

A G E N D A

POCOMOKE CITY MAYOR AND COUNCIL MEETING

6:30 p.m., Monday, March 6, 2017

City Hall

1. Call to Order and Pledge of Allegiance.
2. Review and approval of minutes from meeting of February 6, 2017.
3. Review and approval of bill list.
4. Atlantic General Hospital Care Giver Annual Update - Pocomoke City Michael Franklin to present - Action Needed
5. Swear in alternate member to Board of Elections Supervisors
6. Karah Lacey, Downtown Coordinator to request approval for Beer & Wine License for Downtown 4th Friday Art Stroll.
7. Mario Hernandez, a representative from Redspeed Maryland, LLC to discuss speed cameras.
8. Approval amendment for Riverside Grill's lease agreement.
9. Approval and sign MOU with State Highway Administration for Cypress Park Nature Trail.
10. Jen Rafter, to give an update on Energov and Circuit Rider Program
11. Robert Hart, representative from Worcester County Commission on Aging, Inc to discuss their budget

Correspondence:

Post card for unknown person concerning speeding on streets.

Mayor and Council items.

Comments from the Audience

Adjourn to closed session under the provisions of Section 3-305 (b), (4) of the General Provisions Annotated Code of Maryland to discuss the or to consider a matter that concerns the proposal for a business or industrial organization to locate, expand, or remain in the State of Maryland items.

AGENDAS ARE SUBJECT TO CHANGE UNTIL THE TIME OF CONVENING.



The regular meeting of the Pocomoke City Mayor and Council was held in the Council Chambers at City Hall on Monday, February 6, 2017. The meeting was called to order at 6:30 P.M.

Present: Mayor Bruce Morrison
Council Members: Diane Downing, Brian Hirshman,
Esther Troast, Dale Trotter, George Tasker
City Manager/City Attorney: Ernie Crofoot
City Clerk: Carol L. Sullivan

Review Minutes:

In a motion (Trotter, Troast passed) to approve the minutes of the January 23, 2017 meeting as presented.

Ms. Kasey Decker representative from United Way to present check to Pocomoke City for a successful fundraising campaign:

Mayor Morrison introduced Ms. Kasey Decker from United Way.

Ms. Decker stated that she had Dr. Annetta Wallace with her tonight, she is Pocomoke High School principal.

Ms. Decker thanked the Mayor and Council for having them tonight. She stated they were there to do a check photo presentation for United Way. She said it was such an incredible success this year, thanks to the employees, council and the leadership of Mr. Crofoot, Mrs. Sullivan and Chief Harden the donation contribution was up by 20% this year and raised close to \$4,000. She stated that the local United Way outside of the local government is the largest of local programs delivered by 33 local non-profits. She thanked the Mayor and Council again for their support.

Mayor Morrison thanked Ms. Decker and Ms. Wallace for coming out and working the the City employees.

Swear in new alternate member of Board of Elections Supervisor. (Patricia Hindle Forbush).

Mayor Morrison swore in alternate member of Board of Election Supervisor Patty Forbush.

Appoint alternate member to the Board of Elections Supervisor:

In a motion (Tasker, Trotter passed) to appoint Corey Dean as an alternate member to the Board of Elections Supervisor.

Public Hearing Ordinance 429 to make changes to Zoning Code Section §230-34 (G), §230-35 (F); §230-41 (L); §230-42 (F) §230-48 (P); §230-49 (G); §230-63 (L); §230-64 (E); §230-71 (M); §230-72 (E); §230-78 (N); §230-79 (Q); regarding solar panels.

Councilman Trotter, seconded by Councilwoman Downing to open the Public Hearing for Ordinance 429 to make changes to the Zoning Code Section §230-34-79.

Mayor Morrison stated that the Board of Zoning Appeals recommended to the Planning and Zoning Commission to make the changes to the Zoning Code. They felt that this would speed the process up of installing solar panels.

City Manager Crofoot stated that to install solar panels now, a public hearing would be scheduled before the Board of Zoning Appeals and at cost of approximately \$650. He stated that it would be a time savings as well as less money to install solar panels. He stated that the Planning and Zoning Commission had already had a public hearing on this case and it is recommended for the Mayor and Council to pass.

In a motion (Trotter, Troast passed) to close the public hearing on Ordinance 429, to adopt changes to Zoning Code §230-§230-34 (G), §230-35 (F); §230-41 (L); §230-42 (F) §230-48 (P); §230-49 (G); §230-63 (L); §230-64 (E); §230-71 (M); §230-72 (E); §230-78 (N); §230-79 (Q).

Second reading Ordinance No. 429 to make changes to Zoning Code:

Mayor Morrison read for the record Ordinance No. 429 to make changes to the Zoning Code.

In a motion (Tasker, Totter passed) to accept Ordinance No. 429 to make changes to the Zoning Code §230-§230-34 (G), §230-35 (F); §230-41 (L); §230-42 (F) §230-48 (P); §230-49 (G); §230-63 (L); §230-64 (E); §230-71 (M); §230-72 (E); §230-78 (N); §230-79 (Q).

A representative from GMB to present the hydraulic study in Pocomoke Heights:

Mr. Scott Getchell, Project Manager and Executive Vice-President Mr. Pete Bozick gave an update on the water system hydraulic modeling. Mr. Getchell stated that they had done several model scenarios. They recommended that the City consider the following:

1. Increase the finished water chlorine residual at the Water Treatment Plant to a residual higher than the current <2.0 mg/L but not to exceed 4.0 mg/L.
2. Install a supplemental Sodium Hypochlorite (bleach) feed system at the water tower located next to Wasterwater Treatment Facility. This will boost the chlorine residuals and pH on the southern end of the city.
3. Manually flush a fire hydrant located as close to Arby's/Goose Creek as possible. The hydrant should be flushed twice a day, 30 minutes each time. This flush routine might be scaled back over time considering field conditions. City Staff are currently flushing the hydrant behind Dunkin Donuts and it appears to be an adequate location.
4. Develop and implement a unidirectional flushing plan (UDF). UDF is more effective than random flushing in cleaning out sediment and organic matter within the distribution system.

Mr. Getchell stated that the City had already begun to use the strategic flush point. Based on field data provided by City staff over the last few weeks, the conditions in the Pocomoke Heights have improved.

Ms. Monna VanEss asked if other areas of town will be fixed.

City Manager Crofoot stated that all areas in town will be fixed, but we are working on the worst areas first.

Mayor Morrison thanked Mr. Getchell and Mr. Bozick for coming down and giving us an update on the water hydraulic study.

Emergency Reading Res. No. 505-USDA loan for Clarke Ave Pumping Station Rehabilitation:

City Manager Crofoot stated we have a million-dollar grant from the state, we have a loan commitment, that you have already authorized. They need a formal resolution to move the loan forward and this is their resolution.

In a motion (Tasker, Trotter passed) to authorize the Mayor to sign Resolution NO 505 for a USDA loan to rehabilitate Clarke Ave. Pumping Station. Roll call: aye: Tasker; Troast, aye; Downing, aye; Trotter, aye, Hirshman, aye. There were no nays and no absence.

City Manager to present certification of Hardwire, Inc for Enterprise Zone credits:

City Manager Crofoot stated we currently don't have anyone getting Enterprise Zone property credits. Mr. Ryan Wendell from Hardwire stated that like to apply for the Enterprise Zone credits. This is a good thing for the business and a good thing for us to have these jobs.

In a motion (Trotter, Downing passed) to approve the certification of Hardwire, Inc being in the Enterprise Zone credits.

Authorize road culvert repairs at Cypress Park:

City Manager Crofoot stated that the bridge on Bridge Street with asphalt overtop due to the storm this past season is crumbling. We did not do a formal bid but we do have three bids. One from Beauchamp's in the amount of \$40,000; Reynolds in the amount of \$36,850 and Bozman Paving in the amount of \$19,484, I don't know why they are so much lower, but they have done other work for us and do a good job. This job needs to be done right-away, we have events coming up in April, this was not a budget item, but I'm requesting that you approve this item for Bozman Paving in the amount of \$19,484.

In a motion (Tasker, Trotter passed) to accept the proposal from Bozman Paving, LLC in the amount of \$19,484 to repair the culvert on Bridge Street. We are waiving the formal bidding process for this, as we do have three bids.

Councilman Trotter asked if we could put something there besides the traffic cones, as people are moving the cones and driving thru. We can put the barricades that we use to close the streets until it has been repaired.

Correspondence:

Mayor Morrison read a thank you letter from Ken & Kathleen Palmer, thanking the EMS for their professionalism, kindness, patience and understanding as they have been taken to the hospital twice each in the past month. They also included a donation to the Ambulance Department.

Mayor Morrison read a letter from American Cancer Society requesting the use of Pocomoke Fair Grounds, stage and tent for this year's Relay to be held on Saturday, June 10, 2017.

Mayor Morrison read a letter from the Chamber of Commerce thanking us for the past support, and they are requesting that their budget from the City be increased from \$3,000 to \$5,000 this year. Mayor Morrison stated that we will be working on the budget soon.

City Manager Crofoot asked for approval of purchasing a couple of computers to help out in the Housing Department. We will be getting a free GIS assessment with a graduate student from Salisbury provided by Professor Scott. Also, I would like to have the person who is familiar with plats, maps index them. Both of the activities should have GIS capable capacity of computers. We have gotten a price from Newegg who has been our regular supplier for a long time and we get two computers like the equipment we purchase for the Circuit Rider position that cost would be \$1,756.58, he would like to have the Council's approval to make that purchase. Dr. Scott and his staff, and students have done remarkable amount of work around the state, some they have done for free. The critically area maps wouldn't have been as far as along without them.

In a motion (Hirshman, Trotter passed) to purchase two computers from Newegg in the amount of \$1,756.58.

Council Items:

Councilwoman Troast said that a couple of months ago, Mr. Merrill Lockfaw, County Commissioner, came to one of our meetings, and he stated that he would help us with obtaining some funds for after school programs for our kids. She stated that she hadn't heard anything since then, and would like to have an update. She would like to know if somebody has spoken to Commissioner Lockfaw and if not could somebody.

Mayor Morrison stated that he had spoken to President Madison Bunting, about week ago, he stated he hadn't heard anything and they would like to know.

City Manager Crofoot stated that he had spoken to Commissioner Lockfaw about the armory and the need for someone with substantially more economic clout then what we have locally to get behind the project and why the armory couldn't be a county recreation center like other counties. His initial reaction was favorably. City Manager Crofoot stated that it needed to be on the agenda when they go for the budget meeting at the County next month.

Councilwoman Troast stated that she would like to see speed cameras on Cedar Street, she stated that nothing is being done. She would like to have a representative come to the next meeting to give them options and details about the cameras. In the meantime, she would like to have police patrolling the area of Cedar Street before and after school dismissal.

Councilman Hirshman asked what happen to the speed humps.

City Manager Crofoot stated that the Council didn't want them. It is a low rise which would deter speeding.

Councilman Trotter asked if the City Manager could have proposals of the cost to install the speed humps at the next Council meeting.

Comments from the Audience:

Ms. Monna VanEss asked about the updates on dilapidated houses on Oxford and Maple Street.

City Manager Crofoot stated the cost could be up to \$20,000 to demolish the houses each. Ms. VanEss stated that the market value of houses in town are not keeping up with others because of the dilapidated houses.

In a motion (Trotter, Downing passed) to adjourned the meeting. The did not go into executive session.

