

**THE COUNTY COMMISSIONERS
OF KENT COUNTY, MARYLAND
AGENDA**

September 27, 2022

10:00 AM Call to Order/Pledge of Allegiance/Moment of Silence

Meeting Announcements

Time Is Allotted At The End Of Each Meeting For The Commissioners To Receive
Comments From The Public

Public Notice

Alcoholic Beverage License Hearing

Phat Daddy's Barbeque and Catering, LLC trading as PDB

Consent Items

#1 - Regular Session Minutes, September 20, 2022

#2 - Liquor Minutes, September 20, 2022

#3 - Kent Ruritan Club, Raffle Only, October 1 - December 31, 2022

Recognition

Kent County Detention Center

Corporal Colleen Boswell Certificate of Recognition

Office of Emergency Services

Virginia "Ginger" Gregg Certificate of Recognition

Office of Emergency Services

Kent County EMS Certificate of Recognitions

Appointments

Dr. Karen Couch, Superintendent, and Alleesa Stewart, Supervisor of Finance, Kent County
Public Schools

Request to Approve FY2022 Unrestricted Budget Amendments

Susan Higgs, Director of Community Services, Upper Shore Aging, Inc.

Annual Senior Care Program Plan

Departmental Appointments

Jamie Williams, Director, Economic and Tourism Development

Worton Track Safety Project, Resolution 2022-13 & Smart Growth Certification

Public Works Director

Engineering

Kent County Agricultural Center Asbestos Survey

Environmental Operations Division

Disposal Permit Sticker Fee
Water and Wastewater Division
Holy Trinity AME Church Water and Sewer Fees

American Rescue Plan Act Funds

American Rescue Plan Act (ARPA) Funds Spend Plan
April Bitter, Project Manager, Information Technology
ARPA Broadband Funding Update
Mike Moulds, Director, Public Works
Water and Wastewater Division, Water and Sewer Facilities GIS Mapping Project
Mike Moulds, Director, Public Works
Water and Wastewater Division, Kennedyville Pump Station No. 2 Relocation Design Services
Mike Moulds, Director, Public Works
Water and Wastewater Division, Millington Low Pressure Sewer System Capacity Study
Mike Moulds, Director, Public Works
Water and Wastewater Division, Tolchester Screen Replacement Bid Support and Construction Management Service

Human Resources Director

Human Resources
Human Resources Specialist Vacancy
Parks & Recreation
Director of Parks & Recreation Vacancy
Parks & Recreation
Request to Reclassify Recreation Supervisor Position
Parks & Recreation
Assistant Director of Parks & Recreation Vacancy

Letters for Signature

Citizen Interest Forms
Police Accountability Board

Public Comment/Media Review

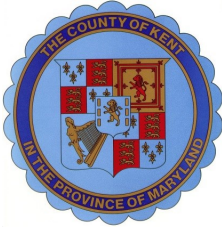
Procedures For Public Comment
09.27.22 Public Comments Sign In Sheet

Contingency Fund

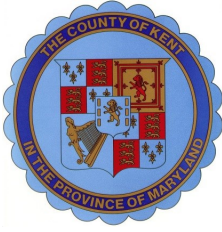
Contingency and Use of Fund Balance Report

(Meetings are conducted in Open Session unless otherwise indicated. All or part of County Commissioners' meetings can be held in closed session under the authority of the MD Open Meetings Law by vote of the Commissioners. Breaks are at the call of the President. Please note that times listed for specific items on the agenda are only

estimates, and that the order of agenda items may change as time dictates or allows. Meetings are subject to audio and video recordings.)



**Time Is Allotted At The End Of Each Meeting For The Commissioners
To Receive Comments From The Public
9/27/2022
County Commissioners Meeting**



Alcoholic Beverage License Hearing 9/27/2022 County Commissioners Meeting

Item Summary:

Phat Daddy's Barbeque and Catering, LLC trading as PDB

ATTACHMENTS:

Description

10.18.22 Phat Daddy's Barbeque and Catering, LLC trading as PDB Hearing Notice



Board of License Commissioners

P. Thomas Mason, President | Ronald H. Fithian, Member | Robert N. Jacob, Jr., Member

NOTICE

Application has been made by Member: William A. Holland, representing Phat Daddy's Barbeque and Catering, LLC for a Class B, Beer and Wine License with Caterers Privilege (CP) on the premises known as:

PDB

**205 Spring Avenue (commonly referred to as Philosophers Terrace)
Chestertown, MD 21620**

which shall authorize the holder thereof to sell Beer and Wine at retail, at the place therein described, for on-premises consumption, or elsewhere. A hearing on the application will be held in the County Commissioners' Hearing Room, R. Clayton Mitchell, Jr. Government Center, 400 High Street, Chestertown, MD on October 18, 2022, at 6:00 p.m. at which time any exceptions to the application will be heard.

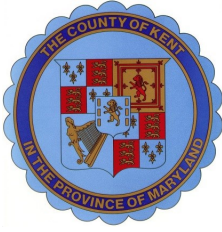
By order of:

THE BOARD OF LICENSE COMMISSIONERS
FOR KENT COUNTY, MARYLAND

A handwritten signature in blue ink, reading "Sondra M. Blackiston".

Sondra M. Blackiston, Clerk

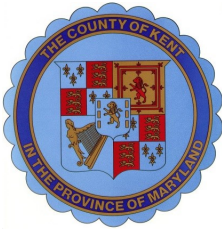
PUBLISH KCN 09/29/22, 10/06/22



**#1 - Regular Session Minutes, September 20, 2022
9/27/2022
County Commissioners Meeting**

ATTACHMENTS:

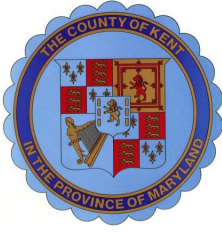
Description



**#2 - Liquor Minutes, September 20, 2022
9/27/2022
County Commissioners Meeting**

ATTACHMENTS:

Description



**#3 - Kent Ruritan Club, Raffle Only, October 1 - December 31, 2022
9/27/2022**

County Commissioners Meeting

ATTACHMENTS:

Description

21-2022 Kent Ruritan Club, Raffle Only, October 1 - December 31, 2022, Application

Permit#

21-2022

MULTIPLE GAMING DEVICE AND RAFFLE PERMIT APPLICATION

Pursuant to the provisions of the Annotated Code of Maryland, Criminal Law §§ 13-1701 to 13-1706.

Name of Organization: KENT RURITAN CLUBAddress of Organization: 10844 FORESTON RD CHESTERTOWN MDTelephone: (410) 778 5849

Is the organization formed or located in Kent County?

Yes

No

Does the organization serve the residents of Kent County?

Yes

No

Is this organization tax exempt under the provisions of the Internal Revenue Code?

Yes

No

Tax Exempt Number: _____

Person responsible for complying with permit regulations and requirements:

Name:

WILLIAM H KELLY CLUB SECRETARY

Address:

10844 FORESTON RD CHESTERTOWN MD

E-Mail:

BK SQUARED 01 @ AOL.COM

Telephone:

(410) 778 5849Type of permit sought: ☒ Raffle Only ☐ Combined gaming devices used in a single fund-raising event

Location address of fund-raising affair:

VARIOUS LOCATIONS
KENT COUNTY

Are these premises owned, leased, or regularly occupied by the organization named above?

Yes

No

Date(s) of fund-raising: OCT 1 - DEC 31Date and Time of Drawing: 01/05/23Begin at: 10 AMEnd at: 10³⁰ AM

If you are seeking a permit authorizing only a raffle that is not conducted in combination with other gaming activity, please sign below.

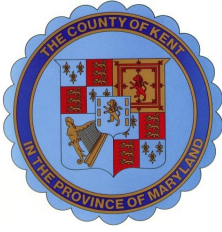
If, however, you are seeking to conduct a fund-raiser using more than one gaming activity in a single event, please complete the following page.

Signature of person completing this application:

William H Kelly

Please Select One:

☒ Pick UpWilliam Kelly 410 778 5849☐ Mail Permit (will be mailed to person responsible)



Kent County Detention Center 9/27/2022 County Commissioners Meeting

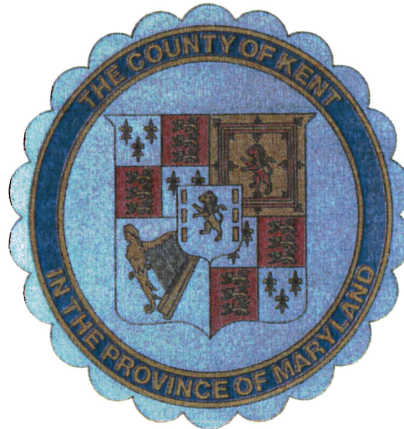
Item Summary:

Corporal Colleen Boswell Certificate of Recognition

ATTACHMENTS:

Description

09.27.22 Kent County Detention Center, Corporal Boswell Retirement, Certificate of Recognition



Certificate of Appreciation

This is to certify that
Colleen Boswell
is hereby recognized for

twenty-nine years of exemplary service and dedication to the Correction Profession. Ms. Boswell was promoted to Corporal in 2004 and received the Correctional Officer of the Year award in 2019. We, the County Commissioners of Kent County, Maryland, are proud to join the Warden and Staff of the Kent County Detention Center in recognizing and honoring Corporal Colleen Boswell for her loyal service and dedication to Kent County.

THE COUNTY COMMISSIONERS OF KENT COUNTY, MARYLAND

P. Thomas Mason

P. Thomas Mason, President

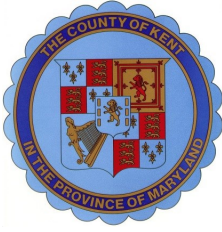
Ronald H. Fithian

Ronald H. Fithian, Member

Robert N. Jacob, Jr.

