

October 19, 2021

A meeting of the County Commissioners of Kent County was called to order at 6:00 p.m. with the following present: P. Thomas Mason, President, Ronald H. Fithian, and Robert N. Jacob, Jr. The meeting convened with the Pledge of Allegiance. Commissioner Mason asked the audience to remain standing for a moment of silence for the passing of General Colin L. Powell, Former Secretary of State, a true patriot of the United States.

Shelley L. Heller, County Administrator was also present.

CONSENT ITEMS

On motion by Commissioner Fithian and seconded by Commissioner Jacob, the Commissioners unanimously approved the following items:

1. Regular Session Minutes, October 12, 2021
2. Liquor Minutes, October 12, 2021

ECONOMIC AND TOURISM DEVELOPMENT

Proclamation: October 25-31, 2021, is Economic Development Week. Commissioner Jacob read the Proclamation. Maryland Economic Development Association (MEDA) is a non-profit organization whose mission is to enhance the knowledge and skills of its members, and to encourage partnerships and networking among people committed to bringing jobs and capital to Maryland. The Commissioners recognize Economic Development Week to highlight the investment in partnerships that strengthen the competitiveness in Kent County. Jamie Williams, Director, and Katie Wright, Tourism Manager, Economic and Tourism Development were present and accepted the Proclamation.

SASSAFRAS ENVIRONMENTAL EDUCATION CENTER (SEEC)

Wayne Gilchrest, Director, Sassafras Environmental Education Center (SEEC) was present to discuss the possible transfer of the SEEC program to the County, Parks and Recreation, and/or Kent County Public School, or a combination of all. Mr. Gilchrest gave a presentation explaining the program. Mr. Gilchrest stated he is planning retirement by the next fiscal year and hopes that the program will be able to continue. The Commissioners want to discuss the continuation of SEEC at a future meeting in hopes to find a solution that will benefit everyone. The Commissioners commended Mr. Gilchrest for all the years of time and work he dedicated to the Sassafras Environmental Education Center and the many contributions he has made to help all the kids that have been impacted by the program.

COUNTY ADMINISTRATOR

Shelley L. Heller, County Administrator presented for discussion the November and December meeting dates. The Commissioners amended the calendar. The Board will meet on

the following dates: November 2nd, November 16th, November 30th, December 14th, and December 21st.

Ms. Heller presented an Enterprise Fleet Management Consignment Auction Agreement for approval. Enterprise and the County have entered into an Agreement to provide vehicles to the County. As part of the Agreement, Enterprise auctions vehicles that have been taken out of service. Ms. Heller stated Enterprise has taken for auction two (2) out-of-date patrol vehicles. Per the Agreement the Customer shall pay Enterprise a fee of \$395.00 plus towing, if applicable, per vehicle that is sold at auction. Mike Moulds, Director, Public Works, joined the discussion and added some insight into how this process works. Further discussion took place. On motion by Commissioner Jacob and seconded by Commissioner Fithian, the Commissioners unanimously approved the Enterprise Agreement.

COUNTY ADMINISTRATOR REPORT

Ms. Heller reported a letter from the County Commissioners and Sheriff John F. Price, dated October 14, 2021, was sent to Dr. Karen Couch, Superintendent, Kent County Public Schools, regarding additional safety measures at Kent County High School.

PUBLIC COMMENT

Commissioner Fithian commented that Queen Anne's County and Anne Arundel County have both adopted resolutions in support of a replacement bridge at the current Bay Bridge location. The Commissioners discussed their support of the proposed bridge and directed staff to draft a similar resolution.

Commissioner Fithian commented on the status of the "Save Our Hospital" committee. The Commissioners directed staff to contact the committee and invite them to attend a future meeting to discuss any new developments. In addition, an update from Ken Kozel, President and Chief Executive Officer, University of Maryland Shore Medical Center at Chestertown, is encouraged to attend a future meeting and discuss the same.

The procedures for public comment were in effect. Paula Reeder, citizen, spoke in support of the SEEC program.

FOR YOUR INFORMATION

A revised Public Notice was sent to the Kent County News which announced County holiday closures.

A correspondence dated October 8, 2021, was received from Heather Murphy, Director, Office of Planning and Capital Programming, Maryland Department of Transportation, regarding the Draft 2021 Non-Metropolitan Area Consultative Process.

A correspondence dated October 6, 2021, was received from Timothy Ailsworth, Executive Director, Local Government Insurance Trust (LGIT), regarding Kent County's annual membership with LGIT.

CONTINGENCY FUND

The FY2022 Contingency balance as of October 5, 2021, is \$132,045.00 and the FY2022 Use of Fund Balance total is \$69,932.00.

CLOSED SESSION

At 7:03 p.m., a motion was made by Commissioner Fithian, seconded by Commissioner Jacob, and carried unanimously to go into closed session. The meeting was closed under the Annotated Code of Maryland, General Provisions Article § 3-305 (b) (1) To discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom this public body has jurisdiction; or any other personnel matter that affects one or more specific individuals.

