the lagoon. In addition, delineation should be conducted for the dumpsite area and all nontidal wetlands/25ft buffer within site limits should be reflected on the approved plan obtained for proposed disturbance associated with restoration. Lastly, there should be no discharge of chlorinated water to waters of the State.
2. Develop a corrective action plan that would ensure that the City's wastewater treatment facility is properly operated and maintained to achieve compliance with its Annual Maximum Loading Rate for total nitrogen as required under Special Conditions, A. Effluent Limitations footnote (6), Annual Maximum Loading Rate for total nitrogen along with General Conditions, B. General Requirements, 3. Facility Operations and Quality Control of the Facility's NPDES Discharge Permit.
3. Develop and implement a corrective action plan that would ensure that the significant corrosion of the metal support members and pumps at the City's Clark Avenue wastewater pump station are properly maintained as required under General Conditions, B. General Requirements, 3. Facility Operations and Quality Control of the Facility's NPDES Discharge Permit.
4. Develop and implement a corrective action plan that would ensure that the City's wastewater treatment facility properly utilizes its sanitary wastewater debris/sludge material as required under General Conditions, B. General Requirements, 7. Sewage Sludge Requirements of the Facility's NPDES Discharge Permit.

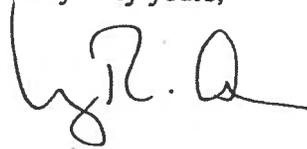
Until such plans are approved by MDE and a permit for the unauthorized impacts is issued, the violations on the Site are continuing. The discharge permit for the WWTP is also currently under review for renewal by the Agency and certain additional conditions in the permit may need to be considered.

Prior to beginning a formal enforcement action, this Office is prepared to discuss settlement to resolve the aforementioned violations with the City and to enter into a Consent Order to complete the above-described corrective action. Please contact me within 14 days of the date of this letter if the City wishes to resolve this matter. Any settlement offer constitutes a

Letter to Morrison  
July 31, 2015  
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compromise of the Department's claims against the City and is not the penalty that will be sought in the event this Office pursues a formal enforcement action.

Very truly yours,

A handwritten signature in black ink, appearing to read "L.R.A.", with a long horizontal flourish extending to the right.

Lynn R. Angotti  
Deputy Counsel

cc: Harry Hunsicker  
Sharon Talley  
Roberta James, OAG



**Maryland Department of Environment**  
**Water Management Administration**  
**Compliance Program - Eastern Division**  
**407 Race St, Cambridge, MD 21613**  
**410-901-4020**

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**AI ID:** 18826 **Inspector:** Randy Denny

**Site Name:** Pocomoke City WWTP  
**Facility Address:** 1634 Dunn Swamp Rd, Pocomoke City, MD 21851  
**County:** Worcester County

**Inspection Date:** November 24, 2015 **Start Date/Time:** November 24, 2015, 10:00 AM  
**End Date /Time:** December 8, 2015, 11:30 AM

**Media Type(s):** NPDES Municipal Major Surface Water

**Contact(s):** Michael Phillips - Superintendent  
Scott Getchell - Consultant  
Eric Gomez - Operator

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**NPDES Municipal Major Surface Water**

**Permit / Approval Numbers:** 14-DP-0674

**Site Status:** Active

**Site Condition:** Noncompliance

**Recommended Action:** Refer to Others (See Findings)

**Inspection Reason:** Follow-up (Non-Compliance)

**Evidence Collected:**  
Photos/Videos Taken, Visual Observation

**Inspection Findings:**

Review of the facility's effluent monitoring data for the period of August 2015 to date show noncompliance for total suspended solids during September 2015. In addition, review of the effluent monitoring data shows elevated total nitrogen concentrations for September and October 2015 that are above the 4.0 mg/l ENR treatment requirement.

**A. Permit Verification – The facility's Discharge Permit expires on October 31, 2020.**

**B. Record and Reports –**

November 2015 – Available monitoring data show elevated total nitrogen concentrations above 4.0 mg/l.

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October 2015 – MOR and monitoring data for the month show elevated total nitrogen concentrations above 4.0 mg/l.

September 2015 – DMR, MOR and Lab data show noncompliance for total suspended solids. Monitoring data shows elevated total nitrogen concentrations above 4.0 mg/l.

August 2015 – DMR, MOR and Lab data shows compliance.

Mr. Phillips was reminded of the Annual Maximum Loading Rate limitation for total nitrogen as specified under Special Conditions, A. Effluent Limitations footnote (7), Annual Maximum Loading Rate of the facility's NPDES Discharge Permit. This writer notes that review of the facility's effluent monitoring data for total nitrogen shows that it is on track to be in noncompliance with the 2015 Annual Maximum Loading Rate limitation outlined in the NPDES Discharge Permit.

### C. Operation and Maintenance

1. The wastewater from the City's Clark Street Pump Station is being discharged to the treatment facility's headworks structure. The head works structure includes an automatic bar screen/dewatering device and a grit removal unit. Inspection shows that both treatment units are operating properly. Further inspection shows that the debris and grit from the units is being collected in a dumpster located adjacent to the headwork's.

2. The wastewater flow from the headwork's structure flows by gravity to the Biolac activated sludge treatment unit. Inspection shows that the first two baffles in the Biolac treatment unit have been removed. Mr. Phillips stated that the baffles were removed to provide more treatment capacity. He stated that the Biolac treatment unit is currently operating in an aeration cycle mode as the programmable dissolved oxygen mode is not functioning properly. Inspection shows that the #2 and #3 blowers are currently on line. Further inspection shows that the #4 blower is being repaired. Mr. Phillips stated that a new PLC is to be installed at the Biolac treatment unit to properly operate the aeration blowers so as to achieve more efficient nitrification/denitrification.

Inspection of the onsite lab shows that various process control tests are being performed including alkalinity, ammonia, dissolved oxygen, pH and nitrate, etc. Mr. Phillips stated that additional lab equipment is being purchased to further assist the plant operators regarding processing control testing.

This writer contacted Mr. Scot Getchell of GMB to express concerns regarding proper mixing in the Biolac treatment unit once the new PLC is installed. Mr. Getchell stated that he will address this concern once the new PLC is installed.

3. The wastewater flow from the Biolac treatment unit flows to the secondary clarifier. Inspection of the secondary clarifier surface shows that there is a minimal amount of floating solids. Mr. Phillips stated that all of the return sludge actuator valves are operating at this time. He stated that he has two spare actuator valves on site. Mr. Phillips stated that a recent inspection of the secondary clarifier curtain along the downstream quiescent zone revealed that it had a tear in it allowing activated sludge to flow out. He stated that the tear in the curtain has been temporarily

Inspection Date: November 24, 2015  
Site Name: Pocomoke City WWTP  
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repaired and the accumulated sludge pumped back into the activated sludge treatment process. Further inspection shows that the return activated sludge from the secondary clarifier is being pumped back to the head of the Biolac treatment unit. Mr. Phillips stated that alum and caustic soda are injected into the return sludge line to aid in total phosphorus removal and pH adjustment.

4. The discharge from the secondary clarifier flows by gravity through the downstream quiescent zone and influent chamber to the up flow denitrification sand filters. Inspection of the influent chamber of the up flow denitrification sand filter shows that the wastewater flow is splashing into the chamber and promoting the entrainment of dissolved oxygen. Mr. Phillips was requested to take action to modify the piping to eliminate any entrainment of dissolved oxygen.

Mr. Phillips stated that the methanol chemical feed system for the up flow denitrification sand filters is operating in the mg/l feed mode at this time as the Chem Scan unit is not communicating properly with the methanol feed system. Mr. Phillips stated that the facility's CAP, Corrective Action Plan includes actions to address this problem.

5. Inspection shows that the wastewater flow from the up flow denitrification sand filters discharges to the facility's ultraviolet disinfection system and outfall pipe to Outfall 001.

6. Inspection of the wastewater treatment lagoons shows that the north lagoon level is approximately 25 inches below the top of the outlet structure and that the south lagoon is approximately 38 inches below the top of the outlet structure. This writer notes that the lagoon levels are currently being maintained below the maximum high water level of 1 foot 9 inches below the top of each lagoons outlet structure as listed in the facility's 1968 design drawings.

Further inspection of the wastewater treatment lagoons shows that there are no offensive odors and that the berms are properly vegetated with minimal erosion noted.

Mr. Phillips stated that the facility's alarm system is not operational. This writer requested that he immediately repair the facility's alarm system.

7. Inspection at the Clark Street Pump Station shows that the corrosion of the dry wells metal structural members, discharge pumps, electrical wiring and ventilation fan has been repaired. Further inspection shows that both of the Stations variable speed pumps are operational. This writer notes that Mr. Phillips provided this writer with photos of the dry well after the corrosion had been repaired by copy of a letter dated October 23, 2015.

Inspection of the Stations wet well shows that the corrosion of the metal structural members and catwalk has not been addressed. Further inspection shows that the wet well ventilation is operational. Mr. Phillips stated that the wet well was recently cleaned by Clark Environment and that the City plans to address the corrosion of the structural members and catwalk as part of the CAP, Corrective Action Plan that has been developed.

This writer notes that a septic hauler is discharging at the Stations dumping station during the inspection. Further inspection shows that a City employee is at the Station to monitor the dumping operation. This writer does not observe any problems during the dumping operation

Inspection Date: November 24, 2015  
 Site Name: Pocomoke City WWTP  
 Facility Address: 1634 Dunn Swamp Rd, Pocomoke City, MD 21851

regarding spillage or odors. This writer expressed concerns regarding the adverse impact of the septage on the wastewater treatment process. Mr. Phillips stated that the City may restrict the septage dumping operations to only business hours in an attempt reduce any possible adverse impact to the wastewater treatment facility.

