

October 12, 2021

A meeting of the County Commissioners of Kent County was called to order at 10:02 a.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 turmoil at Kent County High School, the bad behaviors are not acceptable and will not be tolerated.

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 5, 2021
2. Liquor Minutes, October 5, 2021
3. Public Hearing Minutes, October 5, 2021

PARKS AND RECREATION

Myra Butler, Director, Parks and Recreation briefed the Land Preservation, Parks and Recreation Plan (LPPRP). At their May 18, 2021 meeting, the Commissioners awarded a bid to Shore Strategies, LLC, as the consultant to provide services to update the 2022 LPPRP. The contract is ready for signature. On motion by Commissioner Fithian and seconded by Commissioner Jacob, the Commissioners unanimously approved the document as presented. The contract by and between the Board of County Commissioners and Shore Strategies, LLC for an amount not to exceed \$33,725.00 was executed.

Commissioner Fithian commended Ms. Butler on the recent Beach Tennis event that was held at Betterton Beach, noting that the event was well attended.

ECONOMIC AND TOURISM DEVELOPMENT

Katie Wright, Economic Development Manager, Economic and Tourism Development (ETD) presented a request to approve Online Sales and Telework Grants. At their August 24, 2021 meeting, the Commissioners approved a modification to the existing Maryland Department of Commerce, Online Sales and Telework Assistance Grant, which added \$15,991.00 to the grant. Ms. Wright stated the Department opened the application process and received five (5) applications and all applicants met the grant requirements. Staff recommends approval of the five (5) applications received. On motion by Commissioner Fithian and seconded by Commissioner Jacob, the Commissioners unanimously approved the Online Sales/Telework grant awards as recommended.

HUMAN RESOURCES

Marty Hale, Director, Human Resources, joined by Herbert Dennis, Warden, Detention Center, discussed two personnel matters. Mr. Hale explained the current hiring practice when Correctional Officer candidates are offered employment with Kent County. The proposed salary for newly recommended candidates is base, Grade 5. Mr. Hale proposed three (3) recommendations to enhance the ability to hire trained and experienced staff at Kent County Detention Center. Discussion took place. On motion by Commissioner Jacob and seconded by Commissioner Fithian, the Commissioners unanimously approved the request to authorize the enhancement of salaries offered to Correctional Officer candidates who have previous work experience, training, and certifications in an effort to successfully hire qualified candidates and remain competitive in the market. Mr. Hale presented a request to fill a Correctional Officer vacancy. Discussion took place. On motion by Commissioner Fithian and seconded by Commissioner Jacob, the Commissioners unanimously approved the recommended applicant.

Mr. Hale, on behalf of Bill Mackey, Director, Planning, Housing, and Zoning, presented a request to fill the Chief Enforcement Officer vacancy at the recommended salary. The previous Chief Inspector and Enforcement Officer, along with current Planning, Housing, and Zoning staff, highly recommend the promotion of the suggested individual for this position. On motion by Commissioner Fithian and seconded by Commissioner Jacob, the Commissioners unanimously approved the promotion of the recommended employee to fill the Chief Inspector and Enforcement Officer position in the Planning, Housing, and Zoning Department, as requested.

Mr. Hale, on behalf of Mike Moulds, Director, Public Works, presented a request to hire an applicant for the Building Maintenance Worker vacancy in the Building Maintenance Division at the recommended salary. On motion by Commissioner Fithian and seconded by Commissioner Jacob, the Commissioners unanimously approved the recommended applicant.

Mr. Hale, on behalf of Mr. Moulds, presented a request to hire an applicant for the Motor Equipment Operator II vacancy in the Environmental Operations Division at the recommended salary. On motion by Commissioner Fithian and seconded by Commissioner Jacob, the Commissioners unanimously approved the recommended applicant.

All employment offers are pending successful completion of County pre-employment requirements.

PUBLIC WORKS

Mr. Moulds presented a request to repair the heating, ventilation, and air conditioning (HVAC) system in the Circuit Courtroom at the Kent County Courthouse. Mr. Moulds stated FY2021 contingency funds in the amount of \$60,200.00 were requested and approved to make emergency repairs to the HVAC system. The equipment was ordered, and temporary repairs were made, however, not all the work could be completed in FY2021. The remaining approved contingency funds reverted to the General Fund. Mr. Moulds stated the remaining work can now be completed, and FY2022 contingency funds in the amount of \$40,852.00 are needed.

Discussion took place. On motion by Commissioner Fithian and seconded by Commissioner Jacob, the Commissioners unanimously approved the request. The Commissioners approved the use of FY2022 contingency funds in the amount of \$40,852.00 for the completion of the HVAC repair project in the Circuit Courtroom at the Kent County Courthouse.