Robert N. Jacob, Jr., Member

September 27, 2022



Office of Emergency Services
9/27/2022
County Commissioners Meeting

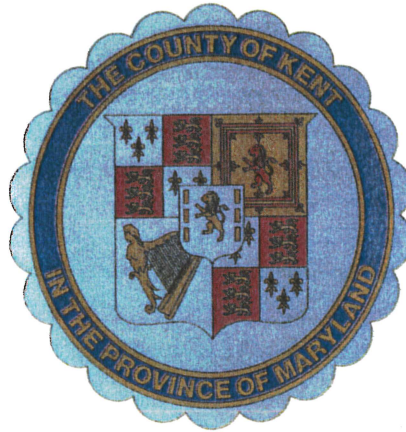
Item Summary:

Virginia "Ginger" Gregg Certificate of Recognition

ATTACHMENTS:

Description

09.27.22 Office of Emergency Services, Virginia Gregg Retirement, Certificate of Recognition



Certificate of Appreciation

This is to certify that
Virginia "Ginger" Gregg
is hereby recognized for

her extensive knowledge and experience in emergency preparedness. Ginger was hired as the Emergency Management Planner in June 2015. Ginger has been instrumental in creating relationships and partnerships that helped Kent County through multiple emergency declarations including the opioid epidemic, and numerous weather-related events. Ginger displayed a passion for keeping Kent County prepared and informed and has been the example of conscience and compassion for the Office of Emergency Services. We, the County Commissioners of Kent County, Maryland, are proud to join the Staff of the Office of Emergency Services in recognizing and honoring Ginger Gregg for her loyal service and dedication to Kent County.

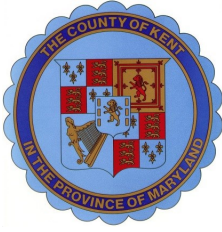
THE COUNTY COMMISSIONERS OF KENT COUNTY, MARYLAND

P. Thomas Mason
P. Thomas Mason, President

Ronald H. Fithian
Ronald H. Fithian, Member

Robert N. Jacob, Jr.
Robert N. Jacob, Jr., Member

September 27, 2022



Office of Emergency Services
9/27/2022
County Commissioners Meeting

Item Summary:

Kent County EMS Certificate of Recognitions

ATTACHMENTS:

Description

09.27.22 Kent EMS Paramedic Kim Chaney Certificate of Recognition
09.27.22 Kent EMS Amy Duhamell Certificate of Recognition
09.27.22 Kent EMS EMT Michael Hildebrand Certificate of Recognition
09.27.22 Kent EMS EMT Jason Lobley Certificate of Recognition
09.27.22 Kent EMS Paramedic Gary Peterson Certificate of Recognition
09.27.22 Kent EMS EMT Chris Tingen Certificate of Recognition
09.27.2022 Galena Volunteer Fire Company 8.13.22
09.27.22 Galena Volunteer Fire Company 8.30.22



Certificate of Recognition

This is to certify that

Kim Chaney

is hereby recognized

for her quick thinking and confidence to administer High Quality CPR and advanced life support interventions to successfully revive a cardiac patient. On August 13, 2022, Ms. Chaney was on duty at the Galena Volunteer Fire Department when a citizen attending an event in Galena experienced a sudden cardiac arrest. Kent County OES-EMS Paramedic Chaney and members of the Galena Volunteer Fire Company successfully revived the patient and transported the patient to Christiana Hospital for continued care. We, the County Commissioners of Kent County, Maryland, thank you for your efforts, continued devotion, and dedication, to Kent County and the community.

THE COUNTY COMMISSIONERS OF KENT COUNTY, MARYLAND

  
P. Thomas Mason, President Ronald H. Fithian, Member Robert N. Jacob, Jr. Member

September 27, 2022



Certificate of Recognition

This is to certify that
Amy Duhamell
is hereby recognized

for her quick thinking and confidence to administer High Quality CPR and advanced life support interventions to successfully revive a cardiac patient. On August 13, 2022, Ms. Duhamell was on duty at the Galena Volunteer Fire Department when a citizen attending an event in Galena experienced a sudden cardiac arrest. Kent County OES-EMS Paramedic Duhamell and members of the Galena Volunteer Fire Company successfully revived the patient and transported the patient to Christiana Hospital for continued care. We, the County Commissioners of Kent County, Maryland, thank you for your efforts, continued devotion, and dedication, to Kent County and the community.

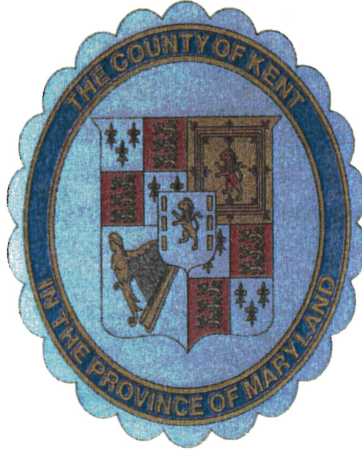
THE COUNTY COMMISSIONERS OF KENT COUNTY, MARYLAND

P. Thomas Mason
P. Thomas Mason, President

Ronald H. Fithian
Ronald H. Fithian, Member

Robert N. Jacob, Jr.
Robert N. Jacob, Jr., Member

September 27, 2022



Certificate of Recognition

This is to certify that

Michael Hildebrand

is hereby recognized

for his quick thinking and confidence to administer High Quality CPR and advanced life support interventions to successfully revive a cardiac patient. On August 30, 2022, Mr. Hildebrand responded to a 9-1-1 call for a patient experiencing a sudden cardiac arrest at a Galena residence. Kent County OES-EMS EMT Hildebrand and members of the Galena Volunteer Fire Company successfully revived the patient and transported the patient to University of Maryland Shore Medical Center at Chestertown for continued care. We, the County Commissioners of Kent County, Maryland, thank you for your efforts, continued devotion, and dedication, to Kent County and the community.

THE COUNTY COMMISSIONERS OF KENT COUNTY, MARYLAND

P. Thomas Mason

P. Thomas Mason, President

Ronnie Fithian

Ronald H. Fithian, Member

Robert N. Jacob, Jr.

Robert N. Jacob, Jr., Member

September 27, 2022



Certificate of Recognition

This is to certify that
Jason Loble
is hereby recognized

for his quick thinking and confidence to administer High Quality CPR and advanced life support interventions to successfully revive a cardiac patient. On August 30, 2022, Mr. Loble responded to a 9-1-1 call for a patient experiencing a sudden cardiac arrest at a Galena residence. Kent County OES-EMS EMT Loble and members of the Galena Volunteer Fire Company successfully revived the patient and transported the patient to University of Maryland Shore Medical Center at Chestertown for continued care. We, the County Commissioners of Kent County, Maryland, thank you for your efforts, continued devotion, and dedication, to Kent County and the community.

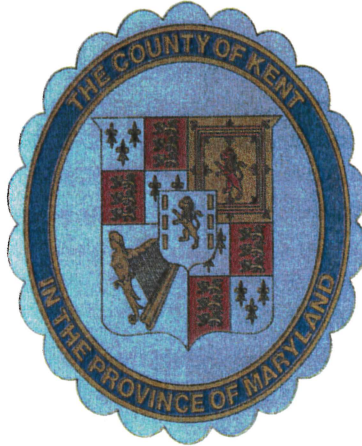
THE COUNTY COMMISSIONERS OF KENT COUNTY, MARYLAND

P. Thomas Mason
P. Thomas Mason, President

Ronald H. Fithian
Ronald H. Fithian, Member

Robert N. Jacob, Jr.
Robert N. Jacob, Jr., Member

September 27, 2022



Certificate of Recognition

This is to certify that
Gary Peterson
is hereby recognized

for his quick thinking and confidence to administer High Quality CPR and advanced life support interventions to successfully revive a cardiac patient. On August 30, 2022, Mr. Peterson responded to a 9-1-1 call for a patient experiencing a sudden cardiac arrest at a Galena residence. Kent County OES-EMS Paramedic Peterson and members of the Galena Volunteer Fire Company successfully revived the patient and transported the patient to University of Maryland Shore Medical Center at Chestertown for continued care. We, the County Commissioners of Kent County, Maryland, thank you for your efforts, continued devotion, and dedication, to Kent County and the community.

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P. Thomas Mason, President

Ronald H. Fithian
Ronald H. Fithian, Member

Robert N. Jacob, Jr.
Robert N. Jacob, Jr., Member

September 27, 2022



Certificate of Recognition

This is to certify that
Chris Tingen
is hereby recognized

for his quick thinking and confidence to administer High Quality CPR and advanced life support interventions to successfully revive a cardiac patient. On August 30, 2022, Mr. Tingen responded to a 9-1-1 call for a patient experiencing a sudden cardiac arrest at a Galena residence. Kent County OES-EMS EMT Tingen and members of the Galena Volunteer Fire Company successfully revived the patient and transported the patient to University of Maryland Shore Medical Center at Chestertown for continued care. We, the County Commissioners of Kent County, Maryland, thank you for your efforts, continued devotion, and dedication, to Kent County and the community.

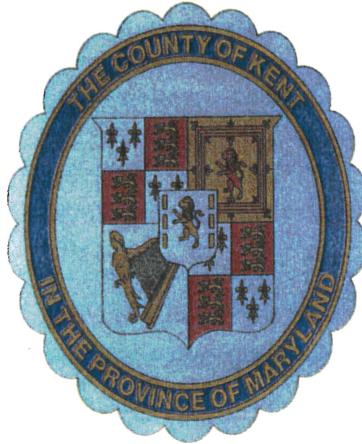
THE COUNTY COMMISSIONERS OF KENT COUNTY, MARYLAND

P. Thomas Mason
P. Thomas Mason, President

Ronald H. Fithian
Ronald H. Fithian, Member

Robert N. Jacob, Jr.
Robert N. Jacob, Jr., Member

September 27, 2022



Certificate of Recognition

This is to certify that
Galena Volunteer Fire Company
Members
is hereby recognized

for selfless actions, timely response and indispensable assistance during a cardiac arrest call on August 13, 2022. The efforts put forth were not only courageous, but they significantly impacted the outcome of this potentially catastrophic event. The kindness, quick action, and diligence shown is greatly appreciated. Your community partnership within the Office of Emergency Services and Galena Volunteer Fire Department Members, EMT Scott Duhamell, Fire Fighter Jack Duhamell, Fire Fighter Jenna Berlin, Fire Fighter Jimmy Dennison, Fire Fighter Scott Rodney, Fire Fighter Mark Shaw, and Chestertown Fire Chief John "Otis" Darling deserve special acknowledgement, and we express our gratitude for the assistance and outstanding contribution to Kent County. We, the County Commissioners of Kent County, Maryland, thank you for the efforts, continued devotion, and dedication, to Kent County and the community.