**NPDES Municipal Major Surface Water- Inspection Checklist**

<i>Inspection Item</i>	<i>Status</i>	<i>Comments</i>
1. Does the facility have a discharge permit? [Environment Article §9-323a(1-3)]	No Violations Observed	
2. Is the discharge permit current? Has facility applied for renewal? [Environment Article §9-328a(1)]	No Violations Observed	
3. Is the facility as described in the current permit? Are treatment processes as described in the current permit? [COMAR 26.08.04.01.01B(4)]	No Violations Observed	
4. Has notification been submitted about any new, different or increased discharges? [40 CFR Part 122 Subpart C Section 122.42.b(1-3)]	No Violations Observed	
5. Is the number and location of discharge points as described in the discharge permit? [Environment Article §9-3314]	No Violations Observed	
6. Has permittee submitted correct name and address of receiving waters? [40 CFR 122.21.j(3)]	No Violations Observed	
7. Is the permittee meeting the compliance schedule per permit requirements? [COMAR 26.08.04.02-1.02-1A(3)]	No Violations Observed	
8. Has the operator or superintendent been certified by the Board in the appropriate classification for the facility? [COMAR 26.06.01.05A(1)]	No Violations Observed	
9. Are adequate records being maintained for the sampling date, time, and exact location; analysis dates and times; individual performing analysis; and analytical results? [COMAR 26.08.04.03.03B(3)(a, b, c, e)]	No Violations Observed	
10. Are adequate records being maintained for the analytical methods/techniques used? [COMAR 26.08.04.03.03B(3)(d)]	No Violations Observed	
11. Does the permittee retained a minimum of 3 years worth of monitoring records including raw data and original strip chart recordings; calibration and maintenance records; and reports? [COMAR 26.08.04.03.03B(1)]	No Violations Observed	
12. Is the lab and monitoring equipment being properly calibrated and maintained? Are they keeping records to reflect this? [Environment Article §9-3313]	No Violations Observed	

Inspection Date: November 24, 2015  
 Site Name: Pocomoke City WWTP  
 Facility Address: 1634 Dunn Swamp Rd, Pocomoke City, MD 21851

**NPDES Municipal Major Surface Water- Inspection Checklist**

<i>Inspection Item</i>	<i>Status</i>	<i>Comments</i>
13. Is laboratory controls and appropriate quality assurance procedures properly operated and maintained? [40 CFR Part 122 Subpart C Section 122.41.e]	No Violations Observed	
14. Has the permittee submitted the monitoring results on the proper Discharge Monitoring Report form? [COMAR 26.08.04.03.03C(1)]	No Violations Observed	
15. Has the permittee submitted these results within the allotted time? [COMAR 26.08.04.03.03C(2)]	No Violations Observed	
16. Are discharge monitoring reports complete and reflect permit conditions? [COMAR 26.08.04.03B(3)]	No Violations Observed	
17. Is the facility being properly operated and maintained including: (a) stand-by power or equivalent provisions available, (b) adequate alarm system for power or equipment failure available, (c) all treatments units are in service, . [40 CFR Part 122 Subpart C Section 122.41.e]	Out of Compliance	See Findings
18. Is sewage sludge managed correctly per permit requirements? [COMAR 26.04.06.03.03]	No Violations Observed	
19. Any by-pass since last inspection? Has permittee submitted notice of any by-pass? [40 CFR Part 122 Subpart C Section 122.41.m(4)(i)(C)]	No Violations Observed	
20. Any non-complying discharges experienced since last inspection? Has regulatory agency been notified? [40 CFR Part 122 Subpart C Section 122.41.l(6)]	Out of Compliance	See Findings
21. Have overflows occurred since the last inspection? [COMAR 26.08.10.02A]	No Violations Observed	
22. Has records of overflows been maintained at the facility for at least five years? [COMAR 26.08.10.06A-B]	No Violations Observed	
23. Are flow measuring devices properly installed and operated, calibration frequency of flow meter adequate, flow measurement equipment adequate to handle expected ranges of flow? [40 CFR Part 122 Subpart C Section 122.41.e]	No Violations Observed	
24. Are discharge monitoring points adequate for representative sampling? Do parameters and sampling frequency meet the minimum requirements? Does the permittee use the method of sample collection required by the permit? [Environment Article §9-331(4)]	No Violations Observed	

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 Site Name: Pocomoke City WWTP  
 Facility Address: 1634 Duan Swamp Rd, Pocomoke City, MD 21851

**NPDES Municipal Major Surface Water- Inspection Checklist**

<i>Inspection Item</i>	<i>Status</i>	<i>Comments</i>
25. Are analytical testing procedures approved by EPA? If alternate analytical procedures are used, proper approval has been obtained? [COMAR 26.08.01.02B(1)]	No Violations Observed	
26. Has the permittee notified the Department of the name and address of the commercial laboratory? [COMAR 26.08.04.03.03A(3)]	No Violations Observed	
27. Were discharges observed at the authorized outfalls? Does the facility have any unauthorized discharges to waters of the State? [Environment Article §9-322]	No Violations Observed	
28. Does the discharges or receiving waters have any visible pollutants (oil sheen, grease, turbidity, foam, floating solids, color), odor, noncompliant DO concentrations, and/or noncompliant temperature ranges? [Environment Article §9-314b(1)]	No Violations Observed	
29. Were discharge samples collected? [Environment Article §9-261c(1)]	No Violations Observed	
30. Is the facility required to have a storm water pollution prevention plan? Has storm water pollution prevention plan been developed and implemented as required? Does storm water pollution prevention plan require modifications to prevent runoff of pollutants? [40 CFR Part 122 Subpart B Section 122.26.c(1)(I)(A-B)]	No Violations Observed	
31. Are the permit conditions being met? [Environment Article §9-326a(1)]	Out of Compliance	See Findings

**D. Corrective Actions**

1. Mr. Phillips is requested to repair the facility's PLC for the Biolac treatment unit and develop a SOP, Standard Operating Procedure to maximize the treatment efficiency of the unit.
2. Mr. Phillips is requested to take action to modify the piping at the influent chamber of the up flow denitrification sand filter to eliminate any entrainment of dissolved oxygen.
3. Mr. Phillips is requested to repair the facility's Chem Scan unit and methanol chemical feed system along with developing a SOP, Standard Operating Procedure to maximize the treatment efficiency of the up flow denitrification sand filter units.
4. Mr. Phillips is requested to evaluate whether the treatment facility is being adversely impacted by the septage being received at the Clark Street Pump Station.
5. Mr. Phillips is requested to repair the corrosion of the metal structural members and catwalk in wet well of the Clark Avenue Pump Station.

Inspection Date: November 24, 2015  
Site Name: Pocomoke City WWTP  
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6. Mr. Phillips is requested to repair the facility's alarm system.

Mr. Phillips is requested to respond in writing to Mr. Harry Hunsicker, Division Chief of the MDE Compliance Program, 407 Race Street, Cambridge Maryland 21613 within 30 days of receipt of this inspection report with actions addressing the above Corrective Actions.

Inspector: Randy Denny, 12/8/15  
Randy Denny/Date  
randy.denny@maryland.gov  
410-901-4020

Received by: Michael T Phillips 12-8-15  
Signature/Date  
Michael T Phillips  
Print Name

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# MARYLAND DEPARTMENT OF THE ENVIRONMENT

Montgomery Park Business Center

1800 Washington Boulevard, Baltimore, MD 21230-1708

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## MARYLAND WATER QUALITY FINANCING ADMINISTRATION (MWQFA) APPLICATION FOR FFY 2016/STATE FY 2018 CAPITAL PROJECT FINANCIAL ASSISTANCE

### CLEAN WATER [WASTEWATER AND NONPOINT SOURCE (NPS)] PROJECTS

For assistance, please contact Elaine Dietz at [elaine.dietz@maryland.gov](mailto:elaine.dietz@maryland.gov) or (410)537-3908

**APPLICATION TYPE** (Review the [Water Quality Funding Eligibility Chart](#) and select one of the following.)

- Consider this project for all sources of MDE funding: Water Quality Revolving Loan Fund (WQRLF) low-interest loan (with partial loan principal forgiveness, if eligible); Bay Restoration Fund Wastewater Grant; and Biological Nutrient Removal Grants (see Section VII.a).
- Consider this project for Bay Restoration Fund Wastewater Grant and Biological Nutrient Removal Grant funding only. Applicant assumes financial responsibility for balance of project cost.

Note: Grants through the Supplemental Assistance Program and the WQRLF, including green grants, are no longer available.

**PROJECT INFORMATION** (Attach a copy of a current street map with the exact project location clearly marked.)

**Project Name:** Septage Receiving System

**Project Address:** Clarke Ave., Pocomoke, MD 21851-1003

(Provide for location of the funded activity. If project spans large area, enter street address (9-digit Zip Code required) that best represents center of project area)

**County:** Worcester      **Latitude:** (00.000000) 38.04.04      **Longitude:** (00.000000) 75.34.39

**Congressional District:** First      See [Supplementary Mapping Instructions](#) for help.

**Legislative District:** 38B      See [Supplementary Mapping Instructions](#) for help.

**River Basin Designation:** Provide the numeric eight-digit watershed designation according to the project location (for wastewater treatment plants, identify according to the permitted point of discharge). See [Supplementary Mapping Instructions](#) for help.

**Watershed Name** Lower Pocomoke      **Eight-Digit Designation** 02 \_ 13 \_ 02 \_ 02

### APPLICANT INFORMATION

**Applicant Name:** City of Pocomoke

**Applicant Address:** (incl. 9-digit Zip Code) PO Box 29, 101 Clarke Ave., Pocomoke, MD 21851-1005

**County:** Worcester      **Email:** ernie@cityofpocomokemd.gov

**Phone:** (410) 957-1333      **Ext:** \_\_\_\_\_      **Federal Tax Identification Number:** 52-6000803

### CONTACT INFORMATION

**Contact Person:** Ernest A. Crofoot      **Title:** City Manager

**Contact Address:** (incl. 9-digit Zip Code) PO Box 29, 101 Clarke Ave., Pocomoke, MD 21851-1005

**Phone:** (410) 957-1333      **Ext:** \_\_\_\_\_      **Email:** ernie@cityofpocomokemd.gov

I. **CLEAN WATER PROJECT TYPE** [Check appropriate project type.] (If the project scope consists of multiple types, it should be split into separate projects with one application submitted per type.)

- Upgrade of existing WWTP at current design capacity (no expansion)  
Current Design Capacity (mgd): \_\_\_\_\_  
Current Treatment (Secondary, BNR, ENR): \_\_\_\_\_ Proposed Treatment (BNR, ENR): \_\_\_\_\_
- Upgrade of existing WWTP with expansion  
Current Design Capacity (mgd): \_\_\_\_\_ Expansion Capacity (mgd): \_\_\_\_\_  
Current Treatment (Secondary, BNR, ENR): \_\_\_\_\_ Proposed Treatment (BNR, ENR): \_\_\_\_\_
- New WWTP construction
- Sewage Inflow/Infiltration correction
- Combined Sewer Overflow/Sanitary Sewer Overflow correction
- Repair/rehab existing sewerage collection system
- New sewerage collection system for failing on-site septic area
- New sewerage collection system for new development
- Non-hazardous landfill leachate collection/conveyance/treatment
- Construct/repair/replace decentralized wastewater treatment systems
- Measures to reduce demand for POTW capacity through water conservation, efficiency, or reuse
- Measures to reduce energy consumption at POTWs
- Measures to increase the security of POTWs (security guards/monitoring activities are ineligible)
- Municipal landfill capping
- Measures to reuse/recycle wastewater, stormwater, or subsurface drainage water
- Stormwater management BMP                      Traditional? Y [ ] N [ ]                      Green? Y [ ] N [ ]
- Measures to manage, reduce, treat, or recapture stormwater or subsurface drainage water
- Stream/Shoreline Restoration                      Traditional? Y [ ] N [ ]                      Green? Y [ ] N [ ]
- Wetland Creation or Restoration
- Other: Purchase of Septage Receiving System

## TAKE NOTE OF THE FOLLOWING WHEN COMPLETING THE REMAINDER OF THE APPLICATION

- ☞ Submittal of requested documentation is necessary for the evaluation of the application. Failing to submit requested documents can **significantly impact the final score and rank** of the project.
- ☞ When providing additional information on a separate page, please include the applicant and project names, and refer to the corresponding section number and heading of the application as specified.

