

June 23, 2026

A meeting of the County Commissioners of Kent County was called to order at 10:00 a.m., with the following present: Ronald H. Fithian, President, Albert H. Nickerson, and John F. Price. The meeting was convened with the Pledge of Allegiance. Commissioner Fithian asked everyone to remain silent for everyone's safety during the summer.

Shelley L. Heller, County Administrator, G. Robert Mowell, County Attorney, and Lacey M. Townsend, County Clerk, were also present.

CONSENT ITEMS

On a motion by Commissioner Price and seconded by Commissioner Nickerson, the Commissioners unanimously approved all eight consent items as presented:

1. Regular Session Minutes, June 9, 2026.
2. Closed Session Minutes, June 9, 2026.
3. Scott Boone, Director, Information Technology - CentralSquare Technologies Contract Renewal and Approval of Amendment No. One in the amount of \$185,293.82.
4. Carla Gerber, Director, Planning, Housing, and Zoning - Amended Memorandum of Understanding with Maryland Environmental Services for Technical review of Stormwater Management (SWM) Designs, for \$27,900.00.
5. Dan Mattson, Director, Public Works, Roads Division – Three Shop Lift Repairs for a total amount of \$10,911.00 with MTD Services Inc.
6. Dan Mattson, Director, Public Works, Water and Wastewater Division - Kent Attainable Housing Revised Public Works Agreement, One Water and One Sewer Allocation for Lot 2 on Lambs Meadow Road, Worton (Tax Map 0020, Parcel 0130).
7. Dennis Hickman, Sheriff, Kent County Sheriff's Office - Acceptance of FY2027 Sex Offender Compliance Enforcement (SOCM) Grant in the amount of \$2,608.00, no County Match Required.

Commissioner Fithian asked that the following agenda item be moved up so they could present their request without delaying them from returning to their workday.

JILL COLEMAN, DIRECTOR, AND TONYA THOMAS, PROGRAM/FACILITIES MANAGER, PARKS AND RECREATION

Betterton Beach SkyShooter Displays, George Cassidy: Every year, a celebration, Betterton Day, takes place on the first weekend of August at Betterton Beach, including fireworks on that Friday evening. This year, the fireworks are scheduled for July 31, 2026, and Betterton Day is August 1, 2026. Effective July 1, 2025, Maryland adopted NFPA 1 & NFPA 101 as reference codes to the Adopted Fire and Life Safety Code provisions. A letter from the State of Maryland Department of State Police, Office of the State Fire Marshal, outlining the requirements, was provided for review. Mr. Cassidy is in the process of submitting an application for the Betterton Day fireworks display. He is required to obtain the signature of the property owner or a

representative of the property owner granting permission for the property to be used in the fallout zone. Copies of Mr. Cassidy's application, site plan, certificate of liability insurance, applicant's information, and background check application receipt were provided for review. On a motion by Commissioner Price and seconded by Commissioner Nickerson, the Commissioners unanimously approved the site plan application as presented and signed the Property Letter.

APPOINTMENT

Kent County Youth Football and Cheer Program - Scholarship Program: - Ted Jackson, President, and Causton Green, Vice President, requested financial assistance of \$2,500.00 to help offset the cost of registering for the program and program equipment. Mr. Jackson and his associates drafted a scholarship application they believed would be effective and beneficial for families interested in participating in the program. On a motion by Commissioner Price and seconded by Commissioner Nickerson, the Commissioners unanimously approved to provide the Spartan Football \$5,000.00 to utilize for youth scholarships for participation, and also \$5,000.00 for shoulder pad equipment for safety for the youth playing the sport, and to have these funds come from contingency funds in FY2027.