Shelley L. Heller, County Administrator; Mike Moulds, Director, Public Works; John F. Price, Sheriff, Kent County Sheriff's Office; Chris Bove, Assistant Director, Human Resources; Sondra M. Blackiston, Clerk/KATE Manager; Sallie Watson, Deputy Clerk II; and Lacey T. Cox, Deputy Clerk I, were also in attendance.

PERSONNEL

Topic to be discussed: Three (3) separate personnel matters specific to qualifications and compensation are confidential.

Reason for closing: Shielding each individual's application for the purpose of discussing qualifications and compensation.

Chris Bove, Assistant Director, Human Resources and Mike Moulds, Director, Public Works discussed the anticipated retirement of a County employee. Marty Hale, Director, Human Resources and Mr. Moulds interviewed a viable candidate. A lengthy discussion on the applicant's qualifications ensued. The Board's guidance was sought. The Commissioners directed staff to continue negotiations.

Mr. Moulds departed the meeting at 7:42 p.m.

Mr. Bove presented a second personnel matter pertaining to the Human Resources (HR) Specialist position vacancy. Staff requests approval to transfer a current employee to fill the department's vacancy. The Commissioners were amendable to the request as presented.

Mr. Bove departed the meeting at 7:43 p.m. and John F. Price, Sheriff, Kent County Sheriff's Office (KCSO) joined the meeting.

Ms. Heller, Sheriff Price, and the Commissioners discussed law enforcement recruitment and retention. Currently, the KCSO has one vacancy. Sheriff Price proposed to add one additional position thus creating a second vacancy. There is an upcoming available training session, which is an important reason to hire both applicants as soon as possible. The Commissioner considered the advantages of the proposal and the merits of the applicants.

At 8:02 p.m., a motion was made by Commissioner Jacob, seconded by Commissioner Fithian, and carried unanimously to adjourn the closed session and reconvene in open session.

OPEN SESSION

Commissioner Mason stated three (3) personnel discussions were held.

The first topic discussed involved filling the upcoming County Engineer Vacancy. On motion by Commissioner Jacob and seconded by Commissioner Fithian, the Commissioners unanimously approved for staff to proceed with negotiations as discussed.

The second topic discussed involved the transfer of a current employee to fill the Human Resource Specialist Vacancy. On motion by Commissioner Fithian and seconded by Commissioner Jacob, the Commissioner unanimously approved the application of an individual to move from one department to another and take the excess salary funds from fund balance. The overage will be covered using \$3,269.00 of fund balance.

The third topic concerned recruitment and retention of law enforcement. On motion by Commissioner Jacob and seconded by Commissioner Fithian, the Commissioners unanimously approved the Sheriff's Office to proceed as discussed.

At 8:03 p.m. a motion was made by Commissioner Jacob, seconded by Commissioner Fithian, and the Board unanimously agreed to adjourn the meeting. The Board is scheduled to meet again on Tuesday, October 26, 2021, at 10:00 a.m.

Respectfully submitted,

Sondra M. Blackiston
Clerk/KATE Manager

Approved:

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

October 19, 2021

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

Shelley L. Heller, County Administrator was also present.

CONSENT ITEM

On motion by Commissioner Fithian and seconded by Commissioner Jacob, the Commissioners unanimously approved Consent Item #2 - Liquor Minutes, October 12, 2021.

SPECIAL CLASS C LICENSE

Kent County Chamber of Commerce has applied for a Beer and Wine Special Class C per diem license for an event to be held on November 6, 2021, at Memorial Plaza, Downtown Chestertown. On motion by Commissioner Fithian and seconded by Commissioner Jacob, the Commissioners unanimously approved the application as presented.

KENT ALCOHOL AND TOBACCO ENFORCEMENT (KATE)

Sondra M. Blackiston, Clerk/KATE Manager presented a request to grant a Temporary Extension of a Certificate of Permission for Continuation of Business for Blue Bird Tavern and J.J.'s Deli and Liquors. Ms. Blackiston stated Blue Bird Tavern and J.J.'s Deli and Liquors were structured with one member or as a sole proprietor. Both owners passed away in 2019. Certificates were granted for both establishments to continue to operate for eighteen (18) months, however, with the COVID-19 pandemic, the timeframe was extended. Now that pandemic restrictions have been lifted the establishments need to satisfy their obligation. By granting the requested extensions, both establishments will be given ninety (90) days to meet their obligation. On motion by Commissioner Jacob and seconded by Commissioner Fithian, the Commissioners unanimously approved the Temporary Extension.

There being no further business to claim their attention, the Board adjourned and agreed to meet again on Tuesday, October 26, 2021, at 10:00 a.m.

THE BOARD OF LICENSE COMMISSIONERS
OF KENT COUNTY, MARYLAND

Sondra M. Blackiston
Clerk/KATE Manager

Approved:

Liquor Minutes
October 19, 2021
Page 2 of 2

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