### II. **THRESHOLD CRITERIA** (Please answer the questions below and provide supporting documentation where requested as a clearly labeled attachment to the application.)

a. **Project must meet one of the following definitions to be eligible for funding. Select the appropriate “eligible” category below.**

Project is a **publicly-owned sewerage** treatment works<sup>1</sup>. Public entities include local governments, State agencies, inter-government agencies, sanitary commissions/districts within Maryland that are recognized as public entities under Maryland State law. Public entities do not include Federal government. This project must also meet the requirements in Section II.b and II.c. If seeking WQRLF funding, it is also required to meet the requirements in Section II.d and II.e.

Project is a **publicly-owned stormwater** treatment works<sup>2</sup>. Public entities include local governments, State agencies, inter-government agencies, sanitary commissions/districts within Maryland that are recognized as public entities under Maryland State law. Public entities do not include Federal government. If seeking WQRLF funding, this project it is also required to meet the requirements in Section II.d and II.e.

Project is a **privately-owned stormwater** treatment works<sup>2</sup>. This project is exempt from the requirements in Section II.b, II.c, II.d, and II.e.

If project does not fall into one of the above-mentioned categories, and the applicant believes that the project is eligible for MDE funding, contact Elaine Dietz at [elaine.dietz@maryland.gov](mailto:elaine.dietz@maryland.gov) or (410) 537-3908.

b. **Is the sewerage treatment works project (and the area served by it) located entirely within a Priority Funding Area (PFA) as shown on the PFA map created by Maryland Department of Planning (MDP) based on the local map?**

**Yes** – Attach a **color** copy of the current MDP PFA map that shows the PFAs and PFA Comment Areas, if any, in the vicinity of the project and **mark the location of the project (including linear features) and its service area** on the MDP map. See [Supplementary Mapping Instructions](#) for help.

**No** – Provide an explanation on a separate page. If the project and the area served by it are not located entirely within a PFA, the project will not be eligible for financial assistance until the PFA consistency issue is resolved. For guidance on PFA exception, go to the [PFA Exception Procedure](#) or call Janice Outen, MDE Water Resources Planning Unit, at (410) 271-8893. (Note: If an exception has already been granted, provide a copy of the exception determination.)

<sup>1</sup> **Sewerage treatment works** include such projects as those that provide for advanced wastewater treatment, combined sewer overflow, sanitary overflow, or inflow/infiltration correction, aging sewer system rehabilitation or replacement, sewer extension to sewerage treatment facilities for failing septic system communities, non-hazardous landfill leachate conveyance and/or treatment, sewer system energy conservation, sewerage system security, water conservation/efficiency/reuse.

<sup>2</sup> **Stormwater treatment works** are those that manage, reduce, treat, or recapture stormwater or subsurface drainage water (such as BMPs required by Municipal Separate Storm Sewer System (MS4) permits) and non-hazardous solid waste landfill capping. Other nonpoint source pollution prevention practices identified under Federal Clean Water Act Section 319 Plan for Maryland (e.g., riparian/stream restoration, brownfield site cleanup, agricultural BMPs, septic system repairs) that are not stormwater BMPs may be funded through the MWQFA Linked Deposit (Bank Loan) Program. For additional information, see [www.mde.maryland.gov/wqfa](http://www.mde.maryland.gov/wqfa).

c. **Is the sewerage treatment works project included in (or amended to) the MDE-approved County Water & Sewer Plan and consistent with the local Land Use Plan?**

**Yes** – Provide a copy of the applicable page(s) from the current MDE-approved County Water & Sewer Plan and approved amendments. In addition, provide a **color** copy of the service area map and fill in the information below.

Date of MDE-approved County Water & Sewer Plan: 1994

Applicable page number(s): Chapter 4.4.7 (Page 4-43)

Title and date of MDE-approved service area map: Pocomoke City Service Area, Map 4-27

Date of MDE approval letter for an amendment: NA

**No** – If no, the project is ineligible for MDE funding.

d. **Is there a Fiscal Sustainability Plan for the publicly-owned treatment works projects proposed for WQRLF funding?** A Fiscal Sustainability Plan that includes an inventory of critical assets; an evaluation of the condition and performance of inventoried assets; certification of evaluation/implementation of water and energy conservation efforts; and an asset maintenance, repair, and replacement schedule must be developed and submitted to MDE prior to WQRLF loan closing.

Applicant certifies completion of the WQRLF Fiscal Sustainability Plan requirements. The Fiscal Sustainability Plan is included with this application.

Applicant will develop and submit *prior* to loan closing the required Fiscal Sustainability Plan.

Applicant certifies that this application is for WQRLF funding of a privately-owned stormwater treatment works; therefore, a Fiscal Sustainability Plan is not required.

e. **Has a Preliminary Engineering Report been completed that includes a Cost and Effectiveness Analysis for the publicly-owned treatment works projects proposed for WQRLF funding?** A Cost and Effectiveness Analysis including the study and evaluation of the cost and effectiveness of the processes, materials, techniques, and technologies for carrying out the proposed project or activity and selection (to the maximum extent practicable) of a project or activity that maximizes the potential for efficient water use, reuse, recapture, and conservation, and energy conservation should be developed prior to initiating design and report must be submitted to MDE prior to WQRLF closing. See [Minimum Funding Participation Requirements for Preliminary Engineering Reports \(PER\)](#) for additional information. *(New)*

Applicant certifies completion of the WQRLF Cost and Effectiveness Analysis requirements. The Cost and Effectiveness Analysis is included with this application.

Applicant will develop and submit *prior* to loan closing the required Cost and Effectiveness Analysis.

Applicant certifies that this application is for WQRLF funding of a privately-owned stormwater treatment works; therefore, a Cost and Effectiveness Analysis is not required.

III. **PROJECT PURPOSE AND SUMMARY** (Provide the following information in the requested format. On a separate page titled "Project Purpose and Summary," provide a brief description of the project by answering the following questions in the order shown (labeled III.a through III.c).)

- a. **What is the proposed project?** Include the existing and proposed capacities, length and size of sewer pipes, number of manholes, location of service area, drainage acreage, linear footage, etc. If you have determined that the project fully or partially qualifies as a green project eligible for Green Project Reserve funding based on the [EPA guidance](#), include reference to the specific section of the guidance as part of the project description.
- b. **What is the purpose of the project, why is the project needed, and what problem is being corrected?**
- c. **Has the project been previously submitted to MWQFA for funding consideration? If so, by what project name, has the scope of work changed since that submittal (explain how, if so), and was the project selected to receive funding?**

Septage Receiving System  
Pocomoke City  
Project Purpose and Summary

III. a. What is the proposed project?

The city of Pocomoke is requesting \$500,000 from MDE in order to build a septage receiving system. This system would include a package product which would be sized to accommodate the typical daily load received and processed through Pocomoke wastewater treatment plant.

Currently, this septage is received at the Clarke Avenue pump station, which is the main station for the city of Pocomoke, with a capacity of 8.24MGD, and is not properly equipped to receive septage on a regular basis.

A holding tank, to be used in conjunction with the packaged receiving unit, would be constructed at the wastewater treatment facility on Dun Swamp Road; properly sized for the typical daily receiving load. Once installed, the city operators would be trained in its use and it would be operational immediately thereafter. A relatively small amount of engineering would be required.

The function of the new septage receiving station would be to measure all septage brought into the facility from other locations. At this time, the wastewater treatment plant receives septage from throughout southern Worcester County. This is a significant benefit to the various septage haulers in the area in that the plant represents a convenient and relatively easy way to dispose of the material.

The advantage of the septage receiving station would be that it would automatically measure the amount of material placed into the plant. It would identify the hauler and note the times and days of the deliveries. The city charges for this service but relies upon self-reporting from the various haulers. This new station would allow for an equitable charge to be made to each hauler. It would also serve to regulate the amount of material which is placed into the plant and therefore improve water quality in the city service area.

III. b. What is the purpose of the project, why is the project needed, and what problem is being corrected?

The current situation is having a very adverse impact upon the operation of the wastewater treatment plant. As it is now, the haulers are able to deposit the septage on their own and submit a statement of the amount along with the time and date. This system has proven to be unsatisfactory, as it appears that some of the haulers are not reporting the volume accurately. The system also does not allow for pacing of the deposits so that the quality of Pocomoke's water can be maintained properly.

It appears that the amount of dumping being recorded is significantly less than what is actually received. A septage receiving system would allow for the accurate measurement of the deliveries so that the city can pace its flow throughout the wastewater treatment plant. The facility is not designed to accept a volume of septage in an unregulated manner. It is necessary to allow its entry into the system at the discretion of the plant operators. If the flow can be regulated by

purchasing a septage receiving system, any adverse impacts on the plant can be kept to an absolute minimum.

One of the most obvious adverse impacts of the present system is the fact that the plant's process appears to be degraded on the weekends. This is almost certainly an indication that many haulers come to the plant after hours in order to take advantage of the fact that the operators are not present. Obviously, this indicates that these haulers visit the plant intentionally when no monitoring is in place. Consequently, these weekend deliveries are high in volume and are straining the wastewater treatment plant. In addition, foam has appeared during the weekend days and is an indicator of stress upon the system. The city's operators have noted that this unregulated flow may upset the biological balance at the plant. We have already seen this happen at certain times. As time goes on, the chances for such a scenario increase.

The citizens of Pocomoke are billed for water and sewer service and should be able to expect that the water quality is maintained consistently. It is not acceptable to have a situation in which it is not up to expected standards for two days each week. The current situation is clearly straining the city's resources and delivery of services to citizens.

The financial impact on the city's budget has been significant. Pocomoke evidences economic distress as demonstrated by a high unemployment rate, low median incomes, and a high poverty rate. The current water and sewer charges should not be raised due to septage haulers trying to avoid paying their fair share. The water and sewer fund is an enterprise fund which means that it is tracked separately from the general fund. All expenses for water and sewer service must be taken from this account. If the system is being strained by unregulated sewage entering it, costly repairs and maintenance will have to be made.

The septage receiving system will enable the city to receive its fair share of revenue from the service as agreed with the haulers. This will enable the water and sewer fund to keep up with the demands of the system and pay for any necessary improvements or maintenance. At the present time, the system is receiving more septage than it can reasonably absorb and the city is not being paid the proper charge. This in turn has an adverse impact on the city's ability to maintain it properly.

In addition, there are some major issues with the Clark Avenue pump station. The city is requesting funds in another application to address those issues which have been noted by MDE in various inspections. The city has been asked by the agency to correct these problems or face mandated action. It is not inconceivable that the failure of the pump station could cause the spillage of raw sewage. This is being exacerbated by the current situation with the lack of monitoring of septage deliveries.

The Clarke Avenue Pump Station is the primary pumping station in Pocomoke. This is the final downstream pumping station prior to the wastewater treatment plant. All of the wastewater from the Pocomoke City sanitary sewer service area goes through this station and is transmitted to the Pocomoke WWTP. The Clarke Avenue pump station was constructed in 1969.

A letter of July 31, 2015 from the office of the Attorney General of the Maryland Department of Environment noted that there were several violations at the city's wastewater treatment plant and the Clarke Avenue pump station. This correspondence noted that the Department was prepared to take enforcement actions against the city but offered to settle the problem without litigation.