HILARY SIAKOR-SIRLEAF, WARDEN, KENT COUNTY DETENTION CENTER AND DAN MATTSON, DIRECTOR, PUBLIC WORKS

On May 13th, Public Works and Detention Center Staff conducted a detailed walkthrough of the facilities to review existing conditions and discuss potential short, medium, and long-term improvements to address the HVAC system issue. The intent of this walkthrough was to identify any immediate needs and to begin developing a long-term Capital Improvement Plan for the building. During this walkthrough, several issues related to the building's HVAC system were identified, with varying stages of need.

Public Works coordinated a subsequent inspection with representatives of Johnson Controls to evaluate the building's mechanical equipment and control systems, and to identify upgrades that would yield the greatest efficiency. This inspection was performed on June 1st. During both walkthroughs, temperature and humidity were identified as immediate concerns in the Detention Center's administrative areas (Warden's Office and main office). Temperatures in these areas are currently severely affected by external weather conditions, and existing HVAC systems are unable to stabilize climate control. Further, humidity and condensation issues will, at times, create wet floors that present slip hazards to staff. After reviewing options with Johnson Controls, it was determined that the most efficient way to correct these issues would be to install two 'mini-split' units to provide more effective climate control in these areas. Public Works coordinated proposals for these installations, in the amounts of \$21,228.75 & \$14,272.19, for a total project cost of \$35,500.94, split between two proposals. Detention Center Staff reviewed available funding sources with the Finance Office and confirmed that the necessary funding is currently available in the Salaries & Benefits budget, which is projected to go unspent in FY2026. Public Works has confirmed that all work can be completed by Johnson Controls before the end of FY2026. Warden Siakor-Sirleaf and Mr. Mattson requested that the County Commissioners approve the reallocation of \$35,500.94 from the Detention Center Salaries and Benefits budget to the Detention Center Capital Budget to fund the two installations. On a motion by Commissioner Price and seconded by

Commissioner Nickerson, the Commissioners unanimously approved the reallocation of \$35,500.94 for the installation of a new HVAC system at the Kent County Detention Center.

SCOTT BOONE, DIRECTOR, INFORMATION TECHNOLOGY

Kent County is developing an Artificial Intelligence (AI) Policy in response to a growing number of departments requesting to use AI tools in their daily operations. While these technologies offer opportunities to improve efficiency and service delivery, they also introduce new risks related to data security, privacy, and inconsistent use across departments. To protect county information, ensure responsible adoption, and provide a unified, secure platform for all staff, Kent County is establishing a countywide AI policy. This policy will guide the selection, access, and use of AI, ensuring that all departments benefit from the technology while maintaining compliance, security, and public trust through our Microsoft-managed environment. Human Resources reviewed the policy and suggested changes, which were implemented. On a motion by Commissioner Price and seconded by Commissioner Nickerson, the Commissioners unanimously approved the Kent County Government Responsible AI Policy Version 1.0 and adopted Resolution No. 2026-14 as presented.

ROBERT GAST, CHIEF FINANCE OFFICER, AND ASHLEY ALBIA, TREASURY ACCOUNTANT, OFFICE OF FINANCE

The current \$10 million CD with Pinnacle Bank matured at the beginning of June. The Office of Finance issued a request for proposals for six-month investment options for these funds. The objective is to maximize the return on public funds while maintaining appropriate liquidity. The Finance Office reached out to seven banks to ask for the options they were willing to offer. Out of the seven banks, three did not submit an offer for consideration. An Investment Bid Summary was provided for review. Details in the Chesapeake Bank and Trust proposal include a component on community investment and economic development in Kent County, which was recommended that the board consider before approving the staff recommendation. It is anticipated that the Federal Reserve will maintain current interest rates through the end of 2026. On a motion by Commissioner Price and seconded by Commissioner Nickerson, the Commissioners unanimously approved the investment of \$10.5 million for a six-month period at a fixed interest rate of 4.03% in Pinnacle Financial Partners Certificate of Deposit Account Registry Services (CDARS).