Approved: _____

Carol L. Sullivan
City Clerk



City of Pocomoke, MD

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Payment Register

APPKT00134 - 3/3/2017 KF

01 - Vendor Set 01

Bank: APBANK - AP Bank

Vendor Number CO2350	Vendor Name COMCAST					Total Vendor Amount 128.37
Payment Type Check	Payment Number	Payable Number	Description	Payable Date	Due Date	Payment Date 03/03/2017
		INV0000293	102 MAPLE ST INTERNET/TV	03/03/2017	03/03/2017	128.37
				Discount Amount		Payable Amount 128.37

Vendor Number DR8799	Vendor Name DR. LESLIE DONNELLY					Total Vendor Amount 1,500.00
Payment Type Check	Payment Number	Payable Number	Description	Payable Date	Due Date	Payment Date 03/03/2017
		INV0000289	PSYCHOLOGICAL FOR SGT. MORGAN/FIT FOR DUTY EXAM	03/02/2017	03/02/2017	1,500.00
				Discount Amount		Payable Amount 1,500.00

Vendor Number FLEET	Vendor Name FLEET SAFETY EQUIPMENT, INC					Total Vendor Amount 355.00
Payment Type Check	Payment Number	Payable Number	Description	Payable Date	Due Date	Payment Date 03/03/2017
		157945	VEH 110/SIREN BOX	03/03/2017	03/03/2017	355.00
				Discount Amount		Payable Amount 355.00

Vendor Number GE4040	Vendor Name GEORGE, MILES & BUHR, LLC					Total Vendor Amount 64,014.10
Payment Type Check	Payment Number	Payable Number	Description	Payable Date	Due Date	Payment Date 03/03/2017
		0059987	CLARKE AVE PUMP STATION REHAB PROJECT	03/03/2017	03/03/2017	35,360.00
		0059988	10/16-11/2016	03/03/2017	03/03/2017	9,745.00
		0059989	ON-CALL SERVICES FROM ENGINEERING	03/03/2017	03/03/2017	1,229.10
		0060097	CLARKE AVE PUMP STATION REHAB	03/03/2017	03/03/2017	17,680.00
				Discount Amount		Payable Amount

Vendor Number HH4400	Vendor Name H & H FURNITURE AND APPLIANCES, INC					Total Vendor Amount 2,298.00
Payment Type Check	Payment Number	Payable Number	Description	Payable Date	Due Date	Payment Date 03/03/2017
		20245370	NEW STOVE & FRIGERATOR FOR EMS BUILDING	03/02/2017	03/02/2017	1,298.00
		20245390	MAYTAG/WASHER & DRYER	03/02/2017	03/02/2017	1,000.00
				Discount Amount		Payable Amount

Vendor Number HO4800	Vendor Name HOLT PAPER AND CHEM CO					Total Vendor Amount 373.45
Payment Type Check	Payment Number	Payable Number	Description	Payable Date	Due Date	Payment Date 03/03/2017
		INV0000292	FIRE DEPT CLEANING SUPPLIES	03/03/2017	03/03/2017	373.45
				Discount Amount		Payable Amount

Vendor Number LO5780	Vendor Name LOCAL GOVERNMENT INSURANCE TRUST					Total Vendor Amount 2,500.00
Payment Type Check	Payment Number	Payable Number	Description	Payable Date	Due Date	Payment Date 03/03/2017
		114832	KELVIN SEWELL/DEDUCTABLE/INS LIABILITY	03/03/2017	03/03/2017	1,000.00
		114833	LYNELL GREEN/DEDUCTABLE	03/03/2017	03/03/2017	1,000.00
				Discount Amount		Payable Amount

Payment Register

APPKT00134 - 3/3/2017 KF

<u>114834</u>	FRANK SAVAGE/DEDUCTIBLE FOR INS LIABILITY	03/03/2017	03/03/2017	0.00	500.00		
Vendor Number	Vendor Name					Total Vendor Amount	
<u>MCS488</u>	McMASTER-CARR					95.99	
Payment Type	Payment Number			Payment Date	Payment Amount		
Check				03/03/2017	95.99		
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount		
<u>15253785</u>	FUSE	03/03/2017	03/03/2017	0.00	95.99		
Vendor Number	Vendor Name					Total Vendor Amount	
<u>JA5200</u>	PETTY CASH					3.40	
Payment Type	Payment Number			Payment Date	Payment Amount		
Check				03/03/2017	3.40		
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount		
<u>INV0000291</u>	CLUBHOUSE FOOD	03/03/2017	03/03/2017	0.00	3.40		
Vendor Number	Vendor Name					Total Vendor Amount	
<u>PO7225</u>	POCOMOKE CITY CHAMBER OF COMMERCE					150.00	
Payment Type	Payment Number			Payment Date	Payment Amount		
Check				03/03/2017	150.00		
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount		
<u>INV0000290</u>	GOLF COURSE MEMBERSHIP 2017	03/03/2017	03/03/2017	0.00	150.00		
Vendor Number	Vendor Name					Total Vendor Amount	
<u>LE7110</u>	RELX INC.DBA LEXISNEXIS					281.19	
Payment Type	Payment Number			Payment Date	Payment Amount		
Check				03/03/2017	281.19		
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount		
<u>3090862159</u>	MONTHLY LAW SUBCRIBITION	03/03/2017	03/03/2017	0.00	281.19		
Vendor Number	Vendor Name					Total Vendor Amount	
<u>TE8760</u>	TELEWIRE, INC.					119.25	
Payment Type	Payment Number			Payment Date	Payment Amount		
Check				03/03/2017	119.25		
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount		
<u>48142</u>	CITY HALL MAINT	03/03/2017	03/03/2017	0.00	119.25		
Vendor Number	Vendor Name					Total Vendor Amount	
<u>GA4002</u>	THE DAILY TIMES					639.60	
Payment Type	Payment Number			Payment Date	Payment Amount		
Check				03/03/2017	639.60		
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount		
<u>8931606</u>	ADS	03/03/2017	03/03/2017	0.00	639.60		

ATLANTIC GENERAL 2020 VISION

care.coordination

VISION

To be the leader in caring for people and advancing health for the residents of and visitors to our community.

MISSION

To create a coordinated care delivery system that will provide access to quality care, personalized service and education to improve individual and community health.



Atlantic General Hospital & Health System

2016/2017 Community Update



HSCRC/CMS Waiver Relationship

40-year-old Medicare Waiver “test” was out of date

Old Test

Inpatient care

Medicare only

Cost of care per hospital stay

New Test

All hospital care

All payers

Cost of care per person overall

New waiver is a 5 year pilot program for CY14-CY18.

The HSCRC was required to submit a plan for next 5-year pilot by 12/31/16.

Health and Health Care in Maryland

The Driving Forces for Change





The Maryland All-Payer Model Progression Plan

Proposal to the Centers for Medicare & Medicaid Services

Submitted by the Maryland Department of Health and Mental Hygiene

December 16, 2016



How Will Delivery Systems Change?

Provider Centered

Old Model

Treat

Test

Treat

Person Centered

New Model

Prevent

Manage

Coordinated
High Quality
Episodes



Preventable utilization
Waste
Less care in facilities

Reducing Potentially Avoidable Hospital Utilization (PAUs) Improves Care

PAUs are “Hospital care that is unplanned and can be prevented through improved care, coordination, effective primary care and improved population health.”

PAU examples:

- Readmissions/Re-hospitalizations (includes ER Visits)
- Preventable admissions and ER visits (Access?)
- Avoidable admissions for skilled nursing facility (SNF) and assisted living residents (Overuse of Institutions?)
- Potentially preventable complications (Errors)

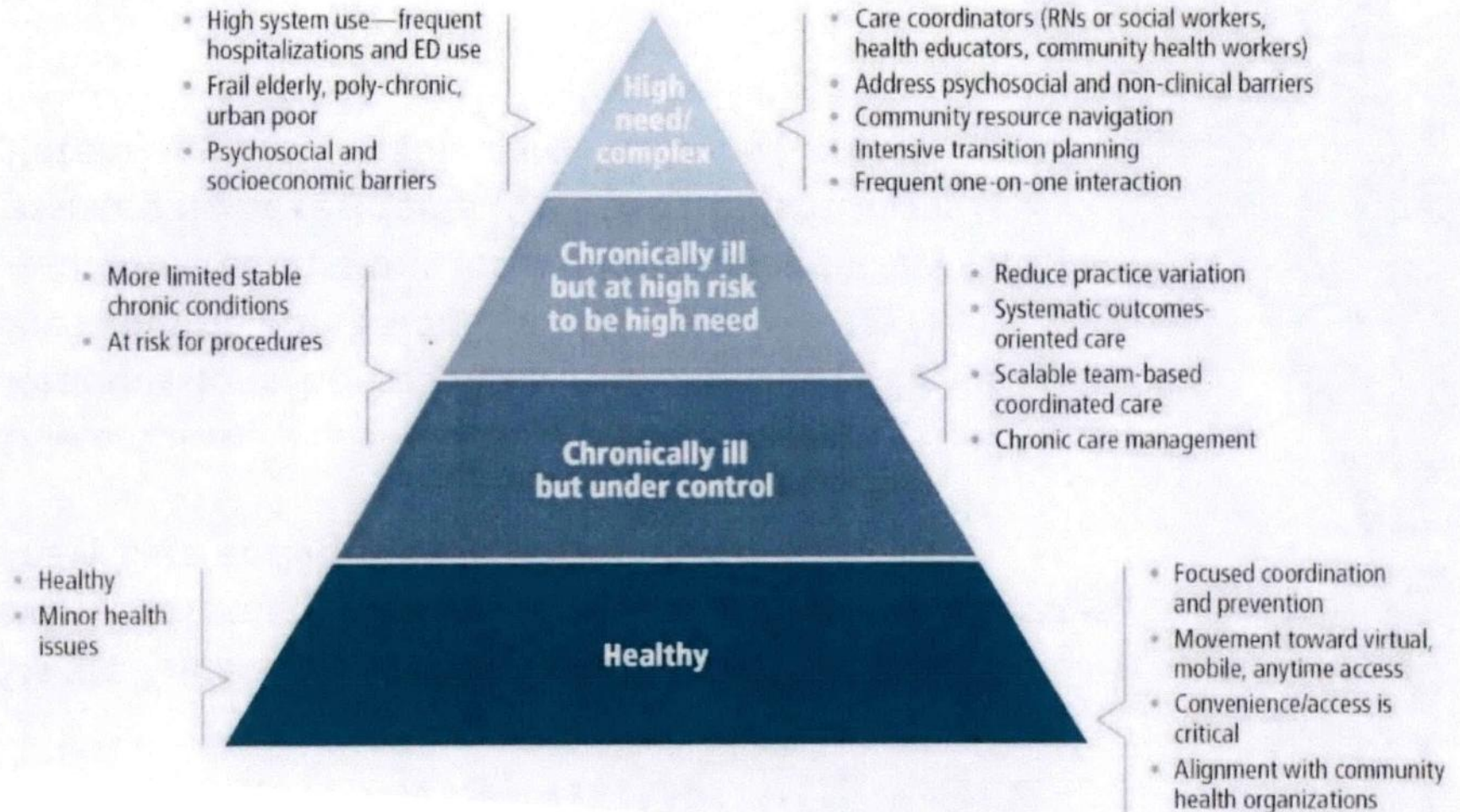
“Admissions and ER visits for high need patients can be moderated with better chronic care and care coordination.”

- *Healthcare Financial Management Association*

Figure 7. Tailoring Interventions to Patients' Needs

Patient Characteristics

Effective Interventions



AGH Achieving the Triple Aim!