The specific item in the letter referring to the Clarke Street station was that "... MDE inspectors noticed signs of significant corrosion of metal structural members and pumps that could result in a failure causing sewage to be discharged to waters of the state. "

A further inspection was made by MDE on November 24, 2015. This report noted that the corrosion of the dry wells' structural members had been addressed since the time of the July 31 letter. In addition, the discharge pumps, electrical wiring and ventilation fan was repaired. However, this was a costly repair for the city due to a challenging budgetary situation which is caused in large part by the poor economic indicators. Funds would be much more wisely spent on completely rehabilitating the station. As time goes on, more and more repairs are needed and it is not financially viable to continue to make expensive repairs and not address the larger issues.

The city is concerned about the cost to the citizens in terms of health issues. The treatment of sewage is the primary municipal function which has the most impact on public health. If the treatment quality is less than optimum, the city's residents will be severely compromised and subject to exposure to various unhealthy conditions. In the worst-case scenario, the spillage of raw sewage would be disastrous, yet that is entirely possible. It is difficult to overstate the adverse impact on public health if this were to occur.

The city, being located in one of the most economically challenged areas of the state, cannot afford the cost of this project. Grant funds are necessary to move forward. The weaknesses in the local economy are as follows: relatively low educational attainment, lack of a skilled workforce, low economic indicators such as a low median income and a high poverty rate, lack of infrastructure, and lack of facilities for higher end businesses such as those dealing with information technology.

As of November of 2015, the Bureau of Labor Statistics reported that Worcester County's unemployment rate was the highest in the state at 12.4%, substantially larger than the state rate of 5.2%. This rate is relatively high because of seasonal positions in Ocean City.

There is a 30% rate of housing foreclosure rate in Pocomoke City. Residential new construction has slowed down greatly over the past 5 years. Therefore, the ratio of owner-occupied homes to rental homes has remained steady during that time and indeed, since the 2000 Census. The 2010 Census shows that the housing vacancy rate is 14.1%, with 85.9% of homes occupied. Of the occupied homes, 53.5% are owner-occupied and 46.5% are renter-occupied. Pocomoke has seen declines of 10-15% in property values over the past 5 years.

Per the 2006-2010 American Community Survey, 33% of residents 25 years of age and over have earned a high school diploma, with 19.7% having a bachelor's degree or higher.

Approximately 19.8% have not attained high school graduation. The remaining 27.6% have some college course work completed or have an associates' degree.

The following figures are taken from the 2009 American Community Survey. The city's median income of \$22,113 is substantially below the state's median income of \$69,272. The per capita income is \$16,557. The total population in 2009, 3880, represented a 5.3% decline from 2000. The 2009 median house value was \$117,523, substantially less than the state median house value at the time, \$318,000. New building has declined steadily over the past few years.

The Pocomoke City Enterprise Zone qualified for re-designation due to the fact that the rate of poverty in the area is greater than 1.25 times the national rate of poverty. The national rate of poverty, as shown in the 2006 -- 2010 American Community Survey, was 11.3 %. The qualifying level, 1.25 times that percentage, is 14.13%.

Census Tract 9515 is a residential area adjacent to and including parts of the Enterprise Zone. American Community Survey information for 2006-2010 shows that there is a poverty rate of 27.1% in that Census Tract, or almost double the level needed in order to qualify as an Enterprise Zone.

**III. c. Has the project been previously submitted to MWQFA for funding consideration? If so, by what project name, has the scope of work changed since that submittal (explain how, if so), and was the project selected to receive funding?**

This project has not previously been submitted to WQFA for funding consideration.

**IV. PROJECT SUPPORTING DOCUMENTS** (Please answer the questions below and provide supporting documentation as requested. Failing to submit the requested documents can significantly impact the final score and rank of the project.)

**a. Is the project required due to a final administrative/judicial order, MS4 Permit, or to comply with more restrictive NPDES/State Groundwater Discharge Permit limits?**

**Yes** – Summarize on a separate page and provide a copy of the administrative/judicial order (including the administrative/judicial order number) or permit.

**No**

**b. Is the project necessary to address a public health issue (e.g., contamination of drinking source water supply, surface water, or groundwater)?**

**Yes** – Summarize on a separate page and provide documentation of contamination, contaminant levels, and frequency of occurrence from an approving authority.

**No**

**c. Does the project provide for sustainability?** (Please check all that apply. For *every box* checked, supporting documentation must be provided in order to receive credit. See [Supplementary Mapping Instructions](#) for help.)

Project Benefits Existing Sustainable Community Needs (check area(s) that apply):

Project provides for less than 20 percent increase of Equivalent Dwelling Units (EDUs) served as calculated in Section V.a.

Project provides for less than 20 percent increase of design capacity at WWTP or “decentralized” wastewater system.

Project is located within one-half (½) mile of a transit station.

Project is located within a Base Realignment and Closure (BRAC) Zone.

Project is part of a Brownfield property redevelopment.

Project is located within a Department of Housing and Community Development (DHCD)-designated Sustainable Community (including Community Legacy areas) or a DHCD-Designated Maryland Main Street.

Project implements reuse/recycling of stormwater, treated wastewater effluent, or wastewater treatment products (e.g., biosolids/biogas for energy generation).

System owner has an Asset Management and/or Environmental Management System.

System owner has a full-cost pricing sewer user charge (or a dedicated fee system for non-sewerage projects).

Project has multiple confirmed funding partners as shown in Section VII.a.

Project is located in an Environmental Benefits District.

Project includes green elements (e.g., Leadership in Energy and Environmental Design (LEED) rating, WaterSense-certified products, U.S. Environmental Protection Agency Water Quality Score Card, Positive Climate Change Impact) and/or achieves 20 percent or greater energy/water reduction as demonstrated by calculations provided.

Section IV.c:

**Project provides for expansion resulting in less than 20 percent increase of EDUs served or design capacity, including “decentralized” wastewater systems.**

Funding is requested for the construction of a septage receiving facility to be used by companies dumping sewage at the Pocomoke wastewater treatment plant in order to provide a record of the amount dumped by each hauler and assigning a more precise cost to each. There will be no increase in EDUs as a result.

**Project provides for less than 20 percent increase of design capacity at WWTP or “decentralized” wastewater system.**

There will be no impact to the design capacity of the plant. The project will merely measure more accurately the sewage which is already being dumped.

**Project is located within a Department of Housing and Community Development (DHCD)-designated Sustainable Community (including Community Legacy areas) or a DHCD-Designated Maryland Main Street.**

Please see attached map.

**V. SYSTEM INFORMATION**

Sewerage System Name (if applicable): Pocomoke City Municipal Wastewater System  
 Treatment Facility Name: Pocomoke City WWTP NPDES #: MD0022551  
(For collection/conveyance system projects, enter name and NPDES # of receiving WWTP)  
 System/Facility Owner: City of Pocomoke  
 Owner Address: City Hall, PO Box 29, 101 Clarke Ave., Pocomoke, MD 21851-1005  
 Contact Person: Ernest A. Crofoot Phone Number: (410) 957-1333 Ext: \_\_\_\_\_  
 Email Address: ernie@cityofpocomokemd.gov

a. Insert population information in the table below:

Description	# of users (Population)	# of households (EDUs)*
# of current users served by system (2016)	4,250	1,700
# of current users served by proposed project (2016)	4,250	1,700
# of future users served by the proposed project (2036)	4,250	1,700

\* EDUs = Equivalent Dwelling Units. The shaded fields are automatically calculated (EDU=Population/2.5).

% Difference: 0%  
(Automatically calculated once data is inserted in table shown above)

b. The debt on loan taken for the project will be paid by:

Fees collected from all users of system named in Section V.

Fees collected from beneficiaries of specific project (Please specify)

Fees will be collected from all companies using the facility

VI. **PROJECT SCHEDULE AND CURRENT STATUS** (Provide the project schedule and architectural/engineering (A/E) firm below.)

Current project status:  Planning  Design  Bidding

Phase	Start (Month/Year)	Completion (Month/Year)	Percent Completion
Planning		01/2016	50%
Design	07/2016	01/2017	0%
Bidding	04/2017	06/2017	0%
Construction*	08/2017	01/2018	0%

\*Construction projects must be in construction by **December 31, 2017** to be considered for funding.

A/E Firm: George, Miles, and Buhr, LLC  Planning OR  Design  
 Contact: Scott Getchell  
 Phone: (410) 742-3115 Ext: \_\_\_\_\_ Email Address: SGetchell@gmbnet.com

**VII. PROJECT FUNDING** (Provide sources and uses of funding for the project and identify use(s) of the requested funding. Identify revenue sources for loan repayment, if seeking loan funding, on a separate page.)

**a. Identify the Project Funding Sources for the project in the tables below:**

MDE Funding Request (this request-FY18)	Amount	Description
Total Amount requested from MDE	x. \$ 535,000	Includes loan, loan principal forgiveness and/or State grant
WQRLF Amount requested from MDE		Maximum RLF needed for this project <sup>1</sup>
Green Component(s) Amount		How much of total above is green-eligible (as ID'd in Section III.a)?

Other Funding	Amount	Funds Secured?	Other
MDE Grant Amount(s) FY17 and earlier*			
MDE Loan Amount(s) FY17 and earlier*			
Applicant*		[ ] Yes [ ] No	If yes, provide documentation.
U.S. Corps of Engineers *		[ ] Yes [ ] No	If yes, provide documentation.
Federal (EPA) STAG/SAAP*		[ ] Yes [ ] No	If yes, provide documentation.
USDA Rural Development *		[ ] Yes [ ] No	If yes, provide documentation.
CDBG (DHCD)*		[ ] Yes [ ] No	If yes, provide documentation.
Miscellaneous*: _____		[ ] Yes [ ] No	If yes, provide documentation.
<b>Other Funding Total y.</b>	<b>\$ 0</b>	<b>Total of all Prior and Additional Funding Sources</b>	

\* Include costs of planning/design/construction already completed.

<b>Source Total (x. + y.)</b>	<b>\$ 535,000</b>	Total Amount requested from MDE (FY17) plus Other Funding Total should match the Budget Total total in VII.b.
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**b. Identify the cost-breakout of the budget (Project Budget) in the table below:**

Project Funding Use(s)	Amount	Are MDE Grant and/or Loan Funds Requested for this Line Item?	Is this line item already funded by an "Other Funding" source (above)?
A/E Planning*		[ ] Yes [ ] No	[ ] Yes [ ] No
A/E Design*	\$ 15,000	[✓] Yes [ ] No	[ ] Yes [✓] No
A/E Construction Management*	\$ 15,000	[✓] Yes [ ] No	[ ] Yes [✓] No
Construction*	\$ 500,000	[✓] Yes [ ] No	[ ] Yes [✓] No
Land*		[ ] Yes [ ] No	[ ] Yes [ ] No
Contingency*		[✓] Yes [ ] No	[ ] Yes [✓] No
Administrative*	\$ 5,000	[✓] Yes [ ] No	[ ] Yes [ ] No
Other*: _____		[ ] Yes [ ] No	[ ] Yes [ ] No
<b>Budget Total</b>	<b>\$ 535,000</b>	Total should match the Source Total in VII.a.	

\* Include costs of planning/design/construction already completed.