JILL COLEMAN, DIRECTOR, PARKS AND RECREATION

ShoreRivers Landowner Agreement, Tree Planting Initiative: Ms. Coleman requested authorization to execute a landowner agreement with ShoreRivers for planting forty trees across three county-owned park properties through the Tree the Shore program. ShoreRivers has received a Chesapeake and Atlantic Coastal Bays 2010 Trust Fund Grant covering all site assessment and planting costs. County responsibility is limited to ongoing tree maintenance in accordance with planting specifications. Project locations: Worton Park (30 trees), Toal Park (2 trees), and the county parcel adjacent to Millington Pool (8 trees). Planting is to be completed by December 31, 2026, by ShoreRivers staff and Tree Steward volunteers at mutually agreed-upon times. The site maps and landowner agreement were provided for review. Discussion took place. On a motion by Commissioner Price and seconded by Commissioner Nickerson, the Commissioners unanimously

approved and authorized the execution of the ShoreRivers landowner agreement for tree planting at designated county park locations as presented.

Parks and Recreation Advisory Board Student Member Reappointment: Ms. Coleman requested the reappointment of a student member to the Parks and Recreation Advisory Board. The other student member has declined the opportunity to be reappointed. Per the board's composition of eleven members to include one student member position, the vacant seat will be eliminated upon expiration. On a motion by Commissioner Price and seconded by Commissioner Nickerson, the Commissioners unanimously approved the reappointment of the recommended Student Member to the Kent County Parks and Recreation Advisory Board for a one-year term ending June 30, 2027.

Departmental Update: Ms. Coleman provided a departmental update on programming and operations for March through May. Ms. Coleman noted that the Community Center Building (not the pool) will now be closed on Saturdays. The building will open on Saturdays for Private parties (rental reservations), programming, or events only as necessary.

MICHAEL SUTTON, DIRECTOR, HUMAN RESOURCES

Deputy Clerk II Vacancy: Mr. Sutton discussed a hiring recommendation for the Deputy Clerk II vacancy. On motion by Commissioner Price, and seconded by Commissioner Nickerson, the Commissioners unanimously approved a conditional offer of employment to the recommended candidate at the proposed rate for the identified vacant position.

LETTERS OR DOCUMENTS FOR SIGNATURE

Commission on Aging: A member resigned. A thank-you letter for their service as a board member was drafted and presented for signature.

Letter of Support – Millington Senior Housing Project – Maryland Partnership Rental Housing Program (PRHP): Frank Hodgetts, Home Partnership, Inc., approached the Upper Shore Regional Council (USRC) regarding a request for the USRC to serve as the governmental entity for his application to the Maryland Partnership Rental Housing Program (PRHP) for the Millington housing project. The PRHP is intended to support the development of affordable rental housing for lower-income households and requires participation by an eligible governmental entity in certain circumstances. As such, USRC believes it is important that any support from them be accompanied by clear support from the jurisdiction where the project will be located. A letter of support was drafted and provided to the Commissioners for signature.

Letter of Thanks and Request to Delmarva Community Transit: Each year, Delmarva Community Transit (DCT) allows Main Street Rock Hall to use three DCT buses for transportation services around Rock Hall for the Pirates and Wenches Weekend in August. The Economic and Tourism Development Department requested the use of three buses on August 8, 2026. A letter was drafted for the Commissioners to sign, thanking the DCT for their continued support and requesting the use of three buses for the Rock Hall Pirates and Wenches Weekend.

Social Services Advisory Board: Sherri Spray, Executive Assistant, Kent County Department of Social Services (KCDSS), on behalf of Shelly Neal-Edwards, Director, submitted notice that a board member's term will end on June 30, 2026. A letter of thanks recognizing their service to the Social Services Advisory Board was drafted and presented for signing.