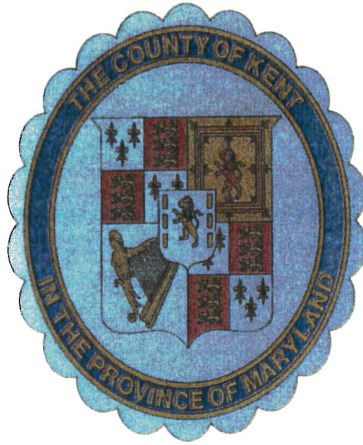
THE COUNTY COMMISSIONERS OF KENT COUNTY, MARYLAND


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Ronald H. Fithian, Member


Robert N. Jacob, Jr., Member

September 27, 2022



Certificate of Recognition

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Galena Volunteer Fire Company Members

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for selfless actions, timely response and indispensable assistance during a cardiac arrest call on August 30, 2022. The efforts put forth were not only courageous, but they significantly impacted the outcome of this potentially catastrophic event. The kindness, quick action, and diligence shown is greatly appreciated. Your community partnership within the Office of Emergency Services and Galena Volunteer Fire Department Members, John Dwyer, EMT Scott Duhamell, EMT Ross Schrieffer, Fire Fighter Jack Duhamell, Fire Fighter Steve Bisbee, and Fire Fighter Tyler Bisbee deserve special acknowledgement, and we express our gratitude for the assistance and outstanding contribution to Kent County. We, the County Commissioners of Kent County, Maryland, thank you for the efforts, continued devotion, and dedication, to Kent County and the community.

THE COUNTY COMMISSIONERS OF KENT COUNTY, MARYLAND

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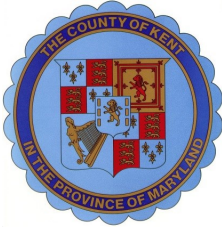
Ronnie Fithian

Ronald H. Fithian, Member

Robert N. Jacob, Jr.

Robert N. Jacob, Jr., Member

September 27, 2022



**Dr. Karen Couch, Superintendent, and Alleesa Stewart, Supervisor of
Finance, Kent County Public Schools
9/27/2022
County Commissioners Meeting**

Item Summary:

Request to Approve FY2022 Unrestricted Budget Amendments

ATTACHMENTS:

Description

Kent County Public Schools, Financial Statement Audit FY2022 Memo

Kent County Public Schools, Amendment No 2 & No 3 Spreadsheet FY2022



Kent County Public Schools

Growing a Community of Leaders

TO: County Commissioners of Kent County

FROM: Dr. Karen M. Couch – Superintendent
Alleesa Stewart – Supervisor of Finance

RE: Unrestricted Funds Budget Amendment #2 and #3 – FY 2022

DATE: September 27, 2022

PURPOSE

To request County Commissioners approval of Budget Amendment #2 and #3 for Fiscal Year 2022 of Unrestricted Funds.

SUMMARY

In review of the Fiscal Year 2022 budget, there was an update in funding that needed to be reflected in the budget. (*Budget Amendment #2*)

- Unrestricted Funds – Non-Public Placement (Increase Budget \$20,000)
 - MSDE Awarded KCPS with a Students with Disabilities-Non-Public Placement award in the amount of \$120,000. KCPS initially budgeted \$100,000 for this expense. Need to increase revenue and expense to adjust to the additional funds awarded.

In review of Fiscal Year 2022 for year-end processes, budget amendments are needed. (*Budget Amendment #3*)

- Operations – Increase Expense by \$250,000.
 - Operations is over expended by \$239,857.98.
- Maintenance – Increase Expense by \$45,000.
 - Maintenance is over expended by \$41,013.25.
- Fixed Charges – Decrease Expense by \$295,000.
 - This will cover the overages in the Operation and Maintenance budgets.

ACTION

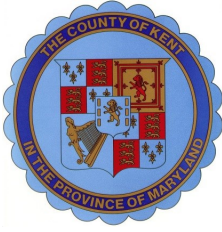
County Commissioners approval is requested for the approval of Unrestricted Funds Budget Amendment #2 and #3 for Fiscal Year 2022.

**Kent County Public Schools
Fiscal Year 2022
Budget Amendment #2 and #3**

Unrestricted Budget Amendment Spreadsheet - Fiscal Year 2022								
	Original Budget	Amendment #1	Amendment #2	Amendment #3	Amendment	Amendment	Amendment	Total
Unrestricted Revenue								
Local Appropriation	\$18,559,629							\$18,559,629
Non-Recurring Costs	\$0							\$0
Other	\$264,991	\$33,094.00						\$298,085
State Share Current Exp	\$9,352,034	\$124,390.00	\$20,000					\$9,496,424
Federal	\$71,000							\$71,000
Fund Balance	\$1,049,356							\$1,049,356
Totals	\$29,297,010	\$157,484	\$20,000	\$0	\$0	\$0		\$29,474,494
Unrestricted Expenditures								
Administration	\$1,264,877							\$1,264,877
Mid-Level	\$1,898,757							\$1,898,757
Instructional Salary	\$9,848,962							\$9,848,962
Instructional Supply	\$199,154							\$199,154
Instructional Other	\$725,992							\$725,992
Special Education	\$3,230,956	\$124,390	\$20,000					\$3,375,346

Kent County Public Schools
Fiscal Year 2022
Budget Amendment #2 and #3

Pupil Personnel	\$511,168							\$511,168
Health Service	\$428,340							\$428,340
Transportation	\$1,833,241							\$1,833,241
Operations	\$1,746,866			\$250,000				\$1,996,866
Maintenance	\$655,405			\$45,000				\$700,405
Fixed Charges	\$6,880,158			-\$295,000				\$6,585,158
Food Service Transfer	\$0							\$0
Capital Outlay	\$44,991	\$33,094						\$78,085
Total	\$29,268,867	\$157,484	\$20,000	\$0	\$0	\$0		\$29,446,351



Susan Higgs, Director of Community Services, Upper Shore Aging, Inc.
9/27/2022
County Commissioners Meeting

Item Summary:

Annual Senior Care Program Plan

ATTACHMENTS:

Description

09.06.22 Kent County Senior Care Area Plan FY23

MARYLAND DEPARTMENT OF AGING

ANNUAL SENIOR CARE PROGRAM PLAN

REVIEW AND APPROVAL

FISCAL YEAR 2023

(7/1/22-6/30/23)

The Interagency Committee on Aging (IAC) for Kent County Maryland
(Jurisdiction)

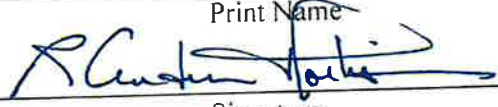
has reviewed and approves the submission of the Kent County Maryland
(Jurisdiction)

Senior Care Annual Plan for Fiscal Year 2023 as written and attached hereto.

Area Agency on Aging Director

R. Andrew Hollis

Print Name


Signature

Health Department Director

William Webb

Print Name

Signature

Department of Social Services Director

Shelly Neal-Edwards

Print Name


Signature

Chief Government Official

P. Thomas Mason

Print Name

Signature

MARYLAND DEPARTMENT OF AGING

SENIOR CARE PLAN FY 2023 PLAN INSTRUCTIONS (7/1/22-6/30/23)

Jurisdiction: Kent County Maryland

Section I. Administration

Choose **one** option below for administering the Senior Care Program in the designated jurisdiction:

€ The Area Agency on Aging will serve as lead agency and administer the Senior Care Program in Kent County *[insert name of jurisdiction]*. The Area Agency on Aging will designate Susan Higgs as the contact person for the Senior Care Program in Fiscal Year 2023.

€ The Area Agency on Aging will delegate responsibility to administer the Senior Care Program in FY 2023 to a lead agency other than the Area Agency on Aging. The lead agency will be _____.

This lead agency will be responsible for coordination of the Senior Care Program for the jurisdiction identified above with the Maryland Department of Aging. The lead agency contact person will be _____.

Section II. Structure of the Senior Care Program

Provide an overview of Senior Care Program administration in the jurisdiction. Please include each of the following in your overview:

Screening, Assessment, Reevaluation, and Case Management:

1. *Coordination:* Explain how these services will be coordinated among the local Area Agency on Aging, Health Department and Department of Social Services. Provide a narrative and flow chart that shows how a participant is enrolled into Senior Care. Discuss efforts to maximize coordination to avoid duplication of assessments, reevaluations and case management.
2. *Innovation:* Discuss program innovations and strategies to improve program service delivery because of the COVID-19 Pandemic. How has the pandemic changed your perception of the population receiving Senior Care services and delivery methods? What new processes have been incorporated into the program? Include partnership development, new services you are delivering and/or expansion efforts. In sum, how did the pandemic change your approach to Senior Care.

3. *Assessment Process:* Provide a detailed explanation of the current Senior Care assessment process including, the InterRAI Level 1 Screen, AERS-STEPS Assessment, IHAS and/or any other screening instruments or methodologies of your program. Indicate whether screening is a requirement before Senior Care services formally begin. For example, if your program initiates services after a preliminary assessment such as an InterRAI Level One screen, then please share this process. If your program initiates services only after an in-home assessment such as one provided by AERS (InterRAI Level Two [Home Care], STEPS) or any other in-home assessment, then please indicate. If you use some combination of assessments, please indicate and provide a detailed description of the approach.
4. *Individual Care Plans:* Please explain how the local Senior Care Program develops a care plan, including the role of the participant and/or family.

Senior Care Services

Please review items 5-9 below. Provide responses to any items that reflect FY 2023 programmatic changes as compared to the approved FY 2022 Senior Care Plan. If there are no changes, then please indicate.