- ▶ Atlantic General Hospital achieved the highest percentage reduction of readmissions in the state for cumulative CY13-CY15.
- ▶ Positive scaling (rate bonus) in Maryland Healthcare Acquired Conditions, Readmission Rate Improvement Program, and Quality Based Reimbursement
- ▶ Atlantic General Hospital was the #1 lowest cost per case mix adjusted Equivalent Inpatient Admission of any hospital in the State of Maryland
(Productivity & Expense Comparisons for Maryland Hospitals, June 2016, Based on FY2015 Schedules C&D data)

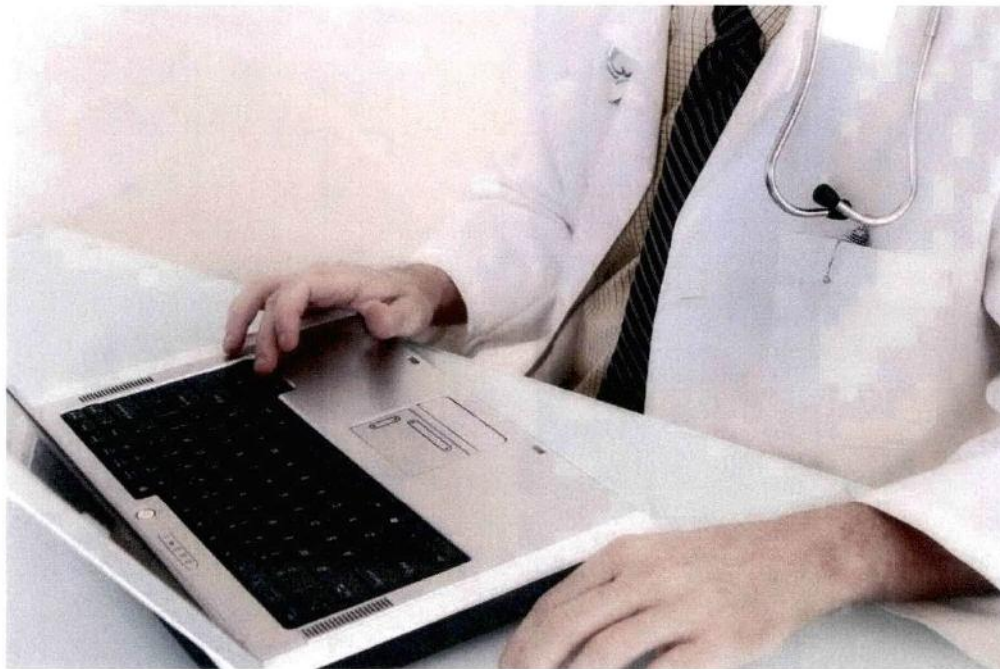
Triple Aim

- **Improving Patient Experience**
- **Improving Quality of Care**
- **Reduce Patient Costs for Care**

How Triple Aim Achieved

▶ Transitions in Care Program

- Patient Centered Medical Home team coordinated follow-up visits, reinforced discharge instructions, and provided reminders to at-risk patients after discharge



How Triple Aim Achieved

▶ Telemedicine

- Rehab Program for Berlin Rehabilitation and Nursing Home



How Triple Aim Achieved

▶ Condition R Program

- Immediate intervention by a registered nurse case manager for any patient in the ER with a previous admission within last 30 days
- Case manager meets with patient/family to set up a personal plan of care to treat underlying chronic conditions that may have led to ER visit.



How Triple Aim Achieved

▶ Prescription Concierge Service

- AGHRx RediScripts Pharmacy staff began bedside delivery and payment for discharge medication as well as medication education.



How Triple Aim Achieved

▶ IT Systems and Infrastructure

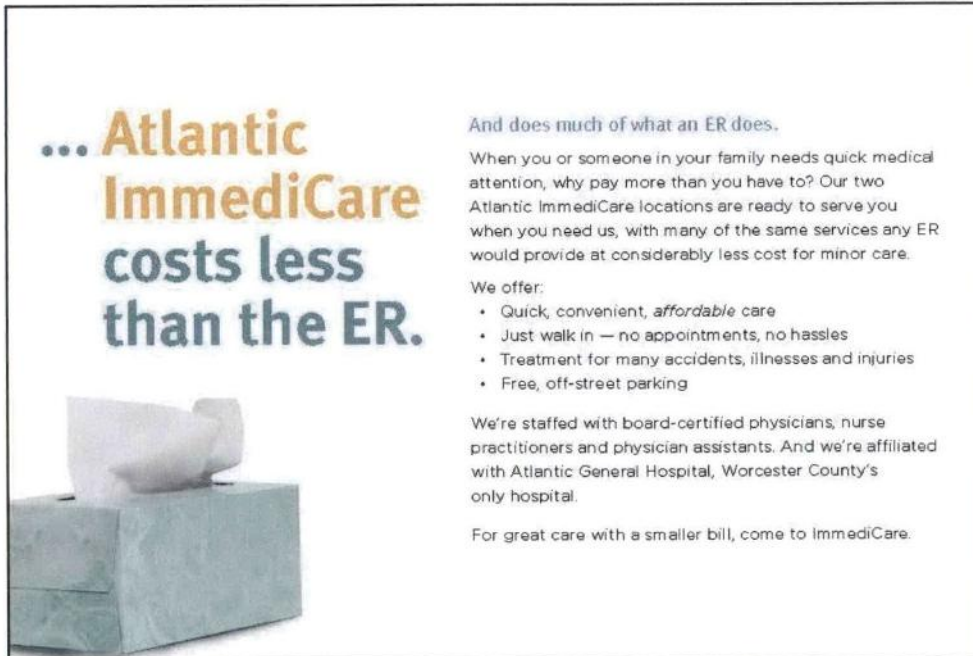
- PERKS electronic medical record
 - Clinician Portal – real-time communication and tracking by all providers involved in a patient’s care
 - Patient Portal – facilitates partnership between patient and provider
- Tracking/identification of at-risk patient groups
- Analyses to pinpoint areas for care delivery improvements
- Telemedicine partnerships that remove barriers to care



How Triple Aim Achieved

▶ Population Health Education

- Information regarding the proper utilization of the ER and importance of selecting a PCP provided by ER discharge staff, through health fairs and via post cards



... Atlantic ImmediCare costs less than the ER.

And does much of what an ER does.

When you or someone in your family needs quick medical attention, why pay more than you have to? Our two Atlantic ImmediCare locations are ready to serve you when you need us, with many of the same services any ER would provide at considerably less cost for minor care.

We offer:

- Quick, convenient, *affordable* care
- Just walk in — no appointments, no hassles
- Treatment for many accidents, illnesses and injuries
- Free, off-street parking

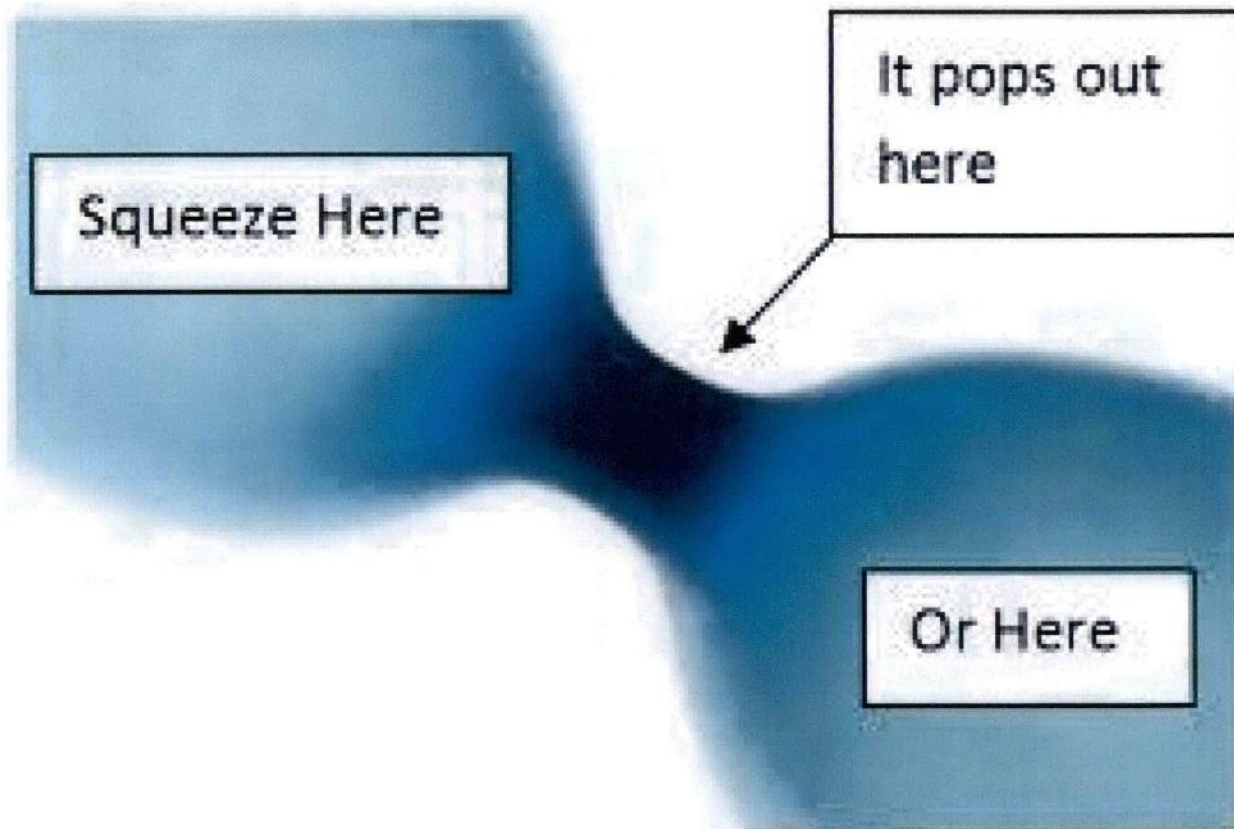
We're staffed with board-certified physicians, nurse practitioners and physician assistants. And we're affiliated with Atlantic General Hospital, Worcester County's only hospital.

For great care with a smaller bill, come to ImmediCare.