<sup>1</sup> An amount MUST be entered for MDE to consider this project for low-interest loan (including partial loan principal forgiveness, if eligible) as indicated by the "Application Type" selection made on Page 1. If an amount is not entered, the project will only be considered for State grant funding (if eligible). Please note the following:

- Requesting that a project be considered for RLF funding does not commit the applicant to take a loan.
- Projects for RLF consideration will be considered for loan principal forgiveness/State grant subsidy based on policies detailed in the Subsidy Funding Eligibility Chart.
- Enter the maximum amount of RLF funding (loan/loan principal forgiveness) of interest as a "worst case scenario" if State grant is not available for the project.
- Loan principal forgiveness (if eligible) is not offered without loan.
- Do not reduce the amount by the percentage of possible subsidy indicated by the Subsidy Funding Eligibility Chart. If the project is eligible for loan principal forgiveness, MDE will separate the loan portion from the loan principal forgiveness portion.

**VIII. PROJECT NUMERIC BENEFIT/COST-EFFECTIVENESS** (Please supply data for the project in the appropriate section below. Provide all calculations (including units and assumptions) as an attachment. Go to Sections II and IV of the Integrated Project Priority System for Water Quality Capital Projects for additional instructions.)

**WWTP Upgrades/WWTP Consolidation Only:**

Total Nitrogen (TN) Removed (lbs/yr): \_\_\_\_\_ Capital Cost/lbs TN Removed (Total Project \$/lbs per yr)\*: \_\_\_\_\_  
 Total Phosphorus (TP) Removed (lbs/yr): \_\_\_\_\_ Capital Cost/lbs TP Removed (Total Project \$/lbs per year)\*: \_\_\_\_\_

\* For BNR/ENR upgrade projects, the cost efficiency should be annualized over 20 years

**Wastewater/Leachate Projects Only:**

Linear Feet (lf) of Sewer Main/Rehab.: \_\_\_\_\_ Capital Cost/lf (Total Project \$/linear feet): \_\_\_\_\_  
 Sewer Main Diameter (inches): \_\_\_\_\_ Capital Cost/EDU to be served (Total Project \$/EDU served): \$ 314.70588235  
 Current Discharge Flow (mgd): \_\_\_\_\_

**Landfill Cap/NPS Projects Only:**

Total Nitrogen (TN) Removed (lbs/yr): \_\_\_\_\_ Capital Cost/lbs TN Removed (Total Project \$/lbs per yr): \_\_\_\_\_  
 Total Phosphorus (TP) Removed (lbs/yr): \_\_\_\_\_ Capital Cost/lbs TP Removed (Total Project \$/lbs per year): \_\_\_\_\_  
 Stormwater Drainage Area (acres): \_\_\_\_\_ Capital Cost/acre of drainage area (Total Project \$/acre): \_\_\_\_\_  
 Wetlands Created or Restored (acres): \_\_\_\_\_ Capital Cost/acre of wetlands (Total Project \$/acre): \_\_\_\_\_  
 Linear Feet (lf) of Restoration: \_\_\_\_\_ Capital Cost/lf (Total Project \$/linear feet): \_\_\_\_\_  
 Landfill Capping (acres): \_\_\_\_\_ Capital Cost/acre of landfill capping (Total Project \$/acre): \_\_\_\_\_

Percent Imperviousness of Drainage of Acres being treated by project: \_\_\_\_\_ Specify Land Use: \_\_\_\_\_

\*\*\*\*\*

*I CERTIFY I AM AN AUTHORIZED OFFICIAL PERMITTED TO SIGN AND SUBMIT THIS APPLICATION ON BEHALF OF THE APPLICANT. I FURTHER CERTIFY ALL INFORMATION IN THIS APPLICATION AND ATTACHED MATERIALS ARE TRUE AND CORRECT.*



Name: Ernest A. Crofoot Title: City Manager

Authorized Official Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\*\*\*\*\*

*See next page for Application Submission instructions and general information.*

## **GENERAL INFORMATION FOR APPLICANTS**

### **Minority and Women Business Enterprise (M/WBE)/Disadvantaged Business Enterprise (DBE) Participation:**

**All Applicants:** All projects receiving State and/or Federal funding are required to comply with Minority and Women Business Enterprise (grant only projects) and Disadvantaged Business Enterprise (WQRLF projects) participation requirements. Please visit the following website: [M/WBE and DBE Guidance](#), requirements, threshold levels, and forms.

### **Water Quality Revolving Loan Fund (WQRLF) Applicants Only:**

- The WQRLF program can now provide loans up to 30-year term (based on the asset's useful life).
- Projects funded with WQRLF are required to comply with the Federal prevailing Davis-Bacon wage rates, apply the American Iron and Steel (AIS) provision, and undergo an environmental review (by MDE) of the potential environmental impacts.
- Recipients of WQRLF must obtain a Data Universal Number System (DUNS) number, which is a unique nine-character identification number provided by D&B. Information regarding the DUNS number is located at [D&B D-U-N-S Request Service](#) website. Additionally, WQRLF recipients must maintain project accounts according to Generally Accepted Accounting Principles as issued by the Governmental Accounting Standards Board.
- Public entities applying for a WQRLF loan in excess of \$400,000 through the Maryland Water Quality Financing Administration (MWQFA) should declare official intent *for reimbursement of costs* the applicant wishes to be compensated for from tax-exempt debt (including a loan from MWQFA) prior to making any expenditure associated with the project. The Administration advises the applicant to coordinate those efforts with MDE and local/borrower's bond counsel to ensure satisfaction of WQRLF loan requirements and IRS regulations.

## **APPLICATION SUBMISSION**

Submit **two (2) signed hard copies** and **one CD** of the complete application, attachments, and all supporting documents to:

**Ms. Elaine Dietz**  
Maryland Water Quality Financing Administration  
Maryland Department of the Environment  
Montgomery Park Business Center  
1800 Washington Boulevard, Suite 515  
Baltimore, MD 21230-1708

**Must be received NO LATER THAN JANUARY 29, 2016**

EXISTING SEWERAGE SYSTEMS

SYSTEM NAME : POCOMOKE CITY

AREA SERVED : POCOMOKE CITY SEWERAGE SERVICE AREA

OWNED BY : MAYOR AND COUNCIL OF POCOMOKE CITY

OPERATED BY : POCOMOKE CITY

POPULATION SERVED (EDU)	:	1992	2000	2010
UNSERVED (EDU)	:	4000	4327	4907
GPCD (EDU)	:	0		
	:	263	263	263

CAPACITY (MGD):

DEMAND	:	1.0	1.13	1.29
PLANNED	:	1.0		
PERMITTED (NPDES)	:	1.2		

COLLECTION SYSTEM : GRAVITY SEWER MAINS, FORCE SEWER MAINS AND 8 PUMPING STATIONS.

TREATMENT PLANT LOCATION (N/E) : 83,802/1,315,227

TYPE : LAGOONS

SITE SIZE (ACRES) : OCCUPIED: 86 VACANT: 0

CAPACITY (MGD):

SITE CAPACITY	:	SECONDARY: 2.0	ADVANCED: 1.5
EXISTING CAPACITY	:	1.2	
EXISTING FLOW	:	AVERAGE: .70	PEAK: 1.2
SLUDGE DISPOSAL	:		

DISCHARGE:

TYPE OF : SURFACE

LOCATION OF : POCOMOKE RIVER

NPDES PERMIT NO. : #91-DP-0674A, FLOW 1.2

COMMENTS:

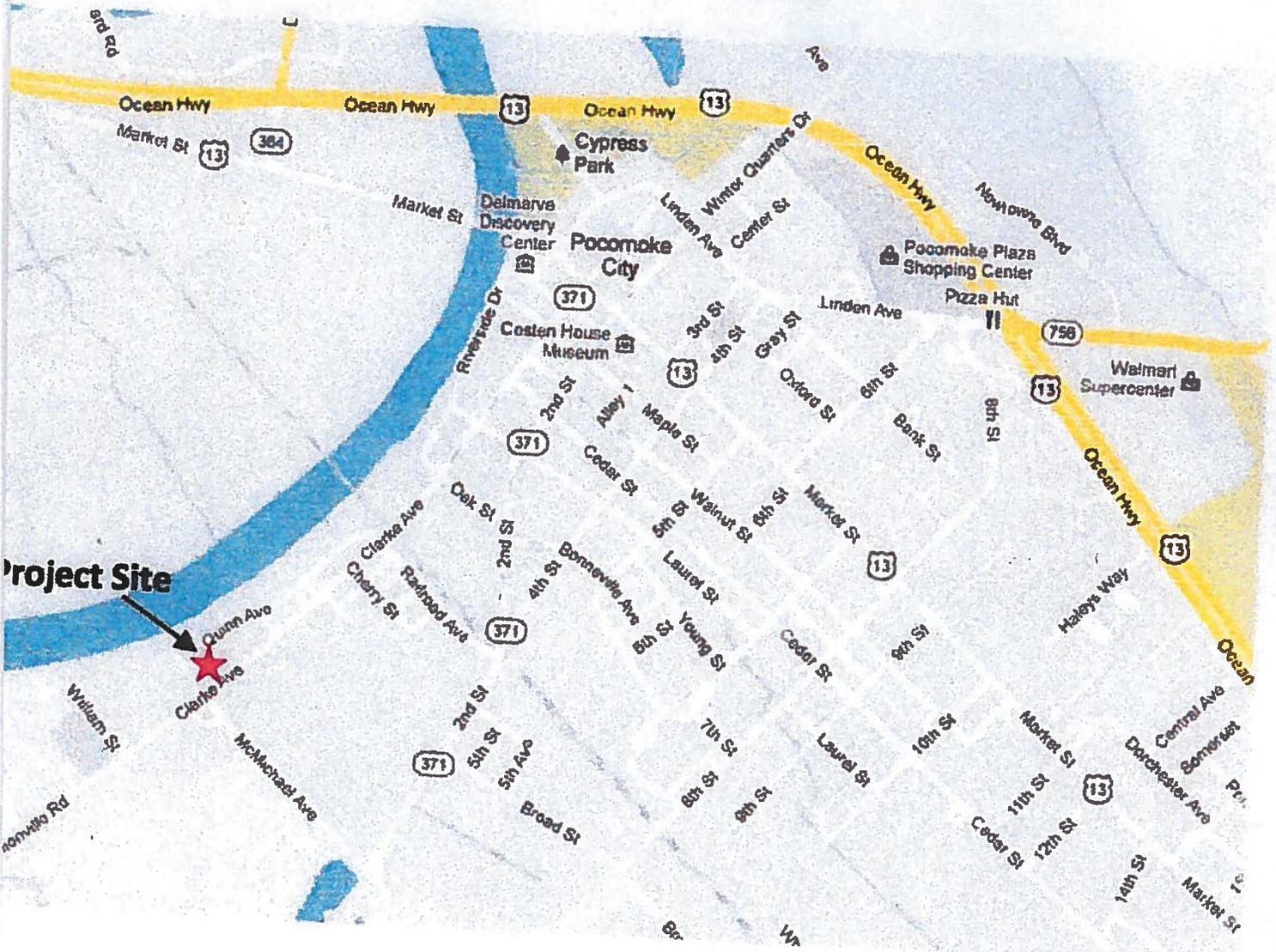
PLANNED EXPANSION : POSSIBLE ADDITION OF THIRD LAGOON AND/OR AERATION OF EXISTING LAGOONS TO INCREASE CAPACITY; POSSIBLE EXTENSIONS OF SEVERAL SEWER LINES IN THE NEAR FUTURE