5. *Gap-filling Budget:* Discuss how your jurisdiction determines services included in the Gap-filling budget. Discuss how your jurisdiction addresses the coordination of services that are otherwise not available in the jurisdiction.
6. *Cost Sharing, Fee Schedules and Spending Caps:* Explain policies that are currently in place that require participants to share in the cost of their care. Explain the development, administration and use of fee scales. Please provide revenues for FY 2021, FY 2022 and projected FY 2023 and discuss how revenues are invested. Specify caps on each individual service, if applicable, and/or caps on total spending per participant as well as caps on cost sharing per participant, if applicable.
7. *InterRAI Level I:* Provide details on the use of the InterRAI Level I Screen in the Senior Care assessment or reassessment process. Specify how many Senior Care staff have been trained on the use of the InterRAI Level I screening instrument. Discuss efforts to work with the MAP Options Counselors and other staff to coordinate the assessment of participants potentially eligible for Senior Care Services. Discuss operational changes to streamline and accelerate assessments.
8. *Waiting List:* Provide a narrative and a flow chart to outline the waiting list process. Please include a description of how participants are placed on the waiting list, including what assessment(s), if any, are required before placement on the list. Describe current practices to prioritize the waiting list for Senior Care Services. Include copies of instruments that support this process. Describe the frequency of communication, whether a standardized inquiry instrument is used and methods for period reassessment of individuals on the waiting list. Discuss interim services, the source for participants on the waiting list to prevent functional decline and resulting admission to long term care

facilities. Describe provision for one-time emergency grants to meet an immediate need and the source of the funds.

9. *Grants to Families:* If your jurisdiction utilizes state Senior Care funds for *Grants to Families*, then please discuss how these funds are allocated for this service. Describe how individual participants are selected, how the service is monitored and why the lead agency feels this is the most effective use of the funds. If applicable, please describe any limitations on these funds outside of those stated in the Policies and Procedures Manual.
10. *Grievances:* Explain the process and provide a copy of the grievance procedures provided to Senior Care participants.

Senior Care Health Promotion Services

11. *Senior Care Health Promotion:* Indicate procedures for integrating Health and Wellness activities into the Senior Care Program. Your description should include promotion and enrollment activities for active Senior Care participants, as well as prospective Senior Care participants currently on the waiting list. Explain how you are integrating Health Promotion and Disease Prevention classes to support healthy and safe living in the community. Outline how you are utilizing the current Senior Care Program service structure to support the following programs and resources that provide participants with opportunities to maintain health, prevent decline, and remain in their homes and communities:

- Support enrollment in falls prevention, depression screening, and chronic disease self-management education programs/classes;
- Coordinate transportation to attend health promotion programs/classes;
- Make referrals to the State Health Insurance Assistance Program (SHIP) for unbiased Medicare counseling and decision support; ensure opportunities for Senior Medicare Patrol counseling to promote Medicare fraud prevention; and arrange for MIPPA (The Medicare Improvements for Patients and Providers Act) applications to receive financial help with Medicare premiums, co-pays, and deductibles;
- Schedule appointments for Senior Nutrition Education consultation;
- Promote physical fitness opportunities and classes at senior centers;
- Assist with Senior Call Check promotion and enrollment;
- Make referrals to the Durable Medical Equipment Reuse Program for free, sanitized and serviced used medical equipment;
- Include references to all other health and wellness opportunities provided by the Area Agency on Aging and Senior Centers.

Challenges to the Senior Care Program

12. *Challenges:* Identify program, management, and fiscal challenges and changes for the Senior Care Program during FY 2022. What efforts has your jurisdiction taken to address or resolve these issues?

Kent County Senior Care Narrative

Coordination: The Kent County Health Department Adult Evaluating Review Service (AERS) program staff serve as the care coordination referral for individuals seeking home and community-based services in Kent County, including services provided by the Senior Care Program.

The AERS staff refers an assessment to Upper Shore Aging, Inc. for screening of eligibility and assessment, and further assessment of needs. Referrals come directly to the AERS program from any community source including the Kent County DSS, Maryland Access Points (MAP), local medical providers, families, and self-referrals.

Upper Shore Aging, Inc. provides Case Management and houses the one full time Upper Shore Aging Senior Care Employee. The case management and care coordination provided are based on the individual client's needs, which have been identified through the AERS assessment and subsequent Upper Shore Aging, Inc. assessment and are listed in the centered multidisciplinary plan of care. The Case Manager will determine if any other source may provide the requested gap filling services as Senior Care is a last resort program.

Staff of each agency meet and consult as needed to collaborate on client's service to prevent duplication of services. On a case by case basis, each agency will initiate interagency communication and collaboration to determine the best and most efficient way to meet the needs of the client.

Assessment Process: The primary assessment tool used by the Senior Care Program is the Statewide Evaluation and Planning Service (STEPS) assessment provided by the local health department. The Maryland Department of Health Interai-I may also be used if the local health department provides an Activities of Daily Living score which is required by the current Senior Care Program Manual. These essential assessments are used to determine the potential gap-filling needs of the client.

The AERS staff conducts the STEPS or Interai-I assessment in the client's home with the caregiver and/or family input as appropriate. Once this assessment is complete, it is submitted to the Upper Shore Aging, Inc. Senior Care Program. The Upper Shore Aging, Inc. staff will verify proof of age, income, and assets, which are documented for the program eligibility requirements.

Individual Care Plans: Once the client is deemed eligible for the Senior Care Program and agrees to participate, the Case Manager will enroll the client and complete a cost sharing agreement and ranking score to assist the client and family with prioritizing their needs. This is a collaborative process between the client/family and the Senior Care Case Manager. The result is an agreed upon service plan where both the client, family and program staff can work towards linkage to resources and obtaining services. Client and family participation are verified by obtaining their signature on the cost sharing form and the Case Plan. The AERS staff communicate regularly with the Upper Shore Aging, Inc. staff to review or update the client's care plan.

Gap-filling Budget (Determination of Services): Upper Shore Aging, Inc. continues to assist clients with their needs as indicated on the case plan. Upper Shore Aging, Inc. has determined that the Personal Emergency Response System and Medical Adult Day Care are the most important services to assist client with remaining in their home and as safe as possible.

Coordination of Services: The number of participants and requests for services steadily increases. The need for assisting with cost of medical supplies and the Personal Emergency Response System are the most requested services.

Cost sharing, Fee Schedules, and Spending Cap: The Spending Cap per client will remain at \$500 per month as stated in the Senior Care Program Manual. The cost sharing form will indicate if the clients can afford some of the needed services.

Interai-I Level 2 screen: Kent County AERS provides the Level 2 screen along with the ADL score for all referrals to the Senior Care Program.

Waiting List: There is no waiting list for the Kent County Senior Care Program at this time.

**APPLICATION TO THE
MARYLAND DEPARTMENT OF AGING
FOR A GRANT TO PROVIDE THE SENIOR CARE PROGRAM**

The Maryland Department of Aging (hereinafter "Department") administers the Maryland Senior Care Program ("Program"). The Program provides coordinated, community-based, in-home services to older adults, who may be at risk of nursing home placement.

Upper Shore Aging, Inc.

(hereinafter "Applicant," "Area Agency on Aging," or "AAA"), hereby applies for a grant to administer the Program for

Kent County Maryland

(hereinafter "jurisdiction" or "Planning and Service Area").

Applicant acknowledges that if awarded the grant, they will comply with the following conditions and provisions, which will become terms of the grant:

1. PURPOSE

The purpose of the grant is to implement the Senior Care Program in

Kent County Maryland

[insert jurisdiction name(s)]

in accordance with the goals and objectives of the Program.

2. MONITORS

The Grant Monitor for the Department will be:

Shirlene Carr

Name

Program Manager

Title

The Department's Grant Monitor will be the primary point of contact within the Department for matters relating to the grant agreement. The Department's Grant Monitor may be changed by the Department providing written notice to the AAA.

The Grant Monitor for the AAA will be: _____

Name (Typed): **Susan Higgs**

Title (Typed): **Director of Community Services**

The AAA's Grant Monitor will be the primary point of contact within the AAA for matters relating to this Agreement. The AAA's Grant Monitor may be changed by the AAA providing written notice to the Department.

3. DUTIES OF THE GRANTEE AAA

The AAA will:

- A. Draft a Senior Care Program Annual Plan ("Plan") for the applicable jurisdiction(s), obtain all required signatures for the Plan, and submit the Plan for the applicable jurisdiction(s), which completed and executed Plan is attached hereto and incorporated herein by reference;
- B. Ensure the Program is administered in accordance with the Senior Care Policies and Procedure Manual and Aging Program Directives 14-12 and 14-19, which are incorporated herein by reference;
- C. Ensure a lead agency is designated in accordance with Program policies;
- D. Ensure the lead agency coordinates the daily delivery of aging services consistent with the annual Senior Care Plan;
- E. Ensure that there are local policies for resolving local inter-agency issues related to the delivery of Senior Care services and referring such recommendations to the appropriate party for action; and
- F. Monitor implementation of the annual Senior Care Plan.

4. DUTIES OF THE DEPARTMENT

The Department will:

- A. Provide grant funds in accordance with any letter of award of notice of grant award;
- B. Monitor each local site at least once during each year;
- C. Provide technical assistance to local sites to ensure compliance with policies and procedures;
- D. Identify potential areas for policy clarification; and
- E. Interpret State laws and policies pertaining to the Program.

5. PAYMENT REQUESTS

Payment requests must be made in accordance with Department procedures outlined in APD 14-19 and 15-04

6. INCORPORATION BY REFERENCE

Both parties hereby agree that the documents described below, if any, are hereby incorporated into and made an integral part hereof by reference. If documents below are superseded by the Department, the new documents will take precedent.

Exact Title of Document(s) Number of Pages

Senior Care Program Annual Plan and Narrative 3

Senior Care Budget Instructions 1

Senior Care Budget and Data Workbook 5

Senior Care Policies and Procedure Manual 25 plus attachments Senior Care

Policies and Procedures Addendum 4

Aging Program Directive 14-12 3

Aging Program Directive 14-19 10

Aging Program Directive 15-04 13

7. PERIOD OF GRANT

Any grant awarded will be for the term beginning **July 1, 2022 and ending June 30, 2023**. If the grant is awarded after the start of the designated term, the Department and the AAA agree to abide by the provisions of this grant application for the entire term.

8. GENERAL PROVISIONS

A. The AAA will comply with any and all federal, State, and local laws concerning employees.

B. The AAA agrees: (a) not to discriminate in any manner against an employee or applicant for employment because of race, color, religion, creed, age, sex, marital status, national origin, ancestry, disability that is unrelated in nature and extent so as not to reasonably preclude the performance of such employment, or sexual orientation, or any other characteristic that is forbidden as a basis for discrimination by applicable State and federal laws, such as Maryland law that forbids discrimination based on gender identity or genetic information; (b) to include a provision similar to that contained in subsection (a) above in any underlying sub-agreement, except a subcontract for standard commercial supplies or raw materials; and (c) to post and to cause subcontractors to post in conspicuous places available to employees and applicants for employment notices setting forth the substance of this clause.