Mr. Moulds, on behalf of Dan Voshell, Division Chief, Roads Division, presented a request to approve a contract with Guardrails, Etc., Inc. to furnish all labor, materials, equipment, and transportation necessary to provide/install traffic barriers/guardrails for various roadways within the County. The contract will piggyback on the Maryland Department of Transportation (MDOT) State Highway Administration (SHA) Contract No. 477D21424 in the amount not to exceed \$75,000.00. On motion by Commissioner Fithian and seconded by Commissioner Jacob, the Commissioners unanimously approved the request.

Mr. Moulds presented a Public Works Agreement (PWA) for signature. The Commissioners, at their October 13, 2020, meeting approved one sewer allocation for the property located at Tax Map 0051, Parcel 0157, in the Piney Neck/Wesley Chapel sewer district which is served by the Town of Rock Hall Wastewater Treatment Plant. On motion by Commissioner Fithian and seconded by Commissioner Jacob, the Commissioners unanimously approved the request.

Commissioner Mason discussed a few potholes at Worton Park and Commissioner Jacob discussed the trimming of limbs throughout various County properties.

COUNTY ADMINISTRATOR

Shelley L. Heller, County Administrator, on behalf of the Commission on Aging (COA), presented a recommendation for a candidate to fill a member vacancy. On motion by Commissioner Fithian and seconded by Commissioner Jacob, the Commissioners unanimously approved to appoint the recommended candidate. The Commissioners approved the appointment of Erlena C. Linthicum to the Commission on Aging to fill an unexpired term ending on December 31, 2022.

Ms. Heller, on behalf of Mr. Mackey, presented a request to release a Letter of Credit (LOC). A correspondence dated September 22, 2021, was received from Robin W. Brueckman, Senior Vice President, Business Development, Cecil Bank, requesting the release of the Irrevocable Standby LOC No. 0135000343. Bryan Foreman, Enforcement Officer, Planning, Housing, and Zoning verified the project requirements were met allowing for the LOC to be released. On motion by Commissioner Fithian and seconded by Commissioner Jacob, the Commissioners unanimously approved to release Irrevocable Standby Letter of Credit No. 0135000343, in the amount of \$33,000.00, and return to Cecil Bank.

In follow up to the October 5, 2021 Commissioners meeting, Ms. Heller recalled a request regarding Morgnec Road Solar, LLC, Case No. 9499. A second public comment hearing is scheduled for November 4, 2021, at 6:30 p.m., via a virtual meeting. Judge Case Lawrence

requested the Board to decide whether they would like to sit jointly with the Public Service Commission (PSC) at the public hearing. The Commissioners agreed to decline the offer to sit jointly with the PSC at the public hearing.

Ms. Heller announced the Commissioners were invited to the Town of Millington's roundtable discussion on October 20, 2021, at 1:00 p.m., at the Millington Volunteer Fire House, 255 Hurtt Avenue, Millington. The purpose of the meeting is to discuss a proposed multiplex building. Two or more Commissioners may attend the roundtable discussion; therefore, a Public Notice was published. The meeting is open to the public. Commissioner Fithian plans to attend.

PUBLIC COMMENT

The procedures for public comment were in effect. MacKenzie Brady, Kent County News, stated that she is writing an article regarding the recent census data and had questions for the Commissioners regarding the information. Ms. Brady also wanted to know if the Commissioners had any ideas of how to encourage families to move to Kent County.

CONTINGENCY FUND

The FY2022 Contingency balance as of September 28, 2021, is \$133,084.00 and the FY2022 Use of Fund Balance total is \$69,932.00.

At 11:20 a.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 19, 2021, 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 12, 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 5, 2021.

KENT ALCOHOL AND TOBACCO ENFORCEMENT (KATE)

Sondra M. Blackiston, Clerk/KATE Manager stated on September 28, 2021 the Board approved Jamestown Kitty Knight Hospitality, LLC trading as Kitty Knight for a Class B, Beer, Wine, and Liquor License with Caterer's Privilege. License No. 4736 was issued to the establishment on October 1, 2021. Kitty Knight, LLC surrendered License No. 4687 and having met all the requirements, a prorated refund was issued per the Alcoholic Beverages Article §24-1408. Bulk Transfer Permit No. BO-00466 was validated by Brandon McFayden, Inspector, KATE. A memorandum from Ms. Blackiston detailed each transaction by Jamestown Kitty Knight Hospitality, LLC and Kitty Knight, LLC. In addition, Jamestown Kitty Knight Hospitality, LLC completed a registration form to request extended privileges and/or deliveries of alcoholic beverages for off-premises consumption. Ms. Blackiston stated if the Board grants the request, the Inspector will complete an on-site education session and at that time, the privilege will be issued. On motion by Commissioner Fithian and seconded by Commissioner Jacob, the Commissioners unanimously approved the request as presented.

There being no further business to claim their attention, the Board adjourned and agreed to meet again on Tuesday, October 19, 2021, 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