ALTERATION, ABANDONMENT, OR OTHER CHANGES :  
 ALLOCATION :  
 AGREEMENTS :  
 POLICIES :  
 FACILITY PLAN :

# City of Pocomoke City

## Exhibits for Project Purpose and Scope Section III

### Project Location Map



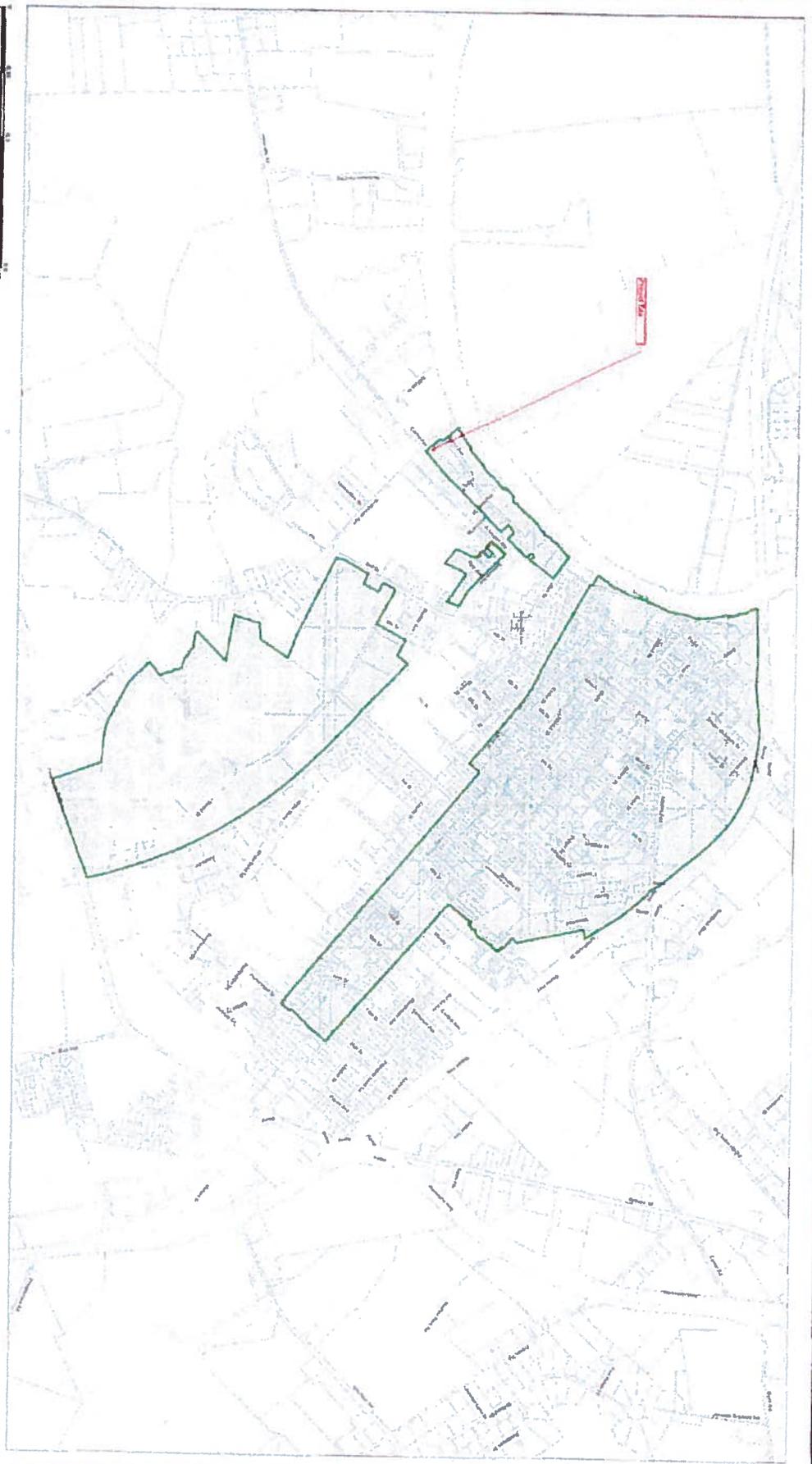
**City of Pocomoke  
 Worcester County, Maryland  
 2012 Approved Sustainable Community Boundary**



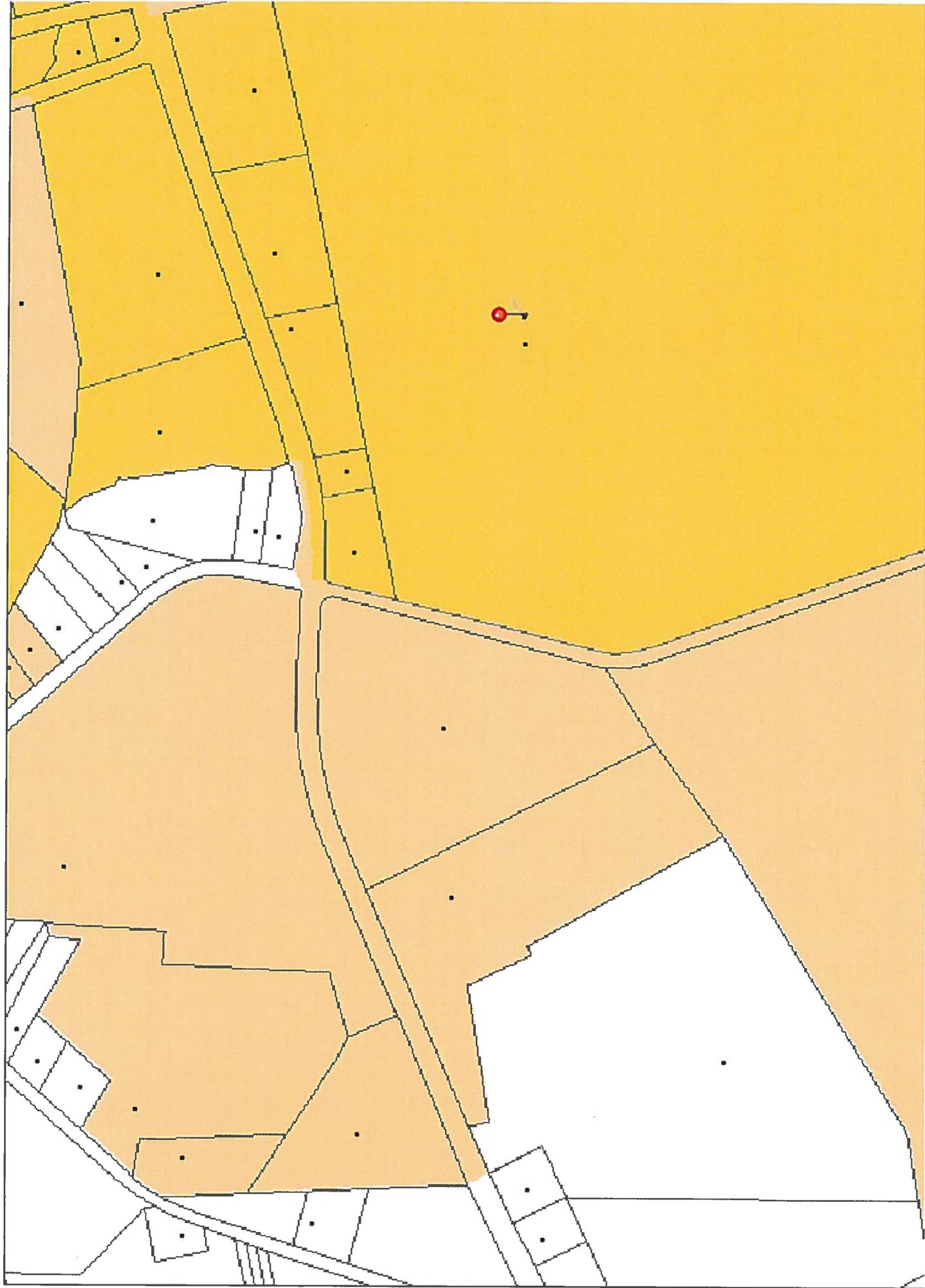
**Legend**  
 Streets Streets  
 Parcels Parcels  
 Sustainable Community Boundary Sustainable Community Boundary

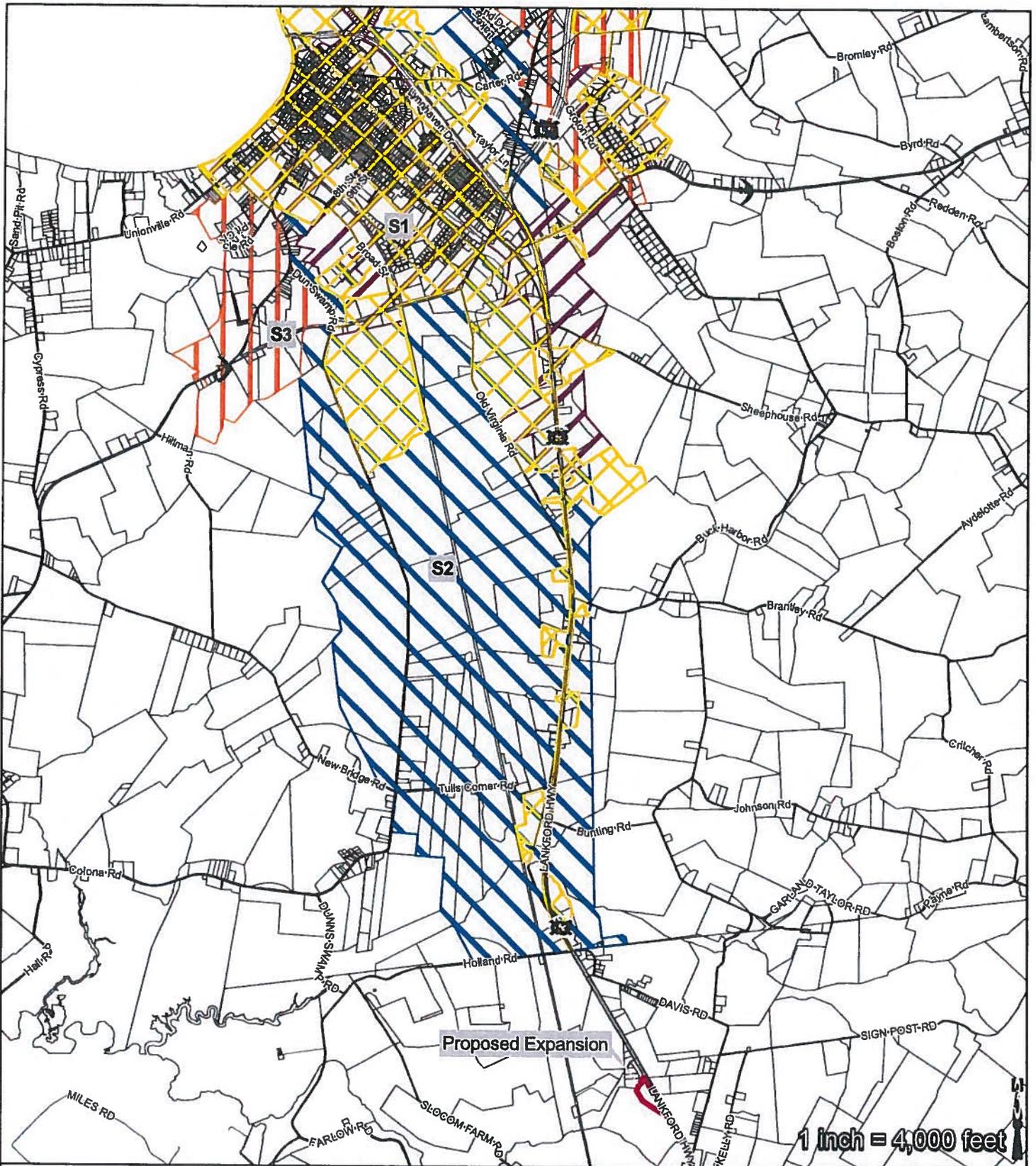
1" = 1000'