PUBLIC NOTICE

Notice of Intent to File Application: The County Commissioners of Kent County, Maryland, intend to file an application for federal financial assistance with the U. S. Department of Agriculture, Rural Development, Rural Utilities Service. The project includes the construction of a new wastewater treatment plant serving Millington, MD, and related improvements in order to relocate the existing wastewater treatment outside of a flood zone area. Any comments regarding this application should be submitted to the County Commissioners of Kent County, at 400 High Street, Chestertown, MD 21620, Attention: Director of Grants and Contracts. This application package must be submitted to utilize the \$6.2M federal earmark appropriation awarded in the FY2026 Congressional Budget, as well as to receive any additional funding from USDA that may be needed to fully fund construction efforts. The project includes the construction of a new wastewater treatment plant serving Millington, MD, and related improvements in order to relocate the existing wastewater treatment outside a flood zone area.

FOR YOUR INFORMATION

Maryland Department of the Environment, Water and Science Administration: The Water and Science Administration (Administration) is reviewing an application for a State Permit. The application and related information are on file with the Administration at the main office; arrangements may be made for inspection and copying. Opportunity is afforded to individuals to provide written comments, request a public informational hearing, or be placed on an interested persons list for the listed application. Any further notices regarding actions on an application will be provided only by mail to individuals on the mailing list of interested persons. Tideland Gardens, Inc., 10040 Perkins Hill Road, Chestertown, MD 21620 (Permit No. KE1986G004/08), has applied to increase an existing water appropriation from an annual average of 60,000 gallons of groundwater per day (gpd) and 120,000 gpd during the month of maximum use to 135,000 gpd and 270,000 gpd, respectively. Water will be withdrawn from one new well and five existing wells in the Aquia aquifer for a potable supply, sanitary uses, and nursery stock irrigation. The project is located at 10040 Perkins Hill Road, Chestertown, Kent County, Maryland. The five existing wells and one new well are drilled to depths of 110 to 140 feet. Impacts to the resource were evaluated using aquifer data from geologic reports available to the Administration. In making the evaluation, the withdrawal was modeled as being pumped continuously for sixty days at the maximum rate of 270,000 gpd with no recharge to the aquifer. Pumping during periods of maximum use may lower the water table by approximately two feet at the nearest domestic well, about 2,900 feet from the pumping center. No unreasonable impacts to the resource or other users are anticipated. The notice received from the Maryland Department of the Environment was provided for review.

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application and related information are on file with the Administration at the main office; arrangements may be made for inspection and copying. Opportunity is afforded to individuals to provide written comments, request a public informational hearing, or be placed on an interested persons list for the listed application. Any further notices regarding actions on an application will be provided only by mail to individuals on the mailing list of interested persons. York Farm, LLC, 3150 West Ward Road, Suite 401, Dunkirk, MD 20754 (Permit No. KE2002G010-03), has applied to increase an existing water appropriation from an annual average of 6,800 gallons of groundwater per day (gpd) and 27,300 gpd during the month of maximum use to 18,000 gpd and 219,000 gpd, respectively, for filling a wildlife pond. Water will be withdrawn from one existing well in the Aquia aquifer. The project is located at 6550 Quaker Neck Road, Chestertown, Kent County, Maryland. The well is drilled to a depth of 125 feet. Impacts to the resource were evaluated using aquifer data from geologic reports available to the Administration. In making the evaluation, the withdrawal was modeled as being pumped continuously for 30 days at the maximum rate of 219,000 gpd with no recharge to the aquifer. Pumping during periods of maximum use may lower the water table less than one foot at the nearest domestic well (about 2,400 feet away). No unreasonable impacts to the resource or other users are anticipated. The notice received from the Maryland Department of the Environment was provided for review.

AMERICAN RESCUE PLAN ACT (ARPA) FUNDS

The Commissioners received a copy of the final ARPA Spend Plan report.

CONTINGENCY FUND

The FY2026 Contingency Fund balance as of June 2, 2026, is \$40,178.00. The use of Fund Balance was \$2,010,921.00.

PUBLIC COMMENT

The procedures for public comment were in place. No comments were made.