C. If the AAA fails to fulfill its obligations under the grant properly and on time, or otherwise violates any provision of the grant, the Department may terminate the grant.

D. No employee of the State of Maryland, or any department, commission, agency, or branch thereof, whose duties as such an employee include matters relating to or affecting the subject matter of the grant, shall, while so employed, become or be an employee of the AAA, or any department, commission, agency or branch thereof.

E. The AAA shall:

- a. Be alert to and identify potential and actual conflicts of interest that may interfere with a AAA employees' exercise of professional discretion and impartial judgment.
- b. Inform the Department when a potential or actual conflict of interest is identified and what steps will be taken to remedy the conflict.
- c. Take reasonable steps to remedy any conflict of interest in a manner that puts the applicant's or participant's interests primary to the greatest extent possible.

F. It is understood and agreed that the Department will not be liable in any action of tort, contract or otherwise for any actions or responsibilities of the AAA arising out of the grant.

G. The AAA may not assign or subcontract all or any part of its responsibilities under the grant, without the prior approval of the Department.

H. Neither the Department nor the AAA may use or disclose any information concerning a recipient of services provided under the grant for any purpose not directly connected with the administration of such services, except upon written consent of the recipient, or as may be required by law.

I. The AAA hereby represents and warrants that:

- i. It is qualified to do business in the State of Maryland and that it will take such action as, from time to time, may be necessary to remain so qualified;
- ii. It is not in arrears with respect to the payment of any monies due and owing the State of Maryland, or any department or unit thereof, including, but not limited to, the payment of taxes and employee benefits, and that it will not become so in arrears during the term of the grant;
- iii. It will comply with all federal, State and local laws applicable to its activities and obligations under the grant;
- iv. It will obtain, at its expense, all licenses, permits, insurance, and governmental approvals, if any, necessary to the performance of its obligations under the grant.

J. Indemnification and Claims:

- i. To the fullest extent permitted by the legal instruments creating AAA and the statutes governing AAA's authority, AAA will indemnify the State against liability for any suits, actions or claims of character arising from or relating to the performance of the AAA or its subcontractors or sub-grantees under the grant.

ii. The State of Maryland will have no obligation to provide legal counsel or defense to the AAA or its subcontractors or sub-grantees in the event that a suit, claim or action of any character is brought by any person against the AAA or its subcontractors or sub grantees as a result of or relating to the AAA's obligations under the grant.

iii. The State will have no obligation for the payment of any judgments or the settlement of any claims against the AAA or its subcontractors or sub-grantees as a result of or relating to the AAA's obligations under the grant.

iv. The AAA will immediately notify the Grant Monitor of any claim or suit made or filed against the AAA or subcontractors or sub-grantees regarding any matter resulting from or relating to the AAA's obligations under the grant, and will cooperate, assist, and consult with the State in the defense or investigation of any claim, suit, or action made or filed against the State as a result of or relating to the AAA's performance under the grant.

K. The Department may modify the terms governing this grant through the issuance of Aging Program Directives (APDs).

L. All terms of the grant requiring the Department to release funds are subject to the continuing availability of State and federal funds.

M. If funds are not appropriated or otherwise made available to support continuation, the State shall have the right to terminate the grant and the AAA will be not entitled to recover any costs not incurred prior to termination.

N. The AAA shall maintain and retain all books, records, and other documents relevant to the grant for a period of no less than three (3) years after the date of final payment, resolution of audit findings, or disposition of non-expendable property, whichever is later, and upon receipt of reasonable written notice thereof, full access thereto and the right to examine any of said materials shall be afforded federal and/or State auditors who shall have substantiated in writing a need therefore in the performance of their official duties, and such other persons as are authorized by the Department. The AAA will provide to the Department a copy of that part of any audit performed by State or independent auditors which relates to the performance of the grant and the administration of funds provided by the Department pursuant to the grant.

O. The grantee will comply with §§7-402 (State Aid to Social Organizations), 7-403

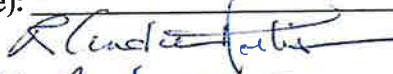
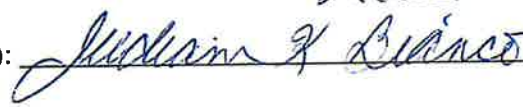
(Accounting Standards for Health and Social Welfare Organizations), 7-405 (State Funded Corporations Serving Elderly or Developmentally Disabled Subject to Audit), and 7-406 (State Funding Accountability; Reporting Requirements) of the State Finance and Procurement Article of the Annotated Code of Maryland, as applicable.

Grant Applicant's Full Name: Upper Shore Aging, inc.

Address: 100 Schaubert Rd, Chestertown, Md 21620

Telephone: 410-778-6000

Executed for Applicant by (print or type name): R. Andrew Hollis

Witness (signature): 


Date: 08/15/2022

Senior Care Program Operations - FY 2023

Upper Shore Aging/Kent

<i>A. Client Service Projections</i>	<i>FY 2021 (Actual)</i>	<i>FY 2022 (Estimated)</i>	<i>FY 2023 (Projected)</i>
1) Number of Clients Receiving Gapfilling Services carried over from the end of the preceding fiscal year.	22	27	40
2) Number of New Clients Receiving Gapfilling Services (including those moving from waiting lists) served this year.	0	0	0
3) Subtotal Gapfilling: Number of Clients Receiving Gapfilling Services (Formula Generated).	22	27	40
4) Number of Case Management Only (CMO) Clients carried over from the preceding fiscal year (not included in lines 1, 2 or 3).	0		
5) Number of New Case Management Only Clients Served this year (not included in lines 1, 2, 3 or 4).	0		
6) Subtotal CMO: Number of Clients Receiving Case Management Only (Formula Generated).	0	0	0
7) Total: Projected Number of Senior Care Clients for the Fiscal Year, (Formula Generated)	22	27	40

<i>B. Average Length of Time for Receipt of Services</i>	<i>FY 2021 (Actual)</i>	<i>FY 2022 (Estimated)</i>	<i>FY 2023 (Projected)</i>
1) Average length of time a Senior Care <i>Gapfilling</i> client receives services from the Senior Care system (in months):	24	9	unknown
2) Average length of time a Senior Care <i>Case Management Only</i> client receives case management services (in months):			unknown

<i>C. Waiting List Information - If unknown, indicate "unknown"</i>	<i>FY 2021 (Actual)</i>	<i>FY 2022 (Estimated)</i>	<i>FY 2023 (Projected)</i>
1) CMO - How many individuals are waiting to receive case management services only?	0	0	0
2) Gapfilling Only - How many individuals are waiting to receive gapfilling services only?			0
3) Both Gapfilling and Case Management - How many individuals are waiting to receive both gapfilling AND case management?	8	12	0
4) Total Individuals on the Waitlist (Formula Generated)	8	12	0
5) Assessment - How many individuals on the waitlist have been assessed?	8	0	0
6) Percentage of individuals on the waitlist who have been assessed (Formula Generated)	100.00%	0.00%	#DIV/0!
7) Average length of time that an individual stays on the waiting list while waiting for Gapfilling services only (in months)	0	0	0
8) Average length of time that an individual stays on the waiting list while waiting for Case Management Only services (in months)	0	0	0
9) Average length of time that an individual stays on the waiting list while waiting for both Gapfilling and Case Management services (in months)	5	5	0

Senior Care Budget FY 2023				Upper Shore Aging, Inc/Kent		\$ 120,000.00
		Administration		Case Management, Direct Services, & Waiting List Services		
Budget Category	Administration funded by State Senior Care	Administration funded by other sources	Case Management	Other Gapfilling Direct Services	Total (Administration, Waiting List and Direct Services)	
Salaries	\$ 8,212.00		\$ 34,673.00		\$42,885	
Fringe	\$ 3,788.00		\$ 17,375.00		\$21,163	
Travel					\$0	
Building Space					\$0	
Printing & Supplies					\$0	
Equipment					\$0	
Equip. Maintenance & Repairs					\$0	
Communications					\$0	
Utilities					\$0	
Vehicle Costs					\$0	
Training					\$0	
Contractual Services					\$0	
Other Costs (Explain Below)						
Total Costs (autofill)	\$ 12,000.00	\$ -	\$ 52,048.00	\$ 55,952.00	\$120,000	
Project Income						
Net Costs (autofill)	\$ 12,000.00	\$ -	\$ 52,048.00	\$ 55,952.00	\$120,000	
State Senior Care Funds	\$ 12,000.00		\$ 52,048.00	\$ 55,952.00	\$120,000	
Other Non-Fed Resources		\$ -			\$0	
Variance (autofill)			0		\$0	
Administration Check - No more than 10% of the total State Senior Care Allocation can be used for Administration						
Administration Funded by State Senior Care	% of State Senior Care Funds used for Administration	Acceptable or Not				
\$ 12,000.00	10.00%	Acceptable				
Case Management is considered a service and is not considered administration						
Please List Other Funding Sources		"Other Costs" Above \$500				
Source	Amount	Cost Category		Amount		
Upper Shore Aging	\$ 629.00					

FY 2023 Senior Care Gapfilling Expenditures		Upper Shore Aging/Kent	
Program Category	FY 2023 Gapfilling Expenditure	Percentage of Gapfilling Budget	
Personal Care	\$ -	0.00%	
Chore	\$ 4,000.00	7.15%	
Personal Care/Chore		0.00%	
Heavy Chore	\$ 1,000.00	1.79%	
Home Delivered Meals	\$ 8,000.00	14.30%	
Respite		0.00%	
Adult Day Care/Senior Center Plus	\$ 5,000.00	8.94%	
Medication(s)	\$ 500.00	0.89%	
Transportation	\$ 3,000.00	5.36%	
Medical Supplies	\$ 13,452.00	24.04%	
Emergency Response Systems	\$ 15,000.00	26.81%	
Grants to Families		0.00%	
Other (auto-generated - see below)	\$ 6,000.00	10.72%	
Total	\$ 55,952.00		
Please list Other Gapfilling Expenditures below			
Other Gapfilling Programs	FY23 Gapfilling Expenditure		
Wellness	\$ 6,000.00		
Total	\$ 6,000.00		
Average Gapfilling Cost per Client per Month		Range of Gapfilling Cost Per Client per Month	
Provide figures for the average amount of Gapfilling funds spent per client per month in the jurisdiction for Fiscal Years 2021-2023.		Provide the range of Gapfilling funds spent per client per month in the jurisdiction for Fiscal Years 2021-2023.	
FY 2021 (Actual)	\$50	FY 2021 (Actual)	\$50
FY 2022 (Estimated)	\$75	FY 2022 (Estimated)	\$75
FY 2023 (Projected)	\$75	FY 2023 (Projected)	\$80

FY23 Senior Care Staff Breakout

Upper Shore Aging/Kent

Use the charts below to provide information on the number of staff positions to be donated in-kind.