**FINAL**  
 Design By: David Anderson  
 Revised: 3  
 Pub. Date: 12/12/13



# Priority Funding Area Map





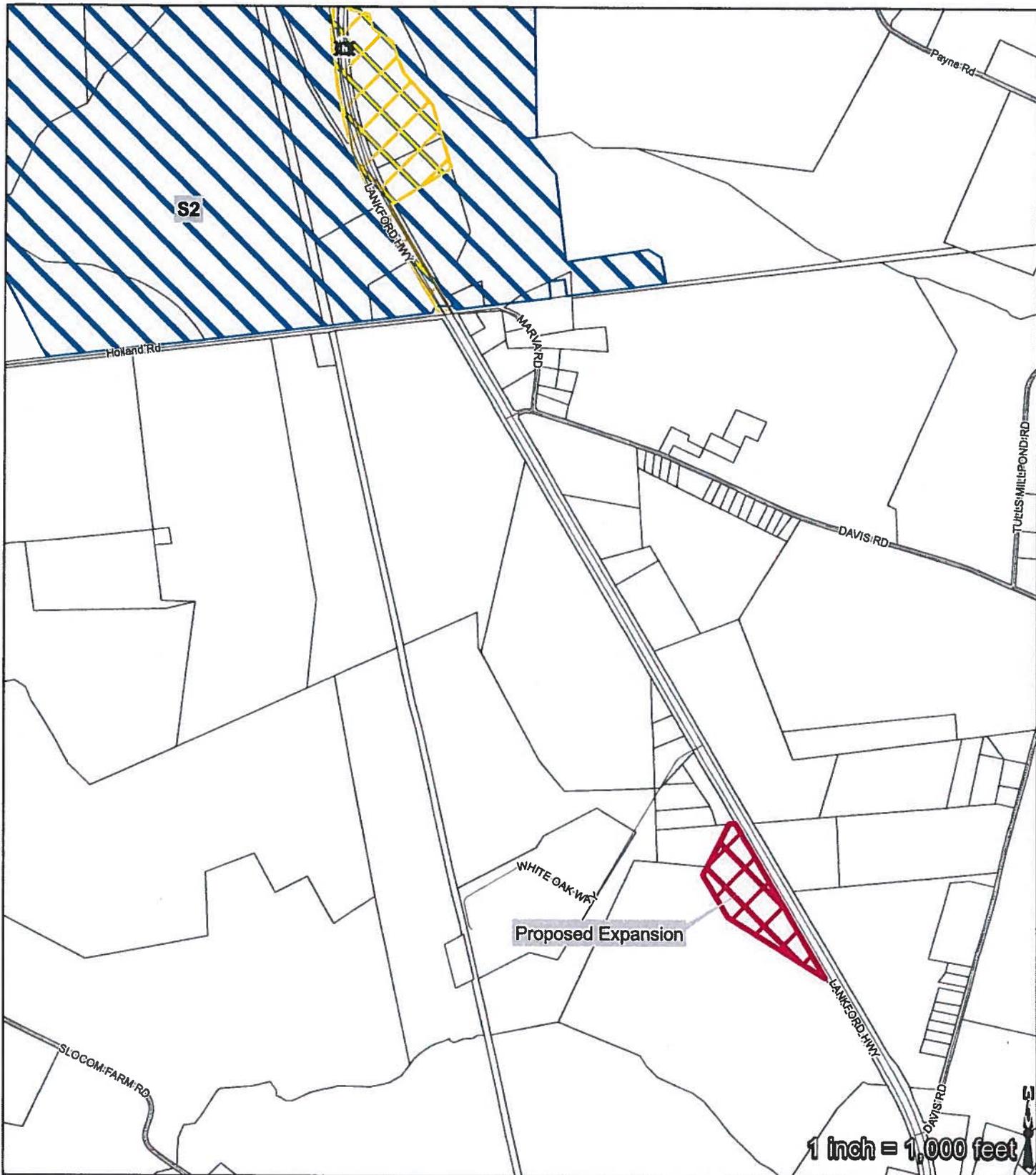
-  Corporate Limits
-  Proposed Expansion
- Sewer Planning Areas**
-  S1, Town of Pocomoke
-  S2, Town of Pocomoke
-  S3, Town of Pocomoke

## Existing Sewer Planning Areas



Virginia Visitor's Center  
Sewer Planning Area  
Case 2010-3

Prepared by Worcester County Department of Development Review and Permitting, January 26, 2010.  
Source: 1994 Comprehensive Water and Sewerage Plan, Worcester County, 1994 (as amended).



-  Corporate Limits
-  Proposed Expansion
- Sewer Planning Areas**
-  S1, Town of Pocumoke
-  S2, Town of Pocumoke
-  S3, Town of Pocumoke

## Existing Sewer Planning Areas



Virginia Visitor's Center  
Sewer Planning Area  
Case 2010-3

Prepared by Worcester County Department of Development Review and Permitting, January 26, 2010.  
Source: 1994 Comprehensive Water and Sewerage Plan, Worcester County, 1994 (as amended).

**POCOMOKE CITY, MARYLAND  
FEES, CHARGES, AND RATE SCHEDULES  
2015-2016**

**PLANNING AND ZONING (fees to be paid in advance) Non-refundable**

Zoning Change Application	\$550 from any zone to single family (R-1 or R-2) \$750 from any zone to any commercial, industrial, or multi-family zone (+\$15.00/acre)
Subdivision Plat	\$500 minor subdivision (up to 4 lots) \$500 + \$100/lot major subdivision (over 4 lots)
BZA Hearing	\$350 per hearing for single family use including Day Care. \$650 per hearing for multi-family, commercial, or industrial
Building Permits:	
a. Single-family residential	.0075 (3/4 x 1%) x construction cost
b. Multi-family, commercial, industrial	1.0% x construction cost
	Minimum Charge \$75.00
Site Plan Review (Staff or PZC):	Major (over 10,000 square feet): \$450 fee + \$35/acre Minor (10,000 square feet or less): \$300 fee Administrative: \$50 Revisions: \$150 (Minor); \$150 + \$35/acre (major)

**ANNEXATION FEE (minimum) \$1,000/AC (MAX \$50,000) non-refundable**

**HOUSING REVIEW HEARING (Appeal):** \$200

**MOVING OR DEMOLITION FEES** \$ 50  
Deposit – Moving \$100

**CIRCUS & EXHIBITION FEES**  
Daily (Circus) \$100  
Daily (Exhibition) \$ 20

**ENTERTAINMENT LICENSE** \$ 25 per year

**ANNUAL BUSINESS LICENSE** \$ 50 per year  
Business License List \$ 25 each

**HAWKERS & PEDDLERS LICENSES**  
Per Day/Per Person \$ 50  
Per Year/Per Person \$150  
Parade \$100

**TRANSIENT MERCHANT LICENSE**  
Bond \$1000  
Two-day License \$ 250

**RESTAURANTS- GREASE TRAP ANNUAL INSEPCTON \$50.**



## WATER METER RATES

Owner-occupied single family dwelling		
Monthly usage/gals	0- 2,000 gal.	\$9.03 Minimum
Over 2,000		\$4.51 per M

### Commercial Water Meter Rates and Multi-family

0-2,000 gal.		\$12.12 Minimum
Over 2,000 gal.		\$ 6.06 per M

### WATER TURN-ON FEE

Each Time week days 9:00AM -4:00 PM	\$50
After hours, holidays, weekends	\$75

<b>WATER</b> – More than 1 meter inspection or extra reading per year	\$50
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<b>WATER/SEWER BILL LATE FEE</b>	\$12/month
----------------------------------	------------

### PRIVATE WELLS (WITH PRIOR APPROVAL FROM MAYOR AND COUNCIL)

Initial permit fee	\$1000
Annual renewal fee per well	\$ 400

### WATER RECONNECT FEE

(After disconnection and removal of water meter)	\$200
Meter replacement following damage caused by tampering (eg. breaking lock on a locked meter or unauthorized meter box entering or any request by owner for a new meter.	\$200

### SEWER FEES AND CHARGES

New sewer connection or for separation of Meters in existing buildings. (Access Fee) (Per tap or connection). This charge will apply to lots without a Building for over 5 years.	\$4500 single family (new construction) or conversion of existing buildings, plus Installation costs.
---	---

\$5500 plus installation for commercial, industrial, or multi-family (up to 3,000 square feet)  
For Commercial industrial or multi-family buildings or uses over 3000 square feet:

<u>Building Size</u>	<u>Connection Fee</u>
3,000 – 10,000 square feet	\$ 8,250
10,000 – 20,000 square feet	\$12,100
20,000 – 50,000 square feet	\$17,600
Over 50,000 square feet	\$27,500

Multi-family (for multi-family residential and multi-Unit commercial add \$3000 per unit) new construction

### SEWER RATES COMMERCIAL/ MULTI-FAMILY:

0-3,000 gal	\$23.05Minimum
Over 3,000 gal	\$8.79 for first 3M \$7.03 for over 3M

**RESIDENTIAL SEWER RATES/MONTHLY USAGE (Owner-Occupied, Single Family)**

0 - 3,000	\$17.18 minimum
Over 3,000 gal.	\$6.54/M first 3M, \$5.23/M over 3M

**SEWER LATERAL (SERVICE LINE) REPAIRS**

(When owner is responsible) (See policy statement and agreement)	\$100.00 plus cost of repairs
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**SEPTIC TRUCK DISPOSAL FEE**

\$66/1,000 gal.
\$100/1,001 gal./sludge

**TRASH DISPOSAL FEE**

Per household or dwelling unit (except if unoccupied for 6 consecutive months or more)	\$10.00/mo.
---	-------------

**FIRE PREVENTION PERMITS**

Aboveground storage of hazardous materials	\$25
--	------

**GRADING AND SEDIMENT CONTROL**

\$50
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**BASIC DOCK FEES**

Seasonal (April 1 – Oct. 31)	\$700 (plus electric for heat or a/c., etc.)
Monthly Rate	\$175 (plus electric for heat, a/c etc.) \$12/day extra charge for electric to operate heat, a/c. etc.
Daily Rate	\$20 (First 2 days –then must pay at least one month \$175.00)
Off-Season rate (no live-aboard use) (Nov 1-March 31)	\$500
Holding Tank Pump-out Fee	\$10.00

**GOLF COURSE RATES AND FEES**

	Resident	Non-resident
Single Annual Pass	\$450	\$550
Family Annual Pass	\$550	\$600
High School/College Student-Annual	\$150 (weekdays only, limit to age 22, full-time students only;)	
Cart shed rental/year	\$450	
Trail Fee for carts	\$175/year or \$7.00 per use	

Family = members of the same family: mother, father, and all their children under 18 living in the same household.