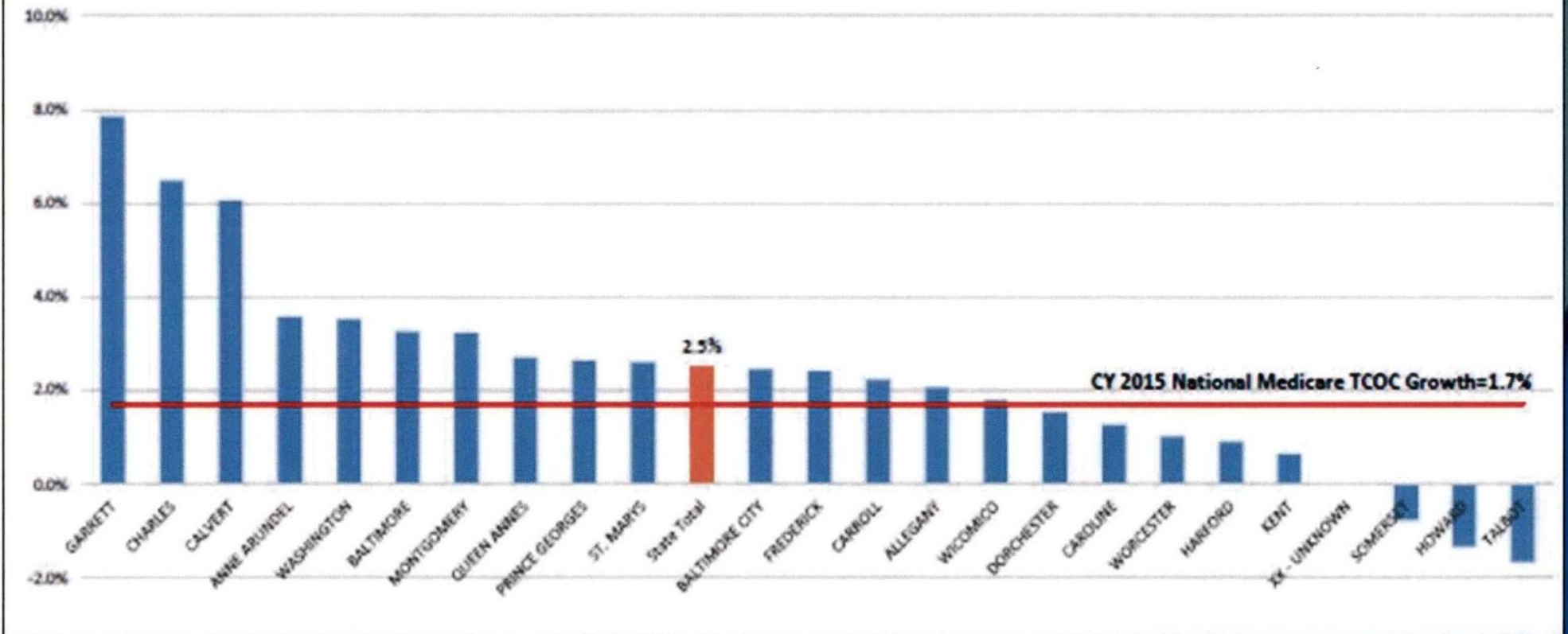
Update on Medicare Data & Analysis

Avoiding the Balloon Effect



Medicare Growth: Total Spending per Beneficiary

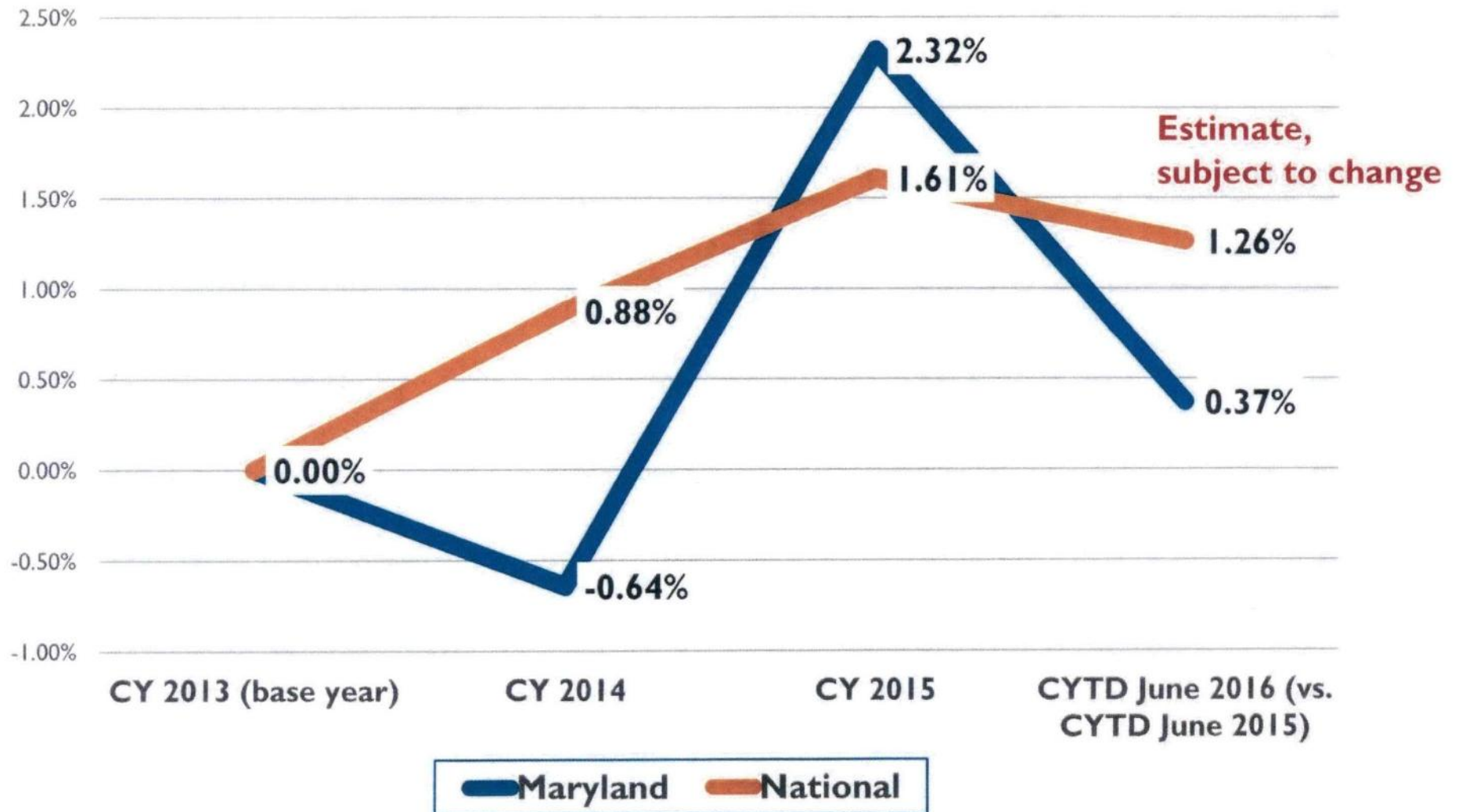
By County: CY 2014 – CY 2015 (Maryland vs National)



■ TCOC Maryland County — TCOC National

Annual Medicare Total Spending Growth

CY 2013 through CYTD June 2016



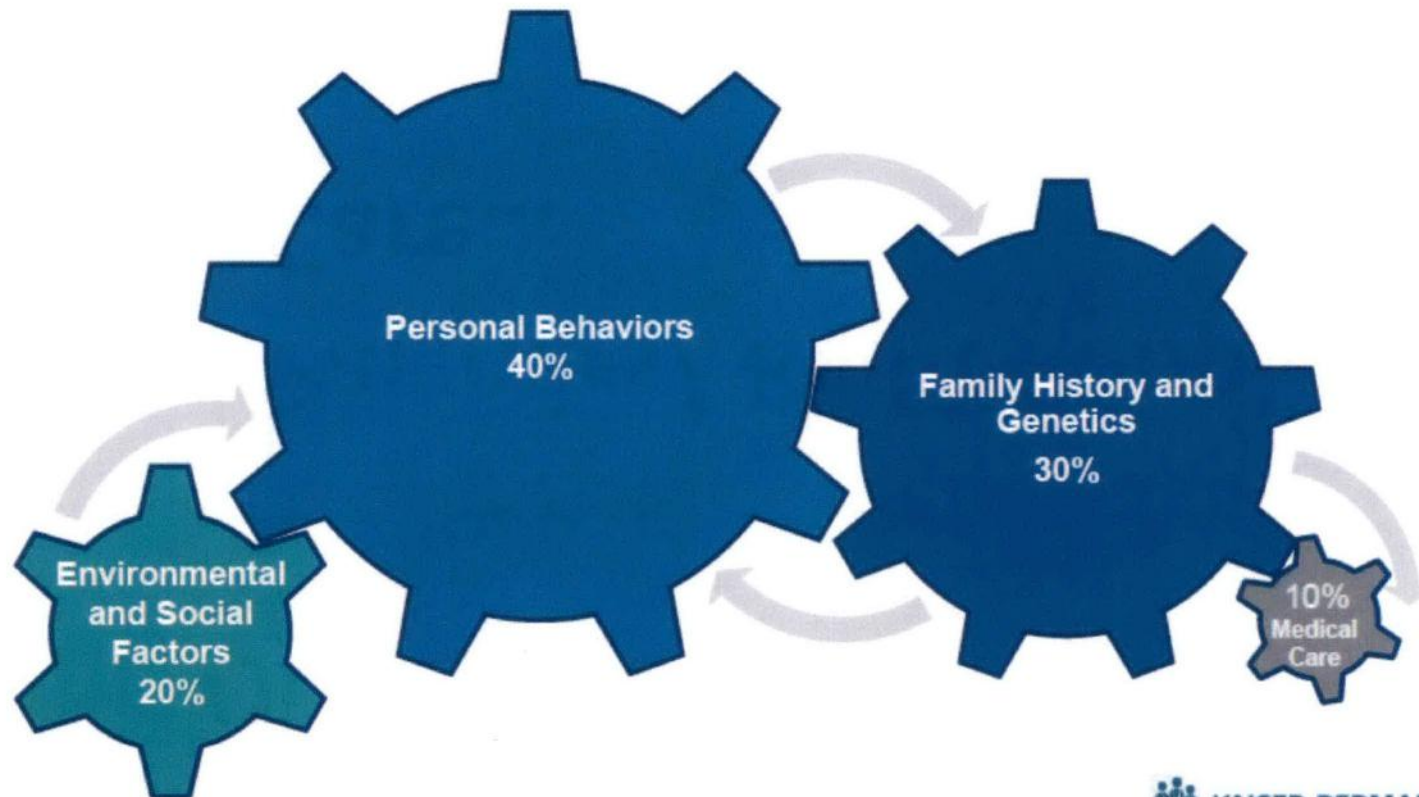
Living Our Principles and Our Goals

**Right Partners/ Right People/
Right Care...**



Health is About More Than Clinical Care

Health is driven by multiple factors that are intricately linked – of which medical care is one component.



Page 19

Source: Determinants of Health and Their Contribution to Premature Death, JAMA 1993

 KAISER PERMANENTE®


ATLANTIC
GENERAL HOSPITAL
care.givers

Right Care

- **Principles Focused on:**

- Affordable patient and family care
- Error-free healthcare services
- Primary Care Providers
- Timely delivery of healthcare services
- Driven by best practices



Our Goals:

Triple Aim- Improving Patient Experience

- *Goal-* Exceed patient expectations by delivering convenient patient-centered care at all sites to all patients

Triple Aim- Improving Quality of Care

- *Goal-* Implement a coordinated well defined service model of care that addresses the care gaps in the community and prevention of avoidable utilization for patients chronic disease.

Triple Aim- Reduce Patient Costs for Care

- *Goal-* Decrease inappropriate utilization of high-cost services

AGH Goals

Continue to build on the progress achieved under our **2020 Vision 5-Year Strategic Plan**

- **Right Care**
- **Right People**
- **Right Place**
- **Right Partners**
- **Right Hospital**

Right Place

- **Principles Focused on:**

- Community-based healthcare services
- Primary care available everywhere
- Conveniently available healthcare specialist
- Telemedicine capabilities



Our Goals:

Triple Aim- Improving Patient Experience

- *Goal-* Expand telemedicine and patient portal services to provide convenient patient access to the right care.

Triple Aim- Improving Quality of Care

- *Goal-* Define opportunities that would allow our AGHS patients to obtain their primary/specialty services through our AGHS system via mobile technology when out of the area.

Triple Aim- Reduce Patient Costs for Care

- *Goal-* Provide convenient locations for the right care to increase patient loyalty for utilization of these services.

Right People

- **Principles Focused on:**

- A service orientation
- A provider mix that aligns with our community's needs
- The right healthcare specialists, available locally
- Continuous learning and improvement



Our Goals:

Triple Aim- Improving Patient Experience

- *Goal-* Ensure that all associates, medical staff and volunteers are engaged in our Organizational Values to create an exceptional patient experience in every interaction.

Triple Aim- Improving Quality of Care

- *Goal-* Develop processes and services designed to deliver timely, appropriate, patient-centered, coordinated care.

Triple Aim- Reduce Patient Costs for Care

- *Goal-* Create an environment where associates are proud of where they work and are engaged in and rewarded for operational improvements.

