

October 25, 2022

A meeting of the County Commissioners of Kent County was called to order at 10:00 a.m. with the following present: P. Thomas Mason, President, and Ronald H. Fithian. The meeting convened with the Pledge of Allegiance. Commissioner Mason asked the audience to remain standing for a moment of silence for our Economic and Tourism Development Director, Jamie Williams, whose father recently passed away.

Shelley L. Heller, County Administrator, was also in attendance.

CONSENT ITEMS

On a motion by Commissioner Fithian and seconded by Commissioner Mason, by a majority vote, the Commissioners approved the following items:

1. Regular Session Minutes, October 18, 2022
2. Liquor Minutes, October 18, 2022
3. Closed Session Minutes, October 18, 2022
- 4 & 5 Wayne Darrell, Director, Emergency Services: Maryland Department of Emergency Management, 2022 Sub-Recipient Agreements: Award No. 22-SR-8851-01 for Emergency Management Performance. The award amount is \$67,963.48 with a performance period of October 1, 2021 - June 30, 2024. Award No. 22-SR-8851-02 for State Homeland Security Program. The award amount is \$97,472.00 with a performance period of September 1, 2022 - February 28, 2025.
6. Betterton Still Pond Lions Club, Combined Gaming Devices, November 12, 2022

PROCLAMATIONS

November is National Homeless Youth Awareness Month: Commissioner Mason read the proclamation. His Hope Ministries would like to bring awareness and education to the citizens of Kent County about the homeless youth crisis, the issues that these young people face, the many reasons young adults are homeless, and the role citizens can play in ending youth homelessness. For more information, contact His Hope Ministries at 443-448-7297 or visit the following link <https://hishopeministries.org/>.

November is Family Court Awareness Month: Commissioner Fithian read the proclamation. The Family Court Awareness Committee would like to bring awareness to the importance of a family court system that prioritizes child safety and acts in the best interest of children. For more information, visit the following link <https://familycourtawarenessmonth.org/>

RECOGNITIONS

Wayne Darrell, Director, Emergency Services, summarized an emergency event that took place on January 21, 2022. 9-1-1 Supervisor Brenda Brown and 9-1-1 Specialists, Richard

Dowling and Christine Higgs were on duty. Just before 8 p.m., a 9-1-1 line rang into the dispatch center reporting smoke in the Family Dollar Store at the Washington Square Shopping Center. During this incident, Ms. Brown, Mr. Dowling, and Ms. Higgs managed eight radio channels, requiring intercounty operability, and multiple telephone lines, while maintaining the required level of service needed for the County. Thanks to their calm demeanor and professionalism, this team handled a serious fire, along with routine public safety duties of a Friday night. They did it with grace and ease. On September 14, 2022, the Mid-Eastern Chapter of the Association of Public-Safety Communications Officials (APCO) announced Kent County's 9-1-1 / Public Safety Dispatch Center was nominated and awarded the Public Safety Team Award of the Year for Maryland. The Commissioners presented Christine Higgs and Richard Dowling with a certificate of recognition for their outstanding service to the County. Ms. Brown was also recognized with a certificate of recognition but was unable to attend the meeting to receive it in person.

EMERGENCY SERVICES

Mr. Darrell presented a recommended candidate to fill a vacant contractual position. The Office of Emergency Services and the Public Works Procurement Office issued a Request for Proposal (RFP) #ES23-05 for the contract position of Emergency Medical Services, Medical Director. One response was received. After a review of the applicant's education, experience, and relative work history Mr. Darrell recommended the candidate for appointment as Kent County EMS Medical Director. The applicant is highly qualified and familiar with the volunteer and paid emergency medical services in Kent County. The applicant is available for an interview if desired. Discussion took place. On a motion by Commissioner Fithian and seconded by Commissioner Mason, by a majority vote, the Commissioners approved the recommended candidate for the Emergency Medical Services, Medical Director.

ECONOMIC AND TOURISM DEVELOPMENT

Dawson Hunter, Housing and Transportation Coordinator, Economic and Tourism Development, and Rick Carter, Delmarva Craft, reviewed the 2022 Summer ridership data for the Chestertown, Rock Hall, and Tolchester transportation shuttle. Discussion took place.

HUMAN RESOURCES

Marty Hale, Director, Human Resources, on behalf of Rosemary Ramsey Granillo, Director, Local Management Board, presented a request to hire the recommended candidate for the Administrative Assistant I position. This position is at the recommended (Grade 4) annual salary. Mr. Hale summarized the hiring recommendation suggested by staff. On a motion by Commissioner Fithian and seconded by Commissioner Mason, by a majority vote, the Commissioners approved the first-choice recommended candidate pending successful completion of county pre-employment requirements, and the second-choice candidate (if necessary), as presented. The recommended candidate(s) will fill the Administrative Assistant I position for the Local Management Board.

PUBLIC WORKS

Mike Moulds, Director, Public Works, presented a request for a capital purchase that exceeds departmental purchasing authority. The Grounds Maintenance Division's FY2023 budget included \$30,000.00 for the purchase of a turf tractor with a front loader attachment. This equipment will improve the maintenance of playing fields and placement of landscaping materials minimizing wheel rutting. Quotes were received from three (3) vendors with the lowest price received from Hooper, Inc., for a Kubota model L3560 diesel tractor with a 72" loader. Staff recommends approval of purchasing a grounds maintenance turf tractor from Hooper Inc. in the amount of \$29,120.00 as the lowest bid. On a motion by Commissioner Fithian and seconded by Commissioner Mason, by a majority vote, the Commissioners approved the purchase of a Kubota grounds maintenance turf tractor with loader from Hooper, Inc., for the low bid of \$29,120.00 from FY2023 budgeted capital funds.