Persons wishing to pay annual pass fees on an installment plan may pay at the following rates:

Type of Annual Pass	Payment Plan	Amount & Date of Payment	
		Due July 1	Due January 1
Single Annual Pass-City Resident or Real Property Owner		\$300	\$250
Single Annual Pass-Non-Resident/ Non-Property Owner		\$350	\$300
Family Annual Pass – City Resident or Real Property Owner		\$350	\$300
Family Annual Pass – Non-Resident/ Non-Property Owner		\$365	\$325

Golf Cart Shed	\$300	\$250
Adult Greens Fees: 9 holes	\$12.00	
Adult Greens Fees: 18 holes	\$18.00	
Student (Under 18) or Senior (65 and over)	\$10.00 (9 holes)	
	\$15.00 (18 holes)	
(9 or 18 holes weekdays only except holidays)		
Greens Fees after 3:00 p.m. (M-F only)	\$17.00 (18 holes, includes ½ cart)	
Cart rental rates	\$30.00 2 persons/18 holes	
	\$15.00 1 person/18 holes	
	\$10.0 1 person/9 holes	

Charitable or non- Profit Group using golf course for tournament: \$7.00/entrant (whether annual pass holder or not). (Minimum 40 persons; payment required in advance for at least 40 persons). **Non-refundable.** Application must be approved 60 days in advance. Subject to approval by Mayor and Council.

**FESTIVAL TENT USE POLICY- MUST BE APPROVED BY CITY COUNCIL**

Community Festivals (Cypress, Fair)	No Charge
Other local non-profit groups/churches	\$500- with non-profit providing four men for set up and take down
Private Businesses	Not available

**WEEDS:**

If City has weeds or grass cut:	\$100 + cost to have grass or weeds cut (1 <sup>st</sup> time)
	\$150 +cost to have grass or weeds cut (subsequent times)

**ELECTRICAL PERMIT \$100.00**

**PLUMBING PERMIT \$100.00**

**AMBULANCE SERVICE Rates determined by Medicare Subject to change Jan. 1**

ALS Base Rate (Emergency)	\$525.00
ALS II Base Rate	\$575.00
BLS Base Rate (Emergency)	\$375.00
Mileage (Billed Separately)	\$12.00 Per Loaded Mile

**AMBULANCE MEMBERSHIP PLAN (PER HOUSEHOLD)**

City Resident	\$75/yr
Out of City resident in service area	\$125/yr.
Somerset County	\$150/yr.

# POCOMOKE CITY, MARYLAND

**MAYOR**

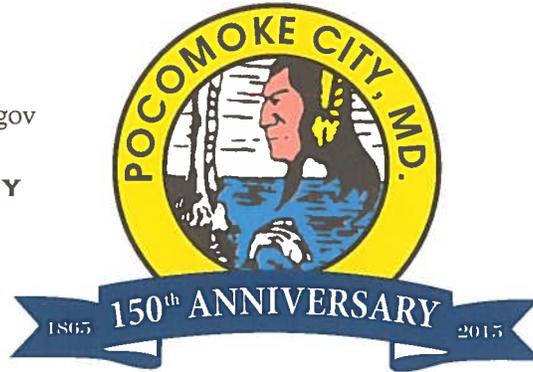
**BRUCE A. MORRISON**

mayormorrison@cityofpocomokemd.gov

**CITY MANAGER / ATTORNEY**

**ERNEST A. CROFOOT**

ernie@cityofpocomokemd.gov



**CITY COUNCIL**

**DIANE DOWNING**

**BRIAN HIRSHMAN**

**GEORGE TASKER**

**ESTHER TROAST**

**DALE TROTTER**

January 25, 2016

Senator Jim Mathias

James Senate Office Building, Room 216

11 Bladen Street

Annapolis, MD 21401

Dear Senator Mathias:

Please add the Delmarva Discovery Center & Museum, Inc. (EIN 52-2118540) as a Co-Grantee with Pocomoke City on 2015 Senate Bill 1156 for \$75,000 and 2015 House Bill 0846 for \$100,000. We work in close partnership with the Discovery Center and are appreciative of the State's support to help bring tourism to Pocomoke City and southern Worcester County.

Very truly yours,

Bruce A. Morrison

Mayor

BAM/pms

*"Friendliest Town on the Eastern Shore"*

# POCOMOKE CITY, MARYLAND

## MAYOR

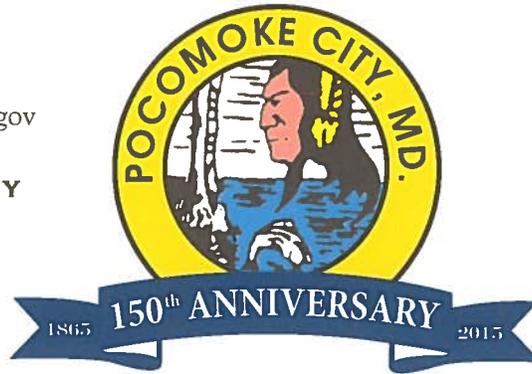
**BRUCE A. MORRISON**

mayormorrison@cityofpocomokemd.gov

## CITY MANAGER / ATTORNEY

**ERNEST A. CROFOOT**

ernie@cityofpocomokemd.gov



## CITY COUNCIL

**DIANE DOWNING**

**BRIAN HIRSHMAN**

**GEORGE TASKER**

**ESTHER TROAST**

**DALE TROTTER**

January 25, 2016

Senator Jim Mathias

James Senate Office Building, Room 216

11 Bladen Street

Annapolis, MD 21401

Dear Senator Mathias:

The Delmarva Discovery Center & Museum (EIN 52-2118540) will be seeking \$170,000 in 2016 Bond Bill Funds for the installation of a large new handicap accessible Touch Tank. Pocomoke City will be Co-Grantees on this application.

Stacey Weisner, President & CEO of the Discovery Center, will be the main point of contact and Ernie Crofoot will be copied on all correspondences.

Very truly yours,

Bruce A. Morrison

Mayor

BAM/pms

*"Friendliest Town on the Eastern Shore"*

# POCOMOKE CITY, MARYLAND

## MAYOR

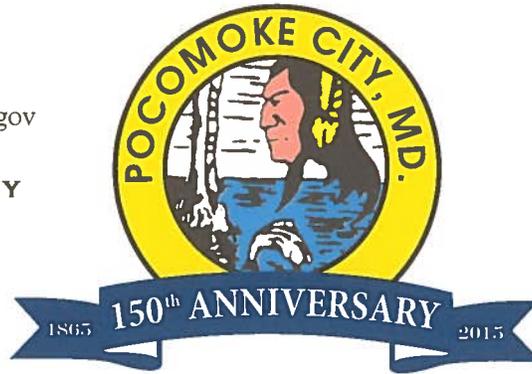
**BRUCE A. MORRISON**

mayormorrison@cityofpocomokemd.gov

## CITY MANAGER / ATTORNEY

**ERNEST A. CROFOOT**

ernie@cityofpocomokemd.gov



## CITY COUNCIL

**DIANE DOWNING**

**BRIAN HIRSHMAN**

**GEORGE TASKER**

**ESTHER TROAST**

**DALE TROTTER**

January 25, 2016

Kimberly Langkam  
Capital Grants Program  
Maryland Department of General Services  
301 W. Preston Street, Room 1405  
Baltimore, Maryland 21201  
kimberly.langkam@maryland.gov

Dear Ms. Langkam:

Stacey Weisner, President & CEO of the Delmarva Discovery Center & Museum, will be present at the Board of Public Works meeting on January 27. She may answer any questions or provide information needed on behalf of Pocomoke City.

Very truly yours,

Bruce A. Morrison  
Mayor

BAM/pms

*"Friendliest Town on the Eastern Shore"*

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CITY HALL • P.O. BOX 29 • POCOMOKE CITY, MARYLAND 21851  
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## Grant Competition Letter

### POCOMOKE CITY, MARYLAND

Pocomoke City, Maryland (“Pocomoke”) lies at the base of Maryland’s Eastern Shore. Pocomoke borders the Pocomoke River and Virginia’s eastern shore. Pocomoke is a picturesque, charming town of about 4,200. Pocomoke has been in existence over 150 years, with predecessors dating back to the 1700s.

U.S. Route 13 transects Pocomoke’s eastern edge. Downtown there are charming historic and educational attractions: Delmarva Discovery Center, Mar-VA Theatre, Costen Museum (home of Pocomoke’s first Mayor – descendants of whom still live in the area), and Sturgis One Room School (preserved very much in its original design and condition). These attractions cannot carry Pocomoke alone. City Hall and the “Log Cabin” (which can be rented for receptions and special occasions) were both built in the 1930s as WPA projects.

Pocomoke has an approximately 55% minority population, and income earnings per household of around \$24,000 – far below State of Maryland average of around \$70,000. Pocomoke has a few larger employees, again, insufficient to carry Pocomoke’s needs.

Pocomoke gives a beautiful initial impression as one crosses over the historic drawbridge and enters the downtown business district. Pocomoke-built Riverside Grill is located next to the Delmarva Discovery Center and the Pocomoke River. The theatre and museums are within a block or two. Social and tourism opportunities generally disappear after that.

The two-block main business district is in dire need of a make-over, without which there is little hope of revitalizing Pocomoke. Numerous store fronts are vacant or under used. The floors above same are mostly unused. Facades, mostly brick, are in dire need of repointing, cleaning, and general rehab. Windows need repair or replacement. Facades lack the original quirky characteristics that one finds in successful small towns.

Pocomoke’s tax rate has increased over the years as property values have fallen. Pocomoke cannot do much with its budget to give Pocomoke the large-scale single shot it needs. Large expenditures have been focused on repairs and upgrades to Pocomoke’s municipal wastewater system.

Grants, such as Community Legacy and Façade Improvement, have been insufficient and not cost effective for our small businesses. For example, our recent Legacy grant, which we are using, went from the requested \$95,000 to \$25,000 – with a requirement to do three projects:

\$500,000 could leverage Pocomoke into a tourist attraction, in turn, engendering more businesses to locate in Pocomoke, creating economic and tourism growth.

The project cornerstone is a complete façade facelift for the first three downtown blocks, including landscaping, repair of brick and concrete sidewalks, and funds could be used to leverage grants from federal, state, and local sources. Also, funds could be used to improve the exteriors of

residences within and near the downtown district, enhancing the overall appearance and effect and generating economic benefits.

Pocomoke needs this grant and guidance. Pocomoke recently hired a City Manager focused on economic, tourism, and infrastructure development – an excellent complement to a significant funding source. This grant and assistance may well mean the survival of Pocomoke City.

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Bruce A. Morrison, Mayor

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George A. Tasker, 1<sup>st</sup> Vice President

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R. Dale Trotter 2<sup>nd</sup> Vice President

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