Right Hospital

- **Principles Focused on:**

- Being the right hospital to lead care coordination in our community
- Being the right place to receive care

Our Goals:

Triple Aim- Improving Patient Experience

- *Goal-* Collaboratively re-design facilities to accommodate convenient, patient-centered care delivery models.

Triple Aim- Improving Quality of Care

- *Goal-* Facilitate development of coordinated care delivery networks throughout the service area.

Triple Aim- Reduce Patient Costs for Care

- *Goal-* Collaborate regionally to minimize potentially avoidable utilization by developing systems that align care delivery and reduce variation in care.



Right Partners

- **Principles Focused on:**
 - Accountable, affordable care
 - Advanced acute care referral
 - Rehabilitation care
 - Long-Term, hospice and palliative care
 - Mental health care



Our Goals:

Triple Aim- Improving Patient Experience

- *Goal-* Expand timely access to health care services and remove obstacles to obtaining care.

Triple Aim- Improving Quality of Care

- *Goal-* Create a shared patient information process with continuum care providers to improve coordination of care and eliminate errors and redundancy.

Triple Aim- Reduce Patient Costs for Care

- *Goal-* Align community resources for improving consumer literacy associated with accessing health care services, and eliminating redundancy in care delivery.

Access to Primary & Specialty Care

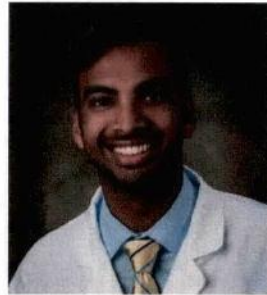


Dermatology

Curtis D. Asbury, MD
Sara Moghaddam, MD
Selbyville, DE

General Surgery & Bariatrics

Alae Zarif, MD
Meshach Heenatigala, MD
Xin Zhong, MD
Berlin, MD & West Fenwick, DE



Medical Oncology

Rabindra Paul, MD
Rupa Gupta, MD
Berlin, MD



Access to Primary & Specialty Care



Family Medicine

Kieran Py, MD
Ocean View, DE

Women's Health

Brandi Musselman, MD
Selbyville, DE &
West Ocean City, MD



Kevin Lee, MD
Women's Health
Selbyville, DE &
West Ocean City, MD



Pain Management

Wadid Zaky, MD
Berlin, MD

Urology

James P. Cherry, MD
Berlin, MD



Pioneers in Health Literacy Improvement

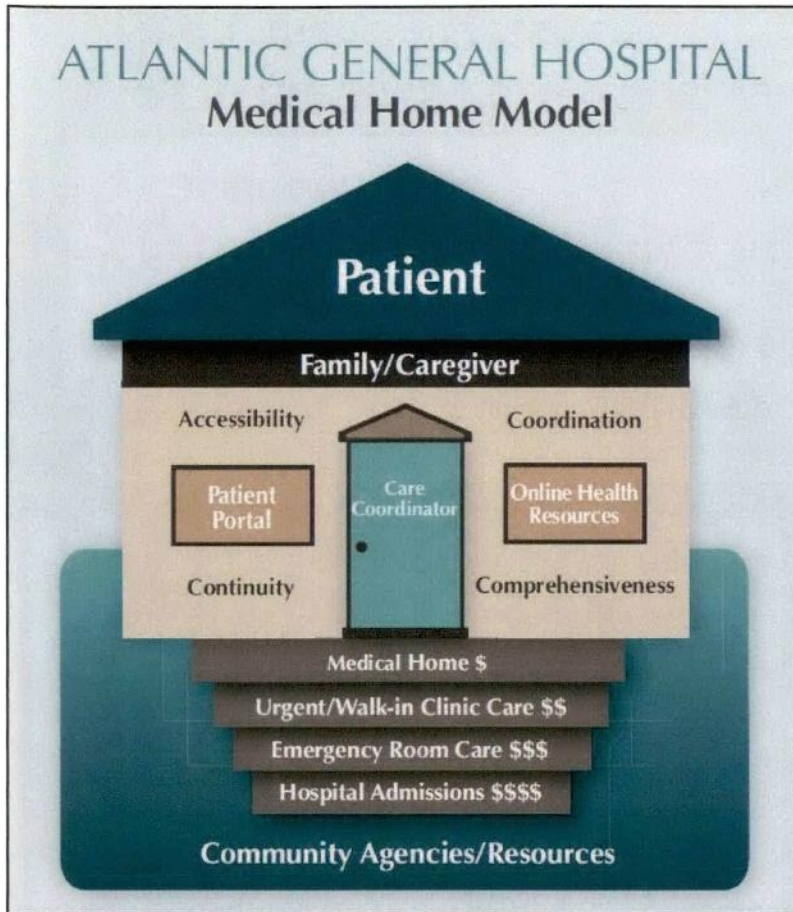
Health concepts should no longer be confined to health and biology classes.



Health Literacy Integration: Weaving health concepts into existing math, science, reading and social studies lessons to increase students' exposure to this information, thus increasing their understanding.

- **Successful pilot with 2nd graders at Ocean City Elementary led to expansion to all 2nd graders in Worcester County**
- **Principles also extended to 3rd, 4th and 5th grade pilot classrooms**
- **As of the 2015-2016 school year, the IHLP now serves more than 2400 students.**
- **During the 2016-2017 school year, the IHLP team is to begin pilot programs in grades seven and eight.**

Patient Centered Medical Home



Recipient of the Maryland Rural Health Association's 2013 Outstanding Rural Health Program

- PCMH has provided services to more than 1,150 patients since program launch in January 2013.

- **Readmission rates for program patients is <4% (Maryland overall readmission rate is 12.94%)**



ATLANTIC GENERAL

Campaign
FOR THE
Future

Strategic Investment In Our Community – 2017 and Beyond

Program Initiatives and Master Facility Planning



- ***Investing in the Future of our Local Community***



- *Cancer Care...close to home*
 - *Comprehensive Women's Health*
 - *Modernization of our Patient Care Area*
 - *Modernization of our Surgical Facilities*
 - *Expansion of Our Emergency Department and Outpatient Services*
-

● *Investing in the Future of our Local Community*

The \$10,000,000 Campaign for the Future

the philanthropic community support that will allow us to achieve our total investment of \$35,000,000 towards our *2020 Vision*.



John "Jack" H. Burbage, Jr.
CEO Blue Water Development Co.
Co-chair



Michelle Fager
V. President – General Counsel
Fager's Island, Ltd.
Co-chair

With your support, we will ensure that our region has access to the best available health care – for years to come.



● *Cancer Care...close to home*



18,000 Sq. ft.
Regional Cancer Care Center

Comprehensive, wide-ranging services on one campus:

Treatment

- Medical oncology/chemotherapy
- Radiation oncology including Intensity-Modulated Radiation Therapy (IMRT), Image-Guided Radiation Therapy (IGRT), and High-Dynamic-Range Imaging (HDRI or HDR)
- Advanced laparoscopic surgery
- Interventional radiology
- Advanced minimally-invasive women's surgery



Groundbreaking
Completion

July 2017
Spring 2018

● Cancer Care...close to home



ATLANTIC GENERAL

Campaign
FOR THE
Future

● *Cancer Care...close to home*

Building Partnerships that Matter



A new dedicated cancer care facility right here in our community will allow patients and their families easy, local access to comprehensive cancer care.

The Regional Cancer Care Center will combine personalized care and advanced technology, enabling patients to move smoothly through the various steps of their cancer diagnosis and treatment.



ATLANTIC GENERAL

Campaign
FOR THE
Future

● *Cancer Care...close to home*

Comprehensive, wide-ranging services on one campus:



18,000 Sq. ft.

Regional Cancer Care Center

Diagnostic Services

- Diagnostic radiology services including PET, CT, MRI, mammography, ultrasound, and nuclear medicine
- Lab and pathology services
- Advanced breast diagnostic center that includes Stereotactic needle biopsy
- Colonoscopy and stomach/esophageal endoscopy

Surgical Services

- Urology Center with cystoscopy services
- Advanced laparoscopic surgery
- Advanced Women's Surgery/GYN



ATLANTIC GENERAL

Campaign
FOR THE
Future

● *Cancer Care...close to home*



18,000 Sq. ft.
Regional Cancer Care Center

Comprehensive, wide-ranging services on one campus:

Support Services for Patients and Families

- Nutrition counseling
- Palliative care
- Pastoral care
- Patient navigator
- Pharmacy / Medical counseling
- Rehabilitation services
- Support groups
- Bereavement support
- Hair and skin care support services
- Other support and special community activities



● *Cancer Care...close to home*

Comprehensive, wide-ranging services on one campus:

Cancer Prevention and Education

- Health screenings
- Community education and outreach
- Nutrition classes
- Smoking cessation courses



18,000 Sq. ft.

Regional Cancer Care Center



ATLANTIC GENERAL

Campaign
FOR THE
Future

A New Women's Health Center with 3D Mammography

The Women's Health Services Center is equipped to provide the following diagnostic and therapy treatments:

- 3-D Mammography screening
- Bone density screening
- Ultrasound services
- Lab services
- Private rooms for physician counseling
- Pre-conception counseling
- Pregnancy testing



● *Investing in the Future of our Local Community*

\$681,000 Included in the Governor's 2018 Budget

\$681,000 has been proposed for inclusion in the State budget by Governor Larry Hogan and for approval during the Maryland Legislative, which will jump-start the hospital towards its ultimate goal of providing quality healthcare close to home.

● Through the MHA grant program that allows hospitals to apply for funding to be included in the Governors budget for Master Facility upgrades we will have the opportunity to reapply for additional funding for the EACH of the remaining 3 projects.

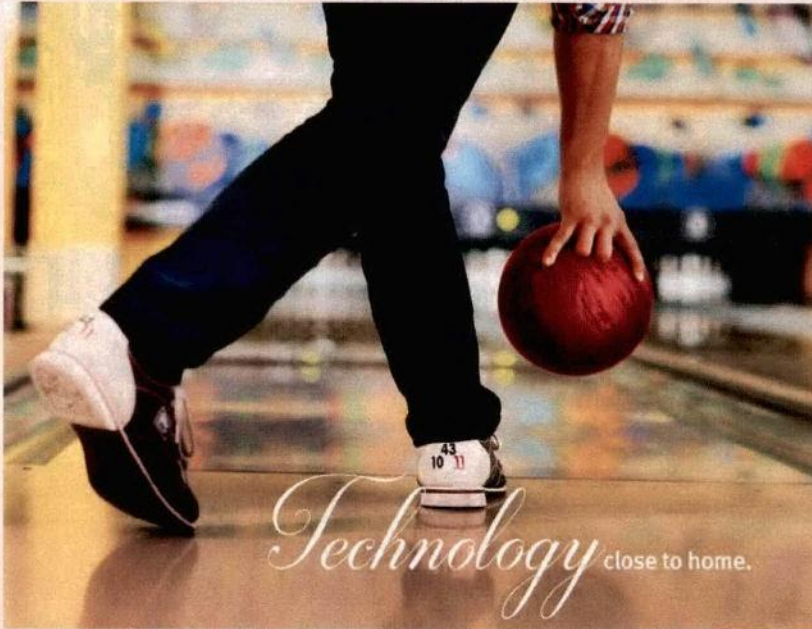
- ***Modernization of our Patient Care Area***
- ***Modernization of our Surgical Facilities***
- ***Expansion of our Emergency and Outpatient Services***



ATLANTIC GENERAL

Campaign
FOR THE
Future

- *Making the Surgical Experience Better for Patients and their Families*



Modernization of our Surgical Facilities

Vision

Redesign the existing surgical services unit and adjacent areas to incorporate the latest technology to enhance best practices in pre-operative care, surgical care and post-operative care.