Administration				
Agency (AAA/DSS/LHD)	Title of Position	Duties	Percentage of Time Spent on Senior Care	Funding Source (State Senior Care or Other)
Total Admin FTEs				0%

Assessment				
Agency (AAA/DSS/LHD)	Title of Position	Number of Cases Assessed Per Month - Initial Assessments and Reevaluations	Percentage of Time Spent on Senior Care	Funding Source (State Senior Care or Other)
LHD	AERS	5	20%	LHD
Total Assessment FTEs				20%

Case Management				
Agency (AAA/DSS/LHD)	Title of Position	Number of Cases Case Managed Per Month	Percentage of Time Spent on Senior Care	Funding Source (State Senior Care or Other)
AAA	Case Manager	40	100%	AAA
DSS	Adult Svc Worker	5	10%	DSS
Total Case Mgmt. FTEs				110%

Total FTEs
130%

FY23 Senior Care Supplemental Information

Upper Shore Aging/Kent

CHANGES OVER LAST YEAR'S SUPPORT

For the staff financed through non-State Senior Care funds (e.g. in-kind, local, other grants), please state whether there will be an increase, decrease, or no change in the amount(s) or type(s) of support that was provided in FY 2023. (1-2 sentences)

There is no change with in-kind support

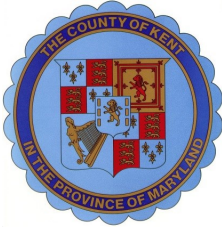
VENDOR/INDIVIDUAL PROVIDER RATES:

Please provide the rates or range of rates for each service listed below. An explanation is requested for service rates that are over 10% of the State's average. If the service is listed on the Senior Care Budget/Gap-filling Expenditures charts, a corresponding unit cost shall be recorded on this page. Read carefully how the units are to be reported in the chart below.

	Personal Care Cost per Hour	Chore Cost per Hour	Nutritional Supplements	Incontinence Supplies	Respite Cost per Hour	Adult Day Cost per Day	Transportation Cost per Trip	Emergency Response System Cost per Month	Case Management Cost per Hour (Average if variable)
Average Rates (FY 2023)	\$20.38	\$20.00	\$40.00	\$50.00	\$40.00	\$89.00	\$2.67	\$40.00	\$38.00
Vendor Name									
ADT								40	
Private vendor		20							
HCD				50					
MADC						89			
Amazon			40						

Please explain any variances of the State average (+10%)

there were some increases in costs for supplies.



Jamie Williams, Director, Economic and Tourism Development
9/27/2022
County Commissioners Meeting

Item Summary:

Worton Track Safety Project, Resolution 2022-13 & Smart Growth Certification

ATTACHMENTS:

Description

Commerce Commitment Letter

09.27.22 Resolution 2022-13 A Resolution to Recieve and Dispense Matching Funds from the Maryland Department of Commerce to Maryland Department of Transportation (MDOT) Maryland transit Administration (MTA)

Smart Growth Certification

PFA Map



Larry Hogan | Governor
Boyd Rutherford | Lt. Governor
Kelly M. Schulz | Secretary of Commerce

June 18, 2020

The Honorable Elaine Chao, Secretary of Transportation
United States Department of Transportation
East Building, 1200 New Jersey Avenue, SE
Washington, DC 20590

Attn: MDOT MTA Freight Rail Chestertown Line: Worton Track Safety Project

Dear Secretary Chao:

The Maryland Department of Commerce strongly supports the Maryland Department of Transportation Maryland Transit Administration's (MDOT MTA) application in response to the Federal Railroad Administration's (FRA) FY2020 Consolidated Rail Infrastructure and Safety Improvements (CRISI) Program Notice of Funding Opportunity (NOFO) for Fiscal Year 2020. Grant funds would support the MDOT MTA Freight Rail Chestertown Line: Worton Track Safety Project. The Chestertown Line is owned by MDOT MTA and provides an essential rail connection supporting the economies of rural communities in Kent County, Maryland. Freight service on the Chestertown Line links commodity producers and consumers to the national transportation network and supports economic vitality and growth in this rural area. Agricultural and industrial customers in Kent County rely upon rail freight service to sustain their operations to provide employment and support economic growth in this rural area, and the line provides opportunity for additional economic development and job growth in the future.

The proposed project would rehabilitate two sections of active freight railroad at Worton, Maryland to rehabilitate deteriorated track infrastructure to ensure uninterrupted safe freight rail service to customers and support economic growth in Kent County. The project will replace track materials at or near the end of their useful life to restore critical infrastructure and improve drainage to sustain and enhance transportation of agricultural and chemical products and help mitigate shifting transport to trucks on local roadways. The proposed CRISI grant would support efforts to address track rehabilitation priorities and bringing the Chestertown Line to short line rail industry standards.

To support economic development and employment in Kent County, the Maryland Department of Commerce has agreed to provide \$100,000 in matching funds toward the project cost. Your strong consideration of this MDOT MTA application is appreciated, as it is a top priority for freight movement, economic development, and employment on the Eastern Shore of Maryland.

Sincerely,

Kelly M. Schulz
Secretary

OFFICE OF THE SECRETARY

World Trade Center | 401 East Pratt Street | Baltimore, MD 21202 | 410-767-6301 | 888-246-6736

commerce.maryland.gov

RESOLUTION 2022-13

COUNTY COMMISSIONERS OF KENT COUNTY, MARYLAND

**A RESOLUTION TO RECEIVE AND DISPENSE MATCHING FUNDS FROM THE
MARYLAND DEPARTMENT OF COMMERCE TO THE MARYLAND DEPARTMENT
OF TRANSPORTATION MARYLAND TRANSIT ADMINISTRATION**

WHEREAS, the Maryland Transit Administration (MTA), a model agency of the Maryland Department of Transportation (MDOT) received a Federal Railroad Administration Consolidated Rail Infrastructure and Safety Improvements (CRISI) Program Discretionary grant "Grant" for the rehabilitation of track, replacement of a railroad switch, and drainage improvement for the Worton Track Safety Project (collectively, the "Project"); and

WHEREAS, as part of the Grant, Kent County agreed to provide matching funds to MDOT MTA for eligible documented expenses related to the Project not to exceed \$10,000; and

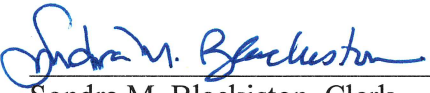
WHEREAS, as part of the Grant, the Maryland Department of Commerce agreed to provide matching funds through the Maryland Economic Development Assistance Authority and Fund (MEDAAF) to the Project for eligible documented expenses, not to exceed \$100,000; and

WHEREAS, as Commerce cannot grant funding directly to MDOT MTA, Commerce will grant \$100,000 to Kent County. Kent County will re-Grant the funding to MDOT MTA for the Project; and

WHEREAS, the County Commissioners of Kent County, Maryland understands and acknowledges that Kent County through the Department of Economic and Tourism Development would be responsible for working with the MDOT MTA to administer reimbursement; and

NOW, THEREFORE, BE IT RESOLVED, We, The County Commissioners of Kent County, Maryland hereby endorse and support the Project and designate the Director of the Department of Economic and Tourism Development to authorize and coordinate payments to MDOT MTA per the Project Funding Agreements, this 27th day of September 2022.

ATTEST:


Sondra M. Blackiston, Clerk

THE COUNTY COMMISSIONERS
OF KENT COUNTY, MARYLAND


P. Thomas Mason, President


Ronald H. Fithian, Member


Robert N. Jacob, Jr., Member

ADOPTED: September 27, 2022

“Smart Growth” Certification
By County* where Project is Located**

The proposed project is located in one or more certified “priority funding areas”, as defined in the State Finance and Procurement Article, Section 5-7B-02.

I am attaching a copy of the map illustrating the “priority funding area[s]” certified by the appropriate county and the comments by the Maryland Office of Planning concerning the area[s] certified.