AMERICAN RESCUE PLAN ACT FUNDS (ARPA)

A copy of the American Rescue Plan Act (ARPA) Spend Plan outlining the approved expenditures to date was provided to the Commissioners for informational purposes.

Mr. Moulds discussed new construction and renovation projects advertised within RFP #PW23-01. In summary: the RFP pertains to constructing up to two (2) free-standing vehicle storage pole buildings and the replacement of metal siding and roofing on an existing pole building located at the County Grounds Maintenance Facility, 10932 Worton Road, Worton, MD 21678. The FY2023 budget included \$40,000.00 for the construction of a pole building to be built at public works. In discussions with staff, it was recommended and agreed to transfer the existing water/wastewater building space at public works to building maintenance for janitorial services and use the funding to construct a heated vehicle storage building at the Worton Water and Wastewater Treatment Plant (WWTP). This space would house one of the two sewer pumpers and one of the two mini-vactor trucks and allow protection from freezing temperatures that could cause damage to the trucks, the structure will also keep the equipment ready for emergency call-outs. The RFP included a request for pricing the construction of an identical pole building at the Tolchester WWTP to house the other pumper truck and mini-vactor truck. This would provide coverage at either end of the County to reduce response time. Funding for the second building would be requested using ARPA funds. The pole buildings will be 30' wide by 36' long with a 14-foot clear height. The County Roads department will clear topsoil and place stone for construction and as a final base in the buildings. A secondary contract will be awarded for electrical service extensions to the buildings to provide power and installation of lighting, space heating, and garage door openers. Also included in the FY2023 budget was \$105,000.00 in funding to re-skin the old grounds maintenance building to extend its life and provide storage and security for the mowers and other grounds equipment. Initial efforts to get interested contractors for the project proved difficult as most pole-building contractors focus on new construction projects. It was decided to include this project in the RFP hoping the interest in building two pole buildings would also be a motivator in doing the re-skinning work for the maintenance building. The Bid was structured to provide separate pricing for one pole building, two pole buildings, the re-skinning, and a preferred total for all three. The bids were competitive and ranged from \$128,027.16 to \$190,977.00 for all three buildings. On a motion by Commissioner Fithian and seconded by Commissioner Mason, by a majority vote, the Commissioners approved the contract with B Square Construction, Inc.

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doing business as Pole Building Outfitters as the lowest responsible bidder in the amount of \$128,027.16 for the construction of two pole buildings and renovations to the existing grounds maintenance building. Funding is to come from the reallocation of FY2023 building maintenance capital funds in the amount of \$40,000.00, grounds maintenance capital funds in the amount of \$105,000.00, and the allocation of \$40,000.00 in ARPA funding.

PUBLIC COMMENT

The procedures for public comment were in effect. No remarks were received.

FOR YOUR INFORMATION

A correspondence dated October 14, 2022, addressed to P. Thomas Mason was received from Cindy Stone, Director, Community Development Programs, Maryland Department of Housing and Community Development. The letter concerns Grant No. CV-1-7 Legal Services; Kent County was granted a waiver.

CONTINGENCY FUND

The FY2023 Contingency balance as of October 18, 2022, is \$316,484.00, and the FY2023 use of Fund Balance is \$16,794.00.

At 10:47 a.m. a motion was made by Commissioner Fithian, seconded by Commissioner Mason, and a majority vote adjourned the meeting. The Board is scheduled to meet again on Tuesday, November 1, 2022, at 6:00 p.m.

Respectfully submitted,

Sondra M. Blackiston
Clerk/KATE Manager

Approved:

P. Thomas Mason, President
The County Commissioners
of Kent County, Maryland

October 25, 2022

The Board of License Commissioners met today with the following present: P. Thomas Mason, presiding, and Ronald H. Fithian.

Shelley L. Heller, County Administrator was also present.

CONSENT ITEM

On a motion by Commissioner Fithian and seconded by Commissioner Mason, by a majority vote, the Commissioners approved Consent Item #2 - Liquor Minutes, October 18, 2022.

SPECIAL CLASS C LICENSE

Betterton Still Pond Lions Club applied for a Beer and Wine only Special Class C per diem liquor license. They will be holding their annual Horse Race Fundraiser at the Betterton Volunteer Fire Company on November 12, 2022. There being no objections, on a motion by Commissioner Fithian and seconded by Commissioner Mason, by a majority vote, the Commissioners approved the Special Class C (Per Diem) liquor license application for the Betterton Still Pond Lions Club.

There being no further business to claim their attention, the Board adjourned and agreed to meet again on Tuesday, November 1, 2022, at 6:00 p.m.

THE BOARD OF LICENSE COMMISSIONERS
OF KENT COUNTY, MARYLAND

Sondra M. Blackiston
Clerk, KATE Manager

Approved:

P. Thomas Mason, President
The County Commissioners
of Kent County, Maryland