ATLANTIC GENERAL

Campaign
FOR THE
Future

● *Recovery...Close to Home*



Modernization of our Patient Care Area Vision

A newly-renovated inpatient care area, located on the 2nd floor of Atlantic General Hospital, will provide greater efficiency for nursing care and provide improved lines-of-sight to beds from a new and more central nursing and physician working station.

- Additional, more pleasing family space to allow for family involvement critical to the treatment and recovery process.



ATLANTIC GENERAL

Campaign
FOR THE
Future

● *Meeting the Needs of Our Growing Community*



Expansion of Emergency and Outpatient Services

Vision

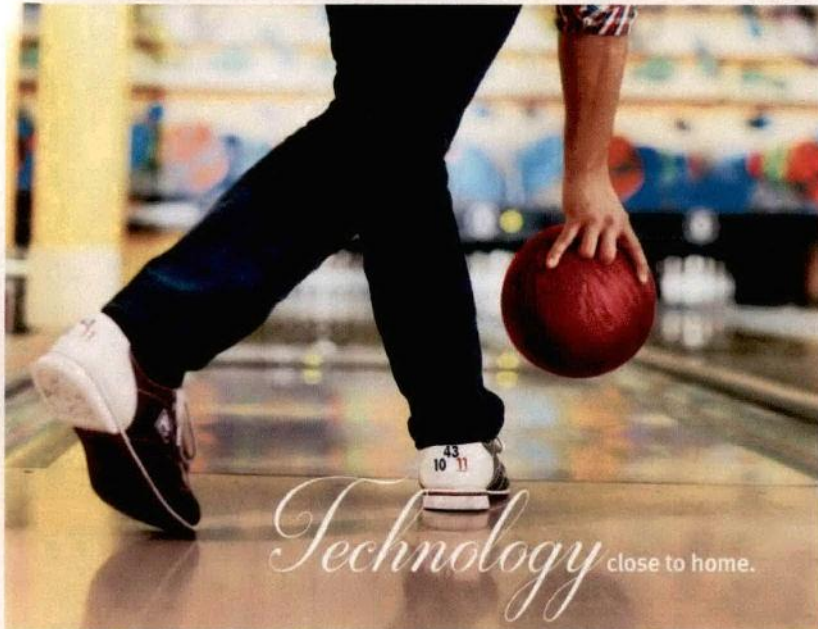
- Increase the total number of treatment areas
- Consolidate and integrate triage and protocols for improved patient flow
- Add a dedicated space for patient consultation, counseling and making follow-up appointments
- Improve patient privacy and comfort
- Increase security capabilities



ATLANTIC GENERAL

Campaign
FOR THE
Future

- *Making the Surgical Experience Better for Patients and their Families*



Modernization of our Surgical Facilities

- Larger operating rooms to accommodate advanced laparoscopic and orthopedic surgical procedures.
- Allow for expansion of services in Bariatric, Urology, Gynecology.
- Redesign of central sterile facilities.
- Provide private consultation room for patients in pre-admission and post-operative areas.



ATLANTIC GENERAL

Campaign
FOR THE
Future

Year over Year Comparison

FY15

We Billed: \$ 144,928,084

We Received: \$106,117,345

Cost of Care: \$ 108,255,887

Operating Margin: 749,216

Community Support: \$ 932,820

Total Margin: \$ 2,445,652

(State Assessment: \$ 4,142,460)

FY16

We Billed: \$156,123,842

We Received: \$114,944,563

Cost of Care: \$112,904,430

Operating Margin: \$2,040,133

Community Support: \$846,411

Total Margin: \$2,424,119

(State Assessment: \$2,660,634)

Admissions	3,348
Ave. Length of Stay (days)	3.8
Patient Days of Care	12,568
Emergency Visits	39,124
Laboratory Visits (outpatient)	30,876
Radiology Visits (outpatient)	26,727
Surgeries (inpatient/outpatient)	7,776
Physician Visits (AGHS)	94,647
Cardiologist/Pulmonary	4,022
EKG/EEG visits (outpatient)	

Admissions	3,409
Ave. Length of Stay (days)	3.5
Patient Days of Care	12,084
Emergency Visits	38,363
Laboratory Visits (outpatient)	29,285
Radiology Visits (outpatient)	27,131
Surgeries (inpatient/outpatient)	7,423
Physician Visits (AGHS)	98,456
Cardiologist/Pulmonary	3,891
EKG/EEG visits (outpatient)	



care.givers

Atlantic General Hospital/Health System

Financing the Future



Community Impact

Atlantic General Hospital and Health System

The Economy & Quality of Life

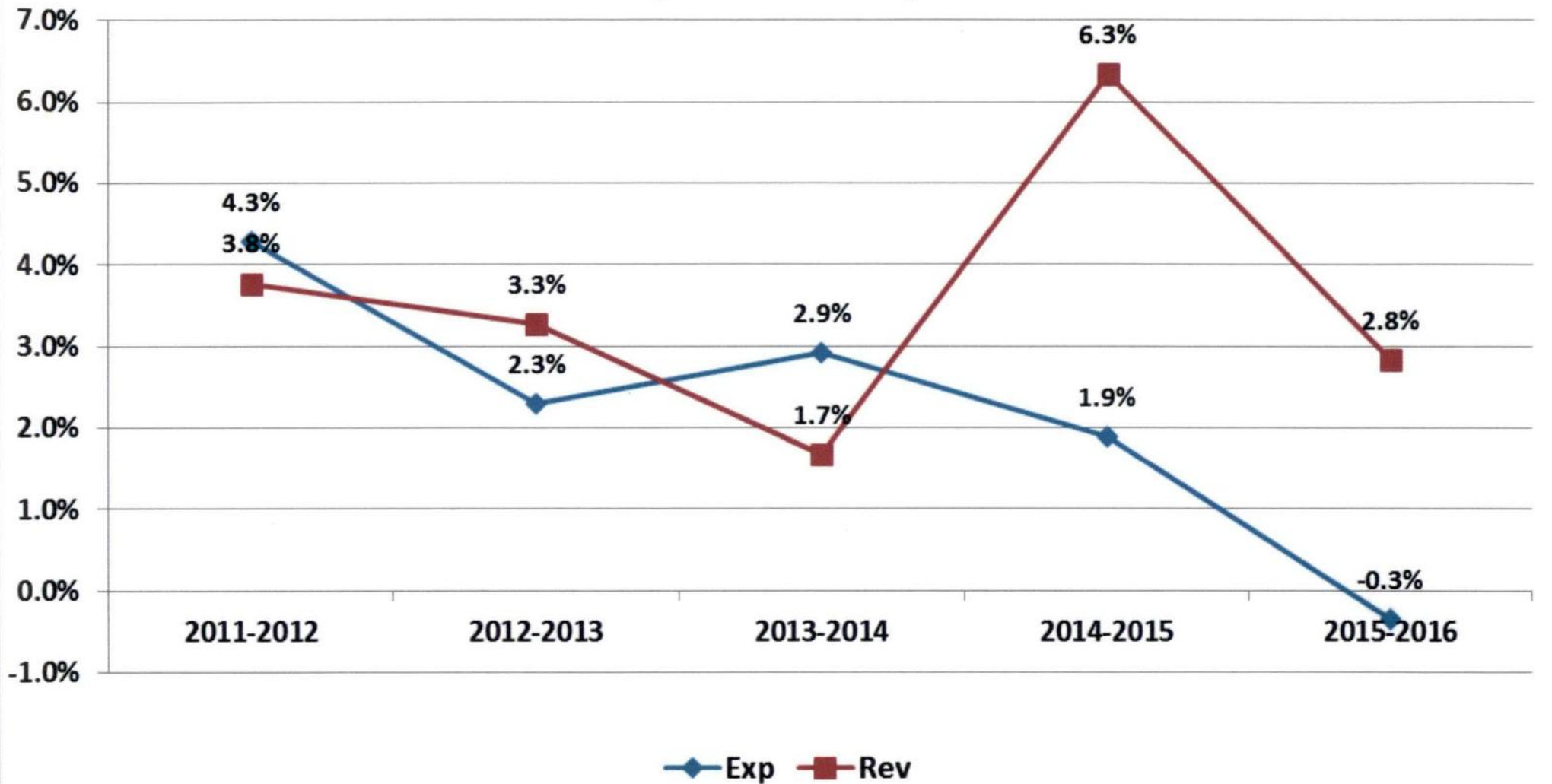
Maintains more than **850 positions** for local residents.

Total payroll of over \$48 million, which is spent in the Eastern Shore communities of Maryland, Virginia and Delaware.

Medical Staff of 227 includes:

Anesthesiologists/Pain Management	Nephrologist
Cardiologists	Neurodevelopmental Disabilities Specialists
Dermatologists	Neurologists
Emergency Medicine Physicians	Nurse Practitioners
Family Practitioners	Oncologists/Hematologists
Gastroenterologists	Ophthalmologists
General Surgeons	Orthopedic Surgeons
Gynecologists	Pediatricians
Hospitalists	Physician Assistants
Infectious Disease Specialist	Psychiatrists
Intensivists	Pulmonologists
Internists	Radiologists
	Rheumatologist
	Urologist

Hospital Annual Changes in Net Revenue and Expenses (Fiscal Years)



Atlantic General Hospital & Health System

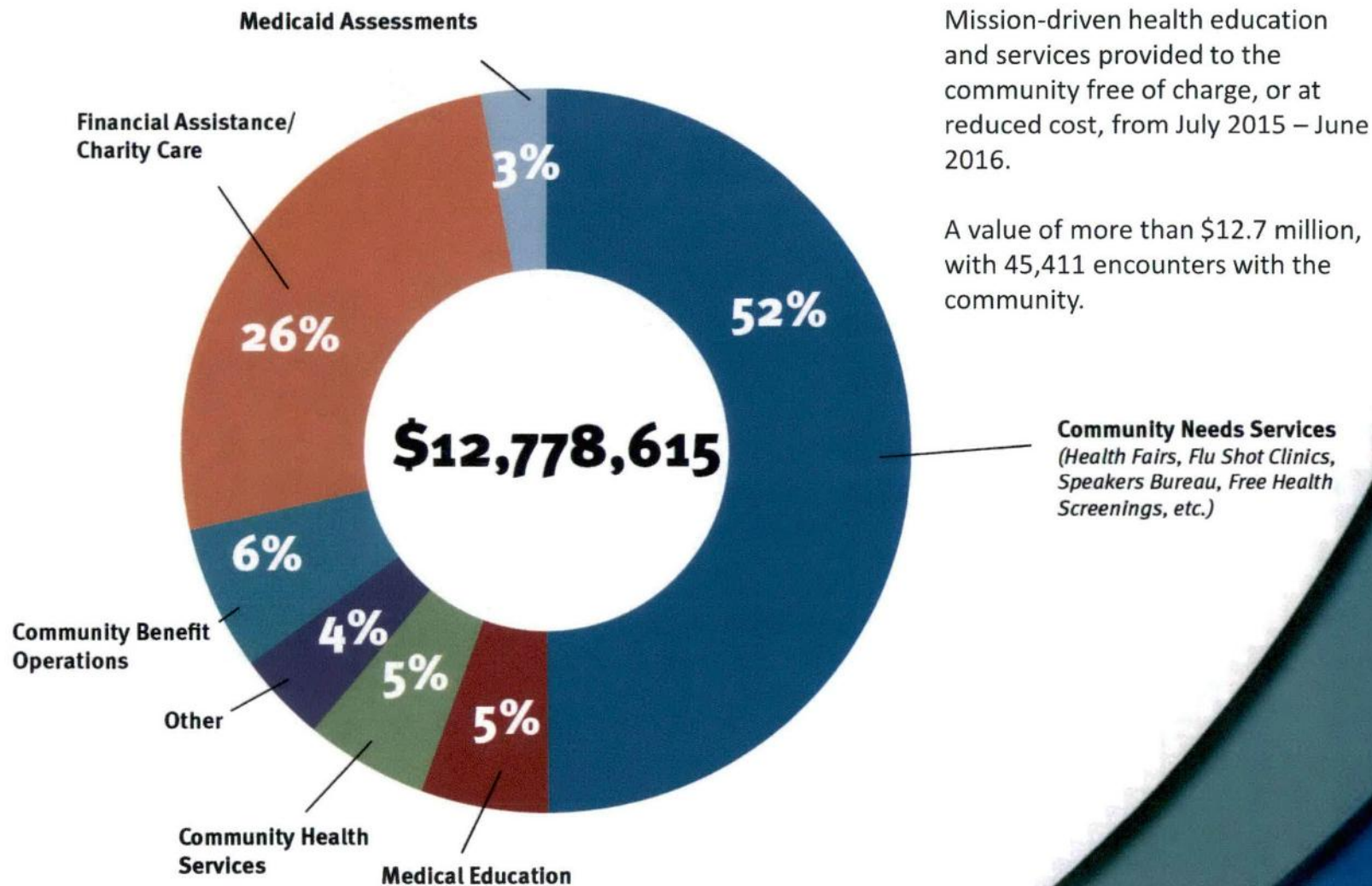
Our Vision:

