



Construction Trades Board
Department of Planning, Housing, and Zoning

MINUTES

October 2, 2025

8:30 a.m.

Video recordings of the Construction Trades Board meetings are available online based on the availability of the internet and posted at the County website at <https://www.kentcounty.com/commissioners/kent-countys-agenda-and-minutes-portal>.

CALL TO ORDER

Chair Victor Shepard called the meeting to order at 8:30 AM.

Attendance

Board Members Present: Victor Shepard (Chair), Jason Pinder, Dave Eason, and Erin Zierfuss

Staff Present: Mike O'Neil, Billy Dwyer, Craig Busick, Tyler Arnold, Maria Grieb and William Mackey

ELECTION OF OFFICERS

Deferred due to lack of quorum. Chair Shepard continued to facilitate the meeting informally.

ACTION ITEMS

Adoption of Minutes from July 3, 2025

GENERAL DISCUSSION

Board Membership & Trades Needed

The board is seeking additional members from specific trades:

Site prep

Electrician

Plumber

CTB Summary Only

HVAC Registration Proposal

Chair Victor Shepard brought up a discussion about registering HVAC contractors in the county.

Mike O'Neil suggested aligning HVAC registration with the next renewal cycle (July 1 of the following year) to avoid mid-cycle confusion. It was also discussed cutting the fee in half for that one-year period.

Fee Structure for Out-of-State Contractors

Mike O'Neil advised the board of extra fees of out of state master electricians and suggested bringing the fee in line with master plumbers.

Current practice: Extra fee for out-of-state electrical contractors.

Proposal: Eliminate the additional fee, as it no longer reflects extra administrative work.

Current fees: \$150 (out-of-state), \$100 (in-state) for a two-year period.

Licensing & Permit Clarifications

Jason Pinder asked about individuals with a Maryland State Master License pulling permits.

Discussion on whether one company can hold a license and sign permits for another (generally not allowed).

Craig Busick advised that electricians can, but plumbing cannot. State licensing changes have phased out limited residential/homeowner licenses.

Alignment with State Law

William Mackey advised that the county has chosen to fully align with Maryland state law to avoid legal risks.

Code adoption now happens automatically when the state updates its code.

The board's role is to provide practical implementation advice beyond legal requirements.

Board's Future Role

William Mackey and Mike O'Neil encouraged board members to drive the agenda and bring forward issues.

The board is transitioning from a licensing body to more of an advisory and oversight role.

Staff Changes

Staff liaison William Mackey announced departure for a new role.

Transition plan in place with Mike, Billy and Craig continuing support.

Action Items / Follow-Ups

Defer approval of previous meeting minutes to the next meeting.

Consider eliminating out-of-state contractor fee.

Prepare for HVAC registration rollout aligned with renewal cycle.

Board members encouraged to submit agenda items and candidate suggestions for open positions.

Next Meeting : Proposed date: January 8 at 8:30 am (since January 1 is a holiday).

ADJOURN

Chair Victor Shepard made a motion to adjourned. Motion was passed unanimously at 8:52 am