

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

September 26, 2023

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 Notices

Legislative Bond Initiatives

Accepting State Legislative Proposals

Consent Items

#1 - Regular Session Minutes, September 19, 2023

#2 - Liquor Minutes, September 19, 2023

#3 - Closed Session Minutes, September 19, 2023

#4 - Dogwood Festival of Galena, Combined Gaming Devices, October 14, 2023

#5 - Rosemary Ramsey Granillo, Director, Kent County Local Management Board
FY2023 Maryland Connected Devices Program Application Round Two

Special Class C Licenses

Main Street Chestertown, Beer and Wine Only, October 7, 2023

Dogwood Festival of Galena, Beer, Wine, and Liquor, October 14, 2023

Main Street Chestertown, Beer and Wine Only, December 1 & 2, 2023

County Attorney

Thomas N. Yeager, County Attorney

Public Hearing Protocols

Public Hearing

Mike Moulds, Director, Public Works

Proposed Water and Sewerage Comprehensive Plan Amendment
Toal Park, MAP 7- PARCEL 357

Action Item

Thomas N. Yeager, County Attorney and Mike Moulds, Director, Public Works
Resolution 2023-17 Pertaining To The Amendment To The Kent County
Comprehensive Water and Sewerage Plan

Public Works Director

Roads Division

FY2024 State Aid Surface Treatment Roads List

Environmental Operations Division
Turners Creek Granary Removal

Departmental Appointments

Patricia Merritt, Chief Finance Officer, Office of Finance
Financial Update

Bill Mackey, Director, Planning, Housing, and Zoning
Maryland Environmental Service Stormwater Management Memorandum of Understanding Amendatory Agreement

Kent Alcohol and Tobacco Enforcement KATE

Bonnie S. Pearsall, Inspector, Kent Alcohol and Tobacco Enforcement
Chestertown Natural Foods, License Modification Application
Bonnie S. Pearsall, Inspector, Kent Alcohol and Tobacco Enforcement
Kent County Health Department Memorandum of Understanding

County Attorney

Thomas N. Yeager, County Attorney
Notification Letter

County Administrator

Human Resources Department
Time to Care Act Update
Dr. Clifford P. Coppersmith, President, Chesapeake College
Queen Anne's Technical Center - Proposed Building Project
Shelley Neal-Edwards, Director, Department of Social Services
Social Services Advisory Board

Public Comment/Media Review

Procedures For Public Comment

American Rescue Plan Act Funds

American Rescue Plan Act (ARPA) Funds Spend