To be the leader in caring for people and advancing health for the residents of and visitors to our community.



care.coordination

Community Impact



FY16 Community Benefits

POCOMOKE CITY, MARYLAND

5

MAYOR

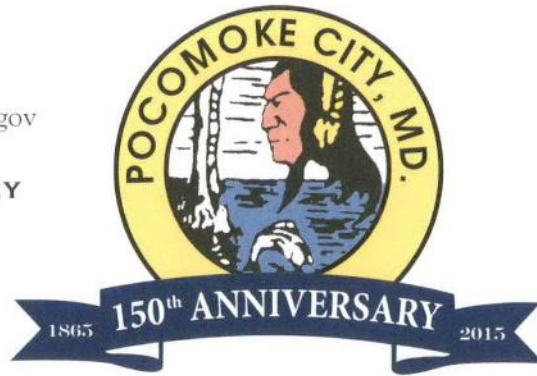
BRUCE A. MORRISON

mayormorrison@cityofpocomokemd.gov

CITY MANAGER / ATTORNEY

ERNEST A. CROFOOT

ernie@cityofpocomokemd.gov



CITY COUNCIL

DIANE DOWNING

BRIAN HIRSHMAN

GEORGE TASKER

ESTHER TROAST

DALE TROTTER

OATH OF OFFICE

I, Corey M. Dean, do swear that I will support the Constitution of the United States, and that I will be faithful and bear true allegiance to the State of Maryland, and support the Constitution and laws thereof; and that I will to the best of my skill and judgment, diligently and faithfully, without partiality or prejudice, execute the office of Board of Election of Supervisors according to the Constitution and laws of this State.

Corey M. Dean

Administered by and subscribed
before me this 6th day of
March 2017

Bruce A. Morrison, Mayor

"Friendliest Town on the Eastern Shore"



Second Amendment to Lease

This Second Amendment to Lease (“Amendment”), effective as of February 20, 2017, is by and between SMMR, Inc. (“Lessee”) and Pocomoke City (“LESSOR”).

BACKGROUND

On or about April 30, 2012, Lessor and Lessee entered into a lease agreement for the operation of a bar & grill, restaurant, and related activities on property owned by the Lessor on the Pocomoke River, as more fully described in that lease (the “Lease”). On or about November 3, 2015, Lessor and Lessee entered into an amendment to that lease primarily concerning property taxes.

Lessor and Lessee have determined to extend the original lease as amended and subject to the changes, additions, and alterations set forth in this Second Amendment to Lease (“Second Amendment”).

NOW, THEREFORE, in consideration of the mutual promises and covenants reflected herein, and for other good and valuable consideration, the receipt and adequacy of all of which are hereby acknowledged, the parties hereto agree as follows:

1. The Background statement is incorporated herein by reference.
2. Term: Effective upon the execution hereof, the term of the lease is extended to January 31, 2018 and subject to annual renewal for nine (9) additional 12 month periods, commencing each February 1st. Prior to each August 1st during the term of this Lease or any renewal thereof, Lessee shall provide written notice to Lessor of its intention to renew.
3. Rent: Sections 3.1 through 3.6 are deleted. In lieu thereof, a new section 3.1 is added as follows: Rent in the fixed amount of Two Thousand Five Hundred Dollars (\$2,500.00) per month, in advance, shall be due and payable on the first day of each month during the term hereof, commencing March 1, 2017. Rents for periods prior to March 1, 2017 shall be calculated under the original Lease terms.
4. Operations: Section 11.2 is amended by adding: “Lessor specifically acknowledges that excessive inclement weather conditions, such as snow, storms and the like, are sufficient “other cause” for reducing hours or closing business. No rent adjustment shall be made for such closings.
5. Assignment and sublease: Section 12.1 is amended by eliminating the requirement for Mark Reeves, Leslie Reeves, or Corey Reeves to “meaningfully participate in the daily operations of the restaurant and bar.” Lessee shall assure that competent personnel are assigned to manage the operations of the restaurant and bar. Sublease provisions remain unchanged.

6. Maintenance: Section 7.1 is hereby amended by adding thereto: Anything in the Lease to the contrary notwithstanding, Lessor shall be responsible exterior maintenance including but not limited to roof leaks, exterior door and lighting issues, exterior exhaust fan issues, frozen or cracked pipes, and the maintenance, repair, servicing, and replacement of HVAC and hot water system, provided any such damage or repair is not due to the negligence of Lessee.

IN WITNESS WHEREOF, the parties have executed this Amendment, intending to be legally bound hereby.

WITNESS /ATTEST

POCOMOKE CITY (LESSOR)

Carol Sullivan, Clerk

By: _____
Ernest A. Crofoot, City Manager
Date: _____

SMMR, INC. (LESSEE)

By: _____
Mark T. Reeves, President
Date: _____

9

RECEIVED
FEB 13 2017

BY: Paula Sparrow

Pete K. Rahn, Secretary
Gregory C. Johnson, P.E., Administrator



Larry Hogan, Governor
Boyd K. Rutherford, Lt. Governor

February 2, 2017

Mr. Ernest Crofoot
City Manager
Pocomoke City
P.O. Box 29
Pocomoke MD 21851

RE: RT1717: Cypress Trail

Dear Mr. Crofoot:

It is my pleasure to inform you that the application titled, Cypress Trail, submitted by Pocomoke City for a National Recreational Trails Program (RTP) award, has been approved in the amount \$40,000.00. This award amount is specifically to be used to the installation of a 1864-foot long, 4 foot-wide trail along the Pocomoke River, topped with Trex decking and is contingent upon Pocomoke City submitting a detailed location map, timeline, and budget plan by February 28, 2017.

Funds will be administered by the State Highway Administration (SHA), for projects in conformance with State and Federal requirements on a reimbursable basis, and require a 20 percent cash or in-kind match by the Project Sponsor. To assist you in your efforts, we have developed a "RTP Sponsor Guideline Manual", located on the Maryland State Highway Administration's Recreational Trails Program website.

As the Project Sponsor, you will be responsible for assuring the project meets the National Environmental Protection Act (NEPA) requirements. Additionally, you will be responsible for acquiring all materials and services being reimbursed with RTP money are in accordance with Federal procurement requirements.

Enclosed is a Memorandum of Understanding (MOU) between SHA and Pocomoke City. Projects must be completed within four (4) years of the MOU execution date. Please review and return your comments to the RTP Coordinator, as soon as possible. If you are in agreement with the language, please return two signed copies to us.

Once the MOU between SHA and the Project Sponsor has been fully executed and the project has met the Federal procurement requirements, a notice to proceed (NTP) will be issued from SHA. Please do not expend money on any aspect of your project for which you will be seeking reimbursement until after you have received a SHA.

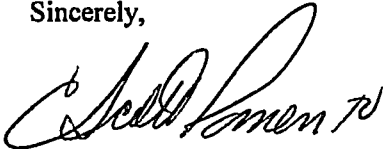
My telephone number/toll-free number is 410-545-0400 or 1-800-206-0770
Maryland Relay Service for Impaired Hearing or Speech 1.800.735.2258 Statewide Toll Free

Street Address: 707 North Calvert Street • Baltimore, Maryland 21202 • Phone 410.545.0300 • www.roads.maryland.gov

Mr. Ernest Crofoot
Page Two

Thank you for your participation in this program. If you have any questions regarding this letter, please do not hesitate to contact Mr. Terence Maxwell, SHA Recreational Trails Program Coordinator, at 410-545-8637, toll-free 800-446-5962 or via email at tmaxwell@sha.state.md.us.

Sincerely,

A handwritten signature in black ink, appearing to read "C. Scott Pomento". The signature is fluid and cursive, with a large initial "C" and "S".

C. Scott Pomento, PE
Director, Office of Planning & Preliminary Engineering

Attachment: Memorandum of Understanding

cc: Mr. Terence P. Maxwell, Recreational Trails Program Coordinator, SHA

Mr. Ernest Crofoot
Page Three

bcc: Mr. Eric Beckett, Division Chief, Regional & Intermodal Planning Division
Ms. Samantha Biddle, Assistant Division Chief, Regional & Intermodal Planning Division
Mr. Jay Meredith, District Engineer, District 1
Peter Sotherland, Regional Planner, Regional & Intermodal Planning Division
Mr. John Thomas, Deputy Director, Office of Planning & Preliminary Engineering

MEMORANDUM OF UNDERSTANDING

by and between

**MARYLAND STATE HIGHWAY
ADMINISTRATION
P01657 M-1**

and

Pocomoke City

RT1717

I. PROJECT DESCRIPTION

The PROJECT shall include the installation of a 1864-foot long, 4 foot-wide trail along the Pocomoke River, topped with Trex decking in Worcester County, Maryland.

II. THE PROJECT SPONSOR SHALL:

A. Procure all services and materials for which NRT FUNDING is being used to reimburse the PROJECT SPONSOR in accordance with State and Federal laws and regulations, which include but are not limited to:

1. Prepare an Invitation for Bids package, to be publicly advertised for the selection of a contractor, in accordance with all the applicable laws, and regulations of the ADMINISTRATION. This package shall include, but not limited to:
 - a. Preparation and submittal to the ADMINISTRATION for technical review and approval, all construction plans, specifications and cost estimates. The SPONSOR shall establish a schedule for the proposed design activities including review submittal dates. At a minimum, a Preliminary and Final Review will be required.
 - b. Preparation and submittal to the ADMINISTRATION for review and approval, construction bidding documents for the selection of a contractor. The documents shall be publicly advertised in conformance with all applicable State and Federal laws and regulations.
 - c. Provide the ADMINISTRATION certification that all appropriate laws and regulations regarding selection of the contractor have been followed.
2. Advertise for construction bids, once the ADMINISTRATION issues a Written Notice to Solicit. Any advertisement for construction conducted prior to receiving written approval, shall make the project ineligible for reimbursement.
3. Identify as many qualified Minority Business Enterprise ("MBE") firms as reasonable, to afford amply opportunity to MBE firms to bid equally against other vendors.
4. Publicly open bids received, (in front of a witness), prepare a list of responses as they are opened.
5. Evaluate the bids to determine which bidder will receive the award. The award shall be made to the lowest responsive and responsible bidder. Submit to the ADMINISTRATION documentation of all bidders, bid costs and a recommendation of award. Award of the contract cannot be given to a prospective bidder until the ADMINISTRATION has concurred with the recommendation and issues a written Notice to Proceed.
6. Comply with the other applicable requirements of 49 U.S.C. §18-36, copy marked Exhibit "2", attached hereto and made a part thereof.