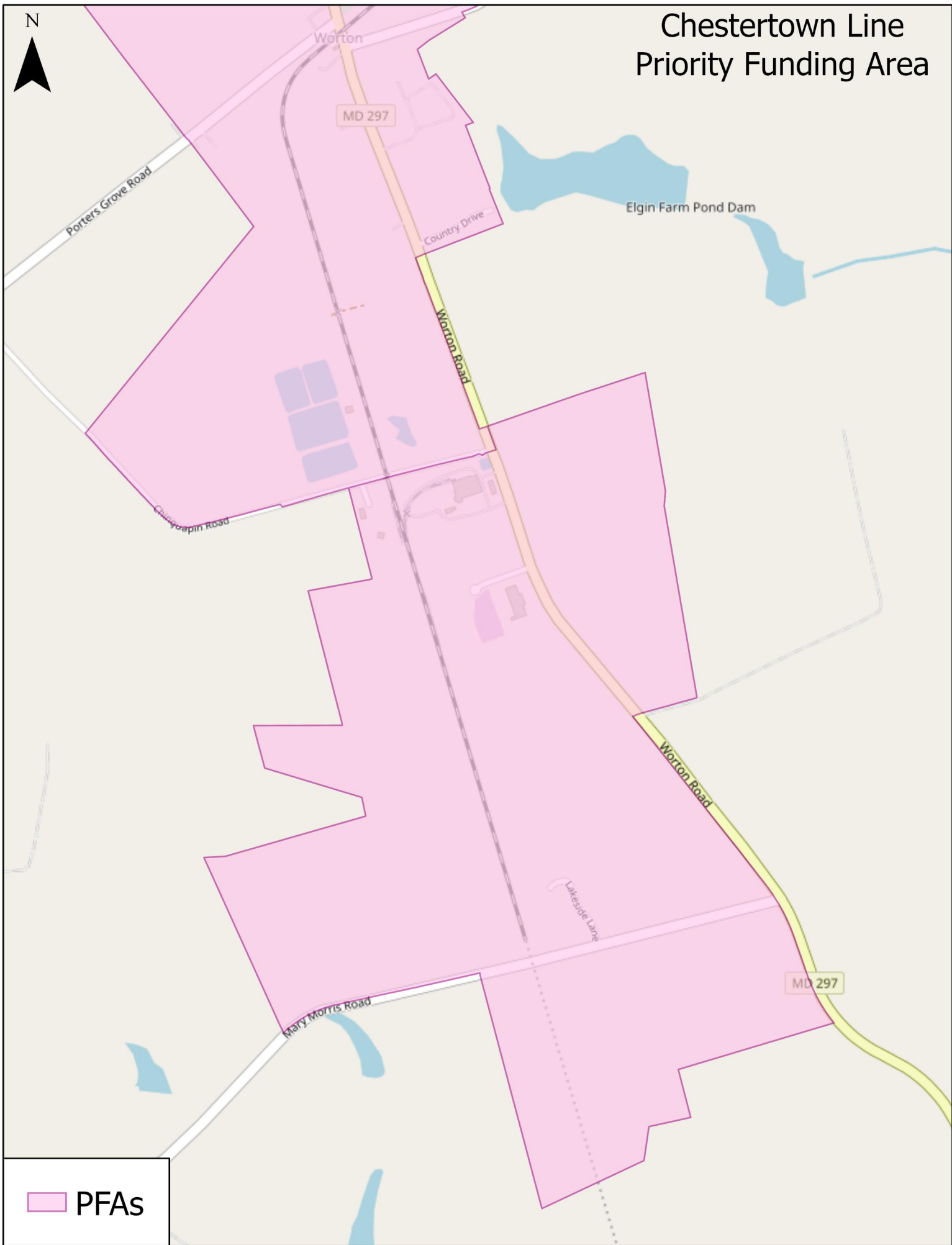
Applicant: The County Commissioners of Kent County

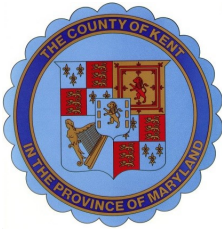
Project Location: Kent County Maryland, Congressional District 1, Chestertown Line

Kent County
(Name of County/Baltimore City)

By: P. Thomas Mason
Name: P. Thomas Mason
Title: President

For Departmental Use Only Service ID# _____





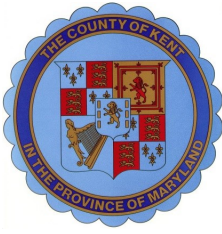
Engineering
9/27/2022
County Commissioners Meeting

Item Summary:

Kent County Agricultural Center Asbestos Survey

ATTACHMENTS:

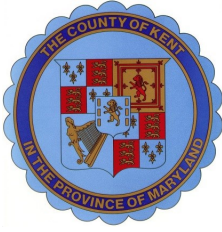
Description



Environmental Operations Division
9/27/2022
County Commissioners Meeting

Item Summary:

Disposal Permit Sticker Fee



Water and Wastewater Division 9/27/2022 County Commissioners Meeting

Item Summary:

Holy Trinity AME Church Water and Sewer Fees

ATTACHMENTS:

Description

09.13.22 Reverend Monique Upshur Davis, Holy Trinity African Methodist Episcopal Church, Request Permanent Waiver of a Water-Sewer Bill, Tom Mason

09.13.22 Reverend Monique Upshur Davis, Holy Trinity African Methodist Episcopal Church, Request Permanent Waiver of a Water-Sewer Bill, Ron Fithian

09.13.22 Reverend Monique Upshur Davis, Holy Trinity African Methodist Episcopal Church, Request Permanent Waiver of a Water-Sewer Bill, Bob Jacob

02.16.21 Henry E. Cotton Holy Trinity AME Church Water and Sewer Fees Response

Holy Trinity African Methodist Episcopal Church

Reverend Monique Upshur Davis

Pastor

22072 Martin Wagner Road
Rock Hall, Maryland 21661
302-270-7083
pastorhollytrinityame@gmail.com

Commissioner P. Thomas Mason

400 High Street
Chestertown, Maryland 21620
410-778-4600
kentcounty@kentgov.org

August 10, 2022

Dear Commissioner P. Thomas Mason,

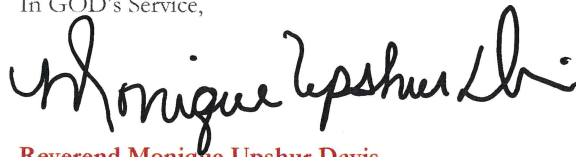
How are you? I am the new pastor at Holy Trinity African Methodist Episcopal Church in Rock Hall, Maryland. We are a very small congregation with less than 15 members. We have big heart and need your immediate assistance.

We have two water/sewer bills, one for the fellowship hall and one for the church. These two buildings are less than 10 feet apart. We are a non-profit organization, that serves the community of Edesville.

We are asking for one of our water/sewer bills to be permanently waived. Therefore, the church would only have one bill. This will allow us to meet more of the needs of the community we serve.

If you have any questions and or need more information, I may be reached at the number listed above. Thanking you in advance for your immediate action to our urgent request.

In GOD's Service,



Reverend Monique Upshur Davis

County Commissioners
Office



Date 8-10-22 LC

Lacey Cox

From: Monique Upshur Davis <pastorholyltrinityame@gmail.com>
Sent: Wednesday, August 10, 2022 7:01 AM
To: Kent County Commissioners
Subject: REQUEST: Holy Trinity AME Church Water/Sewer Bill - Commissioner Mason
Attachments: letterhead_holy trinity_commissioner 1.pdf

Importance: High

ATTENTION!

This email originated from an external source. **DO NOT CLICK** any links or attachments unless you recognize the sender and know the content is safe.

- KCTE Helpdesk

Good Morning Commissioner Mason,

Please see the attached letter requesting your immediate help for Holy Trinity AME Church.

If you have any questions, please call me at 302-270-7083.

THANK YOU!

In God's Service,

*Monique Upshur Davis, Pastor
Holy Trinity African Methodist Episcopal Church*

Mission: Seeking, Serving, and Sharing GOD to Give Hope, Help, and Healing to All!

Motto: There is No Limit with GOD!

Scripture: Luke 1:37 NASB

Sent from Mail for Windows

Holy Trinity African Methodist Episcopal Church

Reverend Monique Upshur Davis

Pastor

22072 Martin Wagner Road
Rock Hall, Maryland 21661
302-270-7083
pastorhollytrinityame@gmail.com

Commissioner Ronald H. Fithian

400 High Street
Chestertown, Maryland 21620
410-778-4600
kentcounty@kentgov.org

August 10, 2022

Dear Commissioner Ronald H. Fithian,

How are you? I am the new pastor at Holy Trinity African Methodist Episcopal Church in Rock Hall, Maryland. We are a very small congregation with less than 15 members. We have big heart and need your immediate assistance.

We have two water/sewer bills, one for the fellowship hall and one for the church. These two buildings are less than 10 feet apart. We are a non-profit organization, that serves the community of Edesville.

We are asking for one of our water/sewer bills to be permanently waived. Therefore, the church would only have one bill. This will allow us to meet more of the needs of the community we serve.

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In GOD's Service,



Reverend Monique Upshur Davis

County Commissioners
Office

Date 8-10-22 LLC



Lacey Cox

From: Monique Upshur Davis <pastorholyltrinityame@gmail.com>
Sent: Wednesday, August 10, 2022 7:05 AM
To: Kent County Commissioners
Subject: REQUEST: Holy Trinity AME Church - Water/Sewer Bill - Commissioner Fithian
Attachments: letterhead_holy trinity_commissioner 3.pdf

Importance: High

ATTENTION !

This email originated from an external source. DO NOT CLICK any links or attachments unless you recognize the sender and know the content is safe.

- KCIT Helpdesk

Good Morning Commissioner Fithian,

Please see the attached letter requesting your immediate help for Holy Trinity AME Church.

If you have any questions, please call me at 302-270-7083.

THANK YOU!

In God's Service,

*Monique Upshur Davis, Pastor
Holy Trinity African Methodist Episcopal Church*

Mission: Seeking, Serving, and Sharing GOD to Give Hope, Help, and Healing to All!

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Scripture: Luke 1:37 NASB

Sent from Mail for Windows

Holy Trinity African Methodist Episcopal Church

Reverend Monique Upshur Davis

Pastor

22072 Martin Wagner Road
Rock Hall, Maryland 21661
302-270-7083
pastorhollytrinityame@gmail.com

Commissioner Robert N. Jacob, Jr.

400 High Street
Chestertown, Maryland 21620
410-778-4600
kentcounty@kentgov.org

August 10, 2022

Dear Commissioner Robert N. Jacob, Jr.,

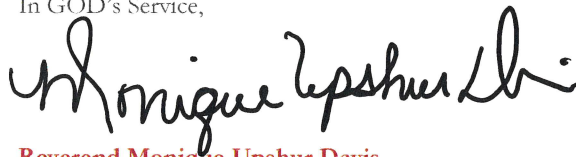
How are you? I am the new pastor at Holy Trinity African Methodist Episcopal Church in Rock Hall, Maryland. We are a very small congregation with less than 15 members. We have big heart and need your immediate assistance.

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We are asking for one of our water/sewer bills to be permanently waived. Therefore, the church would only have one bill. This will allow us to meet more of the needs of the community we serve.

If you have any questions and or need more information, I may be reached at the number listed above. Thanking you in advance for your immediate action to our urgent request.

In GOD's Service,



Reverend Monique Upshur Davis

County Commissioners
Office

Date 8-10-22 *LC*



Lacey Cox

From: Monique Upshur Davis <pastorholyltrinityame@gmail.com>
Sent: Wednesday, August 10, 2022 7:04 AM
To: Kent County Commissioners
Subject: REQUEST: Holy Trinity AME Church - Water/Sewer Bill - Commissioner Jacob
Attachments: letterhead_holy trinity_commissioner 2.pdf

Importance: High

ATTENTION !