CLOSED SESSION

At 11:36 a.m., a motion was made by Commissioner Price, seconded by Commissioner Nickerson, and carried unanimously to go into a closed session. The meeting was closed under the Annotated Code of Maryland, General Provisions Article §3-305 (b)(8) To consult with staff, consultants, or other individuals about pending or potential litigation. One matter was taken up for discussion.

Shelley L. Heller, County Administrator; G. Robert Mowell, County Attorney; and Lacey Townsend, County Clerk, were also in attendance.

MATTER NO. 1: LEGAL ADVICE

Topic to be discussed: The status of pending litigation.

Reason for closing: Discussions about pending litigation are privileged and are meant to shield specific details concerning legal strategy.

Mr. Mowell informed the Commissioners that a settlement offer had been accepted regarding a pending litigation.

At 11:05 a.m., on a motion made by Commissioner Price and seconded by Commissioner Nickerson, the Commissioners unanimously adjourned the closed session and reconvened in open session.

OPEN SESSION

MATTER NO.1: LEGAL ADVICE

Commissioner Price summarized the closed session discussion involving a pending litigation. The County Attorney provided the information to the Commissioners, and no action was taken during the Closed Session.

At 11:06 a.m., on a motion made by Commissioner Nickerson and seconded by Commissioner Price, the Commissioners unanimously approved adjourning the meeting. The Board is scheduled to meet again on Tuesday, July 7, 2026, at 6:00 p.m.

Respectfully submitted,

Lacey M. Townsend
County Clerk

Approved:

Ronald H. Fithian, President,
The County Commissioners
of Kent County, Maryland

June 23, 2026

The Board of License Commissioners met today with the following present: Ronald H. Fithian, presiding, Albert H. Nickerson, and John F. Price.

Shelley L. Heller, County Administrator, G. Robert Mowell, County Attorney, Lacey M. Townsend, County Clerk, and Bonnie S. Pearsall, Inspector, Kent Alcohol and Tobacco Enforcement, were also present.

CONSENT ITEM

On a motion made by Commissioner Price and seconded by Commissioner Nickerson, the Commissioners unanimously approved Consent Item #2 - Liquor Minutes, June 9, 2026.

SPECIAL CLASS C LICENSES

ShoreRivers submitted a Special Class C Per Diem Alcoholic Beverage License Application for Beer, Wine, and Liquor for June 27, 2026, from 6:00 p.m. to 10:00 p.m. for the Solstice Celebration Fundraiser at 400 Cross Street, Chestertown, MD 21620. Their application was provided for review. No comments were received in support of or in opposition to the application. On a motion by Commissioner Price and seconded by Commissioner Nickerson, the Commissioners unanimously approved the Special Class C (Per Diem) Alcoholic Beverage License application for ShoreRivers as presented.

The Chestertown Tea Party Festival Inc. has submitted a Special Class C Per Diem Alcoholic Beverage License application for approval. They would like to sell beer and wine on July 4, 2026, from 6:30 p.m. to 9:30 p.m. for the 4th of July Celebration at Wilmer Park located at 413 Cross Street, Chestertown. Their application was provided for review. No comments were received in support of or in opposition to the application. On a motion by Commissioner Price and seconded by Commissioner Nickerson, the Commissioners unanimously approved the Special Class C (Per Diem) Alcoholic Beverage License application for the Chestertown Tea Party Festival Inc. as submitted.

The Rock Hall Volunteer Fire Company Ladies Auxiliary submitted a Special Class C Per Diem Alcoholic Beverage License Application for Beer Only for the Rock Hall 4th of July Events at Civic Center Drive, Rock Hall, MD, from 12:00 p.m. to 3:00 p.m. Their application was provided for review. No comments were received in support of or in opposition to the application. On a motion by Commissioner Price and seconded by Commissioner Nickerson, the Commissioners unanimously approved the Rock Hall Volunteer Fire Company Ladies Auxiliary, Rock Hall Fourth of July Event, Special Class C Per Diem Alcoholic Beverage License application.