B. Coordinate and conduct any required public hearings or requests for public input.

C. Provide design specifications and estimates to the ADMINISTRATION for review and comment.

**MEMORANDUM OF UNDERSTANDING
FOR
NATIONAL RECREATIONAL TRAILS PROGRAM
Cypress Trail Project**

THIS MEMORANDUM OF UNDERSTANDING (MOU) executed in duplicate, effective this _____ day, in the month of _____ of the year _____, by and between the State Highway Administration of the Maryland Department of Transportation, acting for and on behalf of the State of Maryland, hereinafter called the “**ADMINISTRATION**”, and Pocomoke City, located in Pocomoke, Maryland, hereinafter called the “**PROJECT SPONSOR**”.

WHEREAS, certain funds have been set aside in the National Recreational Trails Program, under the Federal Highway Reauthorization, for the purpose of providing funding for the development and maintenance of recreational trails and trail related projects, hereinafter called “**NRT FUNDING**”; and

WHEREAS, the ADMINISTRATION, pursuant to MAP-21, is authorized to distribute NRT FUNDING to agencies or organizations within the State of Maryland, hereinafter called the “**AWARD**”, provided the PROJECT is constructed on property that will be accessible to the public by way of public ownership, easement, or other legally binding agreement; NRT FUNDING is used to reimburse a PROJECT SPONSOR for expenses they have paid relating to the PROJECT; and the PROJECT SPONSOR is partially responsible for expenses relating to the PROJECT; and

WHEREAS, the ADMINISTRATION has authorized a disbursement of NRT FUNDING to the PROJECT SPONSOR up to the maximum amount of **\$40,000.00**, to be used for the Cypress Trail Project in Worcester County, Maryland which includes the installation of a 1864-foot long, 4 foot-wide trail along the Pocomoke River, topped with Trex decking, hereinafter called the “**PROJECT**” as further described in Exhibit No. 1, the National Recreational Trails funding Application of the PROJECT SPONSOR, attached hereto and made a part hereof; and

WHEREAS, the PROJECT SPONSOR has agreed to co-finance the PROJECT with an amount equal to at least twenty percent (20%) of the PROJECT expenses, hereinafter called the MATCH; and

WHEREAS, the ADMINISTRATION and the PROJECT SPONSOR hereby agree that the PROJECT will be a benefit to all parties of this MOU and would promote the safety, health and general welfare of the citizens of the State.

NOW, THEREFORE, in consideration of the mutual promises between the ADMINISTRATION and the PROJECT SPONSOR, as set forth herein, the adequacy of which is hereby acknowledged, the parties hereby agree to the following:

- G. Maintain the PROJECT both during and after completion of the PROJECT work.

III. THE ADMINISTRATION SHALL:

- A. Provide timely review and comment of the PROJECT, within fifteen (15) days following receipt by the ADMINISTRATION, design plans, specifications and estimates submitted by the PROJECT SPONSOR.
- B. Following receipt of the required PROJECT documents from the PROJECT SPONSOR, provide PROJECT certification of acceptance in accordance with United States Code, Title 23 federal requirements.
- C. Provide oversight inspection and review of the PROJECT to assure all obligations are being met.
- D. Coordinate monetary reimbursements to the PROJECT SPONSOR associated with the terms of this MOU.
- E. Reimburse the PROJECT SPONSOR within thirty (30) days following the receipt by the ADMINISTRATION of each PROJECT invoice. Invoices will not be reimbursed unless, and until, all three of the following circumstances are met:
 - 1. Request for reimbursement contains all necessary information for processing, including documentation that the PROJECT SPONSOR has met or exceeded their MATCH requirement for the invoice; and
 - 2. No charges are disputed by the ADMINISTRATION; and
 - 3. The invoice does not cause the maximum AWARD amount of \$40,000.00 to be exceeded.

IV. GENERAL

- A. The AWARD for the PROJECT shall be used only for the stated purposes of this MOU. The AWARD shall not be redirected by the PROJECT SPONSOR for any other purpose.
- B. Any excess AWARD not needed for the PROJECT shall revert to the ADMINISTRATION for redistribution to other programmed projects at the sole discretion of the ADMINISTRATION. In addition, the funds for this PROJECT shall revert to the ADMINISTRATION if the PROJECT remains idle and/or does not move forward within two (2) years of the date of this MOU.
- C. The parties hereto agree to cooperate with each other to accomplish the terms and conditions of this MOU.
- D. This MOU shall inure to and be binding upon the parties hereto, their agents, successors, and assigns. However, the PROJECT SPONSOR shall not assign its interests in this MOU without prior written consent of the ADMINISTRATION, which may be reasonably withheld.
- E. This MOU and the rights and liabilities of the parties hereto shall be governed in accordance with Maryland law.
- F. The PROJECT SPONSOR shall document and certify to the ADMINISTRATION that all PROJECT activities associated with the AWARD have been accomplished in accordance with Federal law.
- G. Title VI Assurances. All parties to this MOU shall comply with the requirements of APPENDIX A (2 pages) and APPENDIX E (1 page) of SHA's Standard Title VI/Non-Discrimination Assurances DOT Order No. 1050.2A which generally set

- D. Construct all projects using NRT FUNDING, in accordance with applicable design standards including but not limited to:
1. National Environmental Policy Act - Prior to the commencement of PROJECT work, prepare and submit to the ADMINISTRATION environmental studies and environmental documentation required for the PROJECT under applicable State and/or federal law including, but not limited to, those required to obtain National Environmental Policy Act (NEPA) approval.
 2. Americans with Disabilities Act – Construct the PROJECT to be reasonably accessible to individuals with physical disabilities in accordance with federal and State requirements; the PROJECT design shall not include features that would make it more difficult for people with disabilities to use the trail.
 3. Environmental Permits - Prior to the commencement of PROJECT work, apply for and obtain all permits required by federal, State or local authorities, including but not limited to, Erosion and Sediment Control, Stormwater Management, Critical Areas, and Wetlands.
 4. Construction Permits - Prior to the commencement of PROJECT work, coordinate with and resolve any conflicts with all utility companies within the PROJECT limits; purchase or obtain permanent easements to all properties within the PROJECT limits; and coordinate with any State or local agencies for the required traffic control plan approvals.
 5. Liability Insurance - Provide the ADMINISTRATION with evidence of adequate liability insurance to cover third party claims arising from the construction phase of the PROJECT, protecting both the PROJECT SPONSOR and the ADMINISTRATION in amounts and coverages as the ADMINISTRATION may reasonably determine.
- E. Invoice the ADMINISTRATION on a monthly basis for actual costs incurred and paid by the PROJECT SPONSOR in accomplishing the PROJECT as described herein, and further described in Exhibit 1, up to the maximum AWARD amount of **\$40,000.00**. For projects with an award of \$10,000 or less, if actual costs incurred by the PROJECT SPONSOR during any one month do not amount to at least One Thousand Dollars (\$1,000.00), the PROJECT SPONSOR shall withhold its claim for payment until \$1,000.00 or more of actual incurred costs can be invoiced (with the exception of the final invoice). However, for projects with an award of more than \$10,000, if actual costs incurred by the PROJECT SPONSOR during any one month do not amount to at least Five Thousand Dollars (\$5,000.00), the PROJECT SPONSOR shall withhold its claim for payment until \$5,000.00 or more of actual incurred costs can be invoiced (with the exception of the final invoice). Each invoice shall be accompanied by sufficient documentation, in the sole discretion of the ADMINISTRATION, to evidence actual costs incurred. The final invoice for reimbursement shall include a certification signed by the project sponsor indicating that the project was completed in reasonable conformance to the advertised plans and specifications and that all advertised activities have been accomplished.
- F. Prior to the PROJECT SPONSOR submitting their final invoice to SHA for payment of the AWARD, the PROJECT SPONSOR shall certify in writing that the MATCH has been satisfied. Value of MATCH shall be in the form of cash and in kind services.

Address: MD State Highway Administration
707 N Calvert Street
Baltimore, MD, 21202
Phone number 410-545-8636
Email: tmaxwell@sha.state.md.us

(or such other persons as may be formally designated to act)

forth non-discriminatory regulations and other civil rights related regulations. **APPENDIX A** and **APPENDIX E** are attached hereto and incorporated herein as substantive parts of this document. The term "Acts" in Appendix A refers to Title VI of the Civil Rights Act of 1964. The term "Regulations" in Appendix A refers to 49 C.F.R Part 21 and 28 C.F.R. Section 50.3. The term "Recipient" in Appendix A refers to SHA.

- H. All PROJECT documents and records are subject to audit and shall be retained by the ADMINISTRATION and PROJECT SPONSOR for a minimum of three (3) years after final acceptance of the PROJECT by the ADMINISTRATION.
- I. The PROJECT activities covered by this MOU must be completed within five (5) years of the MOU execution date.
- J. All publications, exhibits, and final products that use these funds must utilize the National Recreational Trails and State Highway Administration logos for recognition purposes.
- K. Unless under extreme circumstances, no scope changes will be allowed that are not accompanied with sufficient justification.
- L. This MOU shall be executed in two (2) counterparts; one original MOU to be retained by the SPONSOR and one to be retained by the ADMINISTRATION.
- M. The PROJECT SPONSOR will be responsible for providing administrative records to SHA to review upon request and to cooperate in any type of inspection by the SHA.
- N. The PROJECT SPONSOR shall include the SHA in the review of primary drafts, external and public documents that use the RTP name and/or infer or state the endorsement of the SHA.
- O. The PROJECT SPONSOR shall complete a RTP Status Report on a bi-annual basis for each individual PROJECT.
- P. Any amendment to the MOU must first be approved in writing by all the parties signing the MOU.

V. CONTACTS

For DNR or Sponsor ...

Name Ernest A Crofoot
Title City Manager/City Attorney
Address P O Box 29, Pocomoke City, MD 21951
Phone number 410-957-1333
Email: ernie@pocomokemd.gov
(or such other persons as may be formally designated to act)

For SHA

Name: Terry Maxwell
Title: Recreational Trails Coordinator

IN WITNESS WHEREOF, the parties hereto have caused this Memorandum of Understanding to be executed by their respective duly authorized officers.

WITNESS:

**MARYLAND STATE HIGHWAY
ADMINISTRATION**

BY: _____ (SEAL)
Gregory C. Johnson, P.E. Date
Administration

**APPROVED AS TO FORM AND
LEGAL SUFFICIENCY:**

RECOMMENDED FOR APPROVAL:

Kenneth P. Barnhart
Assistant Attorney General

Gregory I. Slater
Deputy Administrator for Planning, Engineering,
Real Estate and Environment

William J. Bertrand
Acting Director
Office of Finance

C. Scott Pomento, P.E.
Director
Office of Planning and Preliminary Engineering

Pocomoke City

Tax ID: _____

Witness

By: _____ (Seal)
Name: _____
Title: _____



Snow Hill, Maryland.

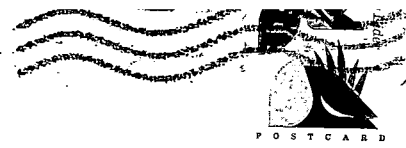
Speeding Problem on town streets,

Solve by placing 4-Way Stop signs at various locations. Could also have town employees paint crosswalks at each intersection. Md law requires cars to stop at crosswalks (it is not enforced) ^{unfortunately} Bumps work but cause problems

Tingle Printing Co., Pittsville, Md.

Color Photo by F. W. Brueckmann

S-73727



POST CARD

Address

Mayor + City Council
City Hall

CLARKE AVE

Pocomoke City, Md

21851