This email originated from an external source. **DO NOT CLICK** any links or attachments unless you recognize the sender and know the content is safe.

- KCIT Helpdesk

Good Morning Commissioner Jacob,

Please see the attached letter requesting your immediate help for Holy Trinity AME Church.

If you have any questions, please call me at 302-270-7083.

THANK YOU!

In God's Service,

*Monique Upshur Davis, Pastor
Holy Trinity African Methodist Episcopal Church*

Mission: Seeking, Serving, and Sharing GOD to Give Hope, Help, and Healing to All!

Motto: There is No Limit with GOD!

Scripture: Luke 1:37 NASB

Sent from Mail for Windows

The County Commissioners of Kent County

P. THOMAS MASON
PRESIDENT
CHESTERTOWN, MD

RONALD H. FITHIAN
MEMBER
ROCK HALL, MD

ROBERT N. JACOB, JR.
MEMBER
WORTON, MD

R. Clayton Mitchell, Jr.
Kent County Government Center
400 High Street
Chestertown, Maryland 21620
TELEPHONE 410-778-4600
E-MAIL kentcounty@kentgov.org
www.kentcounty.com

SHELLEY L. HELLER
COUNTY ADMINISTRATOR

THOMAS N. YEAGER
COUNTY ATTORNEY

February 16, 2021

Holy Trinity AME Church
Henry E. Cotton
22072 Martin Wagner Road
Rock Hall, MD 21661

Dear Mr. Cotton:

In response to your letter dated January 26, 2021, we are sympathetic to your circumstances and situation. However, both the church and the fellowship hall are set up as equivalent residential users based on the anticipated daily demand for this type of use and are billed in accordance with the adopted rate schedule. Our rates are set with the hopes of having a minimal impact on our residents. However, the budgeted rate is necessary to maintain the infrastructure and equipment which helps ensure that you receive quality services. Again, the County remains sympathetic to your concerns and hope that this helps answer your question you presented to us.

Very truly yours,

THE COUNTY COMMISSIONERS
OF KENT COUNTY, MARYLAND

P. Thomas Mason

P. Thomas Mason, President

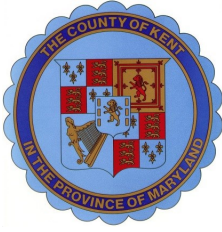
Ronald H. Fithian
Ronald H. Fithian, Member

Robert N. Jacob, Jr.
Robert N. Jacob, Jr., Member

KCC:lrc

cc: Mike Moulds, Director, Public Works





American Rescue Plan Act (ARPA) Funds Spend Plan 9/27/2022 County Commissioners Meeting

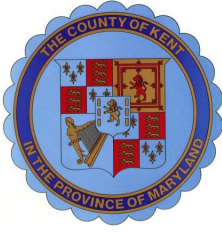
ATTACHMENTS:

Description

09-20-2022 ARPA Fund Commissioner Report

**AMERICAN RESCUE PLAN ACT FUND
AS OF COMMISSIONER MEETING MINUTES DATED
9/20/2022**

Project	Department	Project Estimate	Date Approved	Amount Approved
Feed the Elderly Year 1	Local Management Board	112,800	08/31/21	112,800
Feed the Elderly Year 2 and 3	Local Management Board	204,115	03/08/22	204,115
Clariflocculator Replacement Project	Water & Wastewater Fund	275,000	08/31/21	275,000
Clariflocculator Replacement Project Cng Ord #1		2,817	01/11/22	2,817
Clariflocculator Replacement Project Cng Ord #2		90,642	01/11/22	90,642
AV System	Information Technology	67,429	10/26/21	67,429
IT Software	Information Technology	27,095	10/26/21	27,095
Neighborhood & Infrastructure Grants	Information Technology	665,000	12/14/21	665,000
A/V Equipment in EOC	Emergency Operation Center	14,087	02/01/22	14,087
SCADA Pump Station Monitoring	Water & Wastewater Fund	110,065	02/08/22	110,065
Millington/RT301 Wastewater Feasibility Study	Water & Wastewater Fund	57,500	02/08/22	57,500
Tolchester Wastewater-design svcs influent screen	Water & Wastewater Fund	52,910	02/08/22	52,910
Worton WWTP influent lagoon enginer design & bid services	Water & Wastewater Fund	32,981	03/22/22	32,981
Total Amount of Funds Committed		<u>\$ 1,712,441</u>		<u>\$ 1,712,441</u>
Amount of ARPA Funds		3,766,777		3,766,777
Balance of ARPA Funds Remaining		<u>\$ 2,054,336</u>		<u>\$ 2,054,336</u>



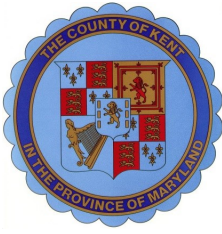
April Bitter, Project Manager, Information Technology
9/27/2022
County Commissioners Meeting

Item Summary:

ARPA Broadband Funding Update

ATTACHMENTS:

Description



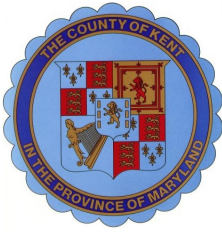
Mike Moulds, Director, Public Works
9/27/2022
County Commissioners Meeting

Item Summary:

Water and Wastewater Division, Water and Sewer Facilities GIS Mapping Project

ATTACHMENTS:

Description



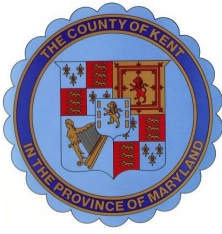
Mike Moulds, Director, Public Works
9/27/2022
County Commissioners Meeting

Item Summary:

Water and Wastewater Division, Kennedyville Pump Station No. 2 Relocation Design Services

ATTACHMENTS:

Description



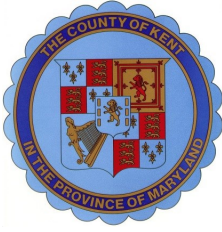
Mike Moulds, Director, Public Works
9/27/2022
County Commissioners Meeting

Item Summary:

Water and Wastewater Division, Millington Low Pressure Sewer System Capacity Study

ATTACHMENTS:

Description



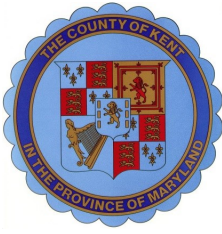
Mike Moulds, Director, Public Works
9/27/2022
County Commissioners Meeting

Item Summary:

Water and Wastewater Division, Tolchester Screen Replacement Bid Support and Construction Management Service

ATTACHMENTS:

Description



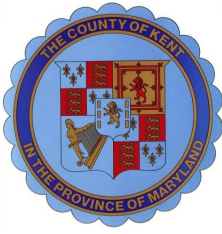
Human Resources 9/27/2022 County Commissioners Meeting

Item Summary:

Human Resources Specialist Vacancy

ATTACHMENTS:

Description



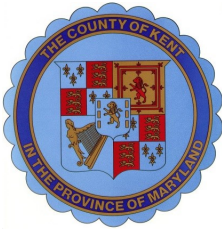
**Parks & Recreation
9/27/2022
County Commissioners Meeting**

Item Summary:

Director of Parks & Recreation Vacancy

ATTACHMENTS:

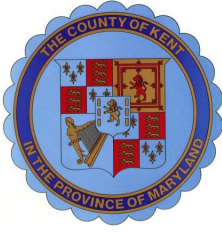
Description



**Parks & Recreation
9/27/2022
County Commissioners Meeting**

Item Summary:

Request to Reclassify Recreation Supervisor Position



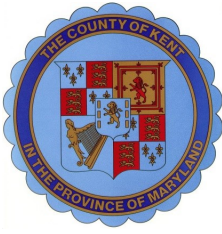
**Parks & Recreation
9/27/2022
County Commissioners Meeting**

Item Summary:

Assistant Director of Parks & Recreation Vacancy

ATTACHMENTS:

Description



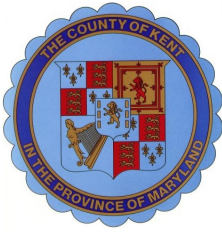
Citizen Interest Forms 9/27/2022 County Commissioners Meeting

Item Summary:

Police Accountability Board

ATTACHMENTS:

Description



Procedures For Public Comment 9/27/2022 County Commissioners Meeting

ATTACHMENTS:

Description

Press and Public Comments 2022

Press and Public Comments

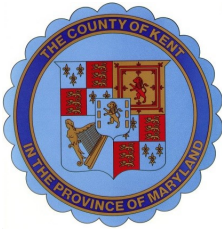
Time is allotted at the beginning and end of each meeting for the Commissioners to receive comments from the public. Anyone interested in speaking must sign up on the provided The Public Comment sign-up sheet is located on the table inside the meeting room.

The President of the Board will call the names of the listed individuals when it is time to speak. When making comments, individuals are asked to speak slowly, clearly, and concisely. Precede all comments with your name and address and speak only on the subject under discussion.

Comments in writing are welcomed and should be given to the staff after your presentation. Any person making personal, impertinent, or slanderous remarks, or whose speech or actions become disruptive, will be asked to leave the meeting.

Interested parties may address the Commissioners in writing at any time about any matter pertaining to County business. Written statements can be hand-delivered or mailed to:

The County Commissioners of Kent County, Maryland
400 High Street
Chestertown, MD 21620



09.27.22 Public Comments Sign In Sheet
9/27/2022
County Commissioners Meeting

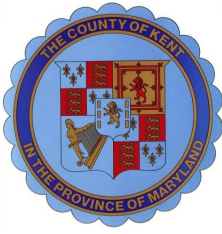
ATTACHMENTS:

Description

09.27.22 Public Comments Sign In Sheet

**PUBLIC COMMENTS
SIGN IN SHEET
September 27, 2022**

NAME (please print)	ADDRESS	TOPIC



Contingency and Use of Fund Balance Report 9/27/2022 County Commissioners Meeting

ATTACHMENTS:

Description

09-20-2022 Commissioner Report Contingency

**FY23 CONTINGENCY & USE OF FUND BALANCE
AS OF COMMISSIONERS MEETING MINUTES DATED
September 20, 2022**

[illegible]