The Rock Hall Volunteer Fire Company Ladies Auxiliary submitted a Special Class C Per Diem Alcoholic Beverage License Application for Beer Only for July 5, 2026, from 12:00 p.m. to 5:00 p.m. for the Waterman's Day Event at the County Bulkhead, Caroline Avenue, Rock Hall, MD. Their application was provided for review. No comments were received in support of

or in opposition to the application. On a motion by Commissioner Price and seconded by Commissioner Nickerson, the Commissioners unanimously approved the Special Class C Per Diem Alcoholic Beverage License Application for the Rock Hall Volunteer Fire Company Ladies Auxiliary as presented.

PUBLIC HEARING

On a motion by Commissioner Price, seconded by Commissioner Nickerson, the Commissioners unanimously approved to go into a Public Hearing. The hearing commenced at 10:08 a.m. The rules for a public hearing were in effect.

FOOD ON WHEELS, THE JEFAS, LLC, A/K/A TACOS ON WHEELS, LLC DBA THE JEFAS MEXICAN GRILL, CLASS B, BEER, WINE, AND LIQUOR LICENSE

Mr. Mowell stated that the application was duly advertised in the Kent News on June 4, 2026, and June 11, 2026. Application has been made by Members, Michelle Holland and Brenda Morales, representing Food on Wheels, The Jefas, LLC, a/k/a Tacos on Wheels, LLC, for a Class B, Beer, Wine, and Liquor License on the premises known as The Jefas Mexican Grill, located at 100 West Cross Street, Galena, MD 21635, which shall authorize the holder thereof to keep for sale and to sell Beer, Wine, and Liquor at the place therein described, for on-premises consumption, or elsewhere.

Mr. Mowell administered the Oath to Bonnie S. Pearsall, Inspector, Kent Alcohol and Tobacco Enforcement (KATE), and anyone else wishing to testify.

Inspector Pearsall informed the Commissioners that the applicants met all the requirements for consideration by the Board and had been reviewed and approved by the County Attorney. The Office of the Comptroller has placed a hold on the establishment due to issues with the Sales Tax and Use License. The applicant has demonstrated good-faith efforts to address this issue and make the necessary corrections. Staff recommended approval of the application, contingent upon the receipt of a Hold Release Letter from the Office of the Comptroller. Marisa R. Pisapia, Town Administrator, on behalf of the Mayor and Council of the Town of Galena, provided testimony in favor of the application. No other comments were offered in favor of or in opposition to the application.

On a motion by Commissioner Price, seconded by Commissioner Nickerson, the Commissioners unanimously approved the Class B, Beer, Wine, and Liquor License application for Food on Wheels, The Jefas LLC, contingent upon the Office of the Comptroller's release of hold.

On a motion by Commissioner Price, seconded by Commissioner Nickerson, the Commissioners unanimously approved adjourning the Public Hearing and returning to open session. The public hearing concluded at 10:11 a.m.

SHELLEY L. HELLER, COUNTY ADMINISTRATOR REPORT

Liquor Minutes

June 2, 2026

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Ms. Heller reported that the Tolchester Community Association, Inc. submitted a Special Class C per Diem Liquor License Application for an event date of June 19, 2026. License number 2026 PD-30 was issued on June 10, 2026, to the Tolchester Community Association Center.

At 11:06 a.m., a motion was made by Commissioner Nickerson, seconded by Commissioner Price, and the Commissioners unanimously approved adjourning the meeting. The Board is scheduled to meet again on Tuesday, July 7, 2026, at 6:00 p.m.

THE BOARD OF LICENSE COMMISSIONERS
OF KENT COUNTY, MARYLAND

Lacey M. Townsend
County Clerk

Approved:

Ronald H. Fithian, President
The County Commissioners
of Kent County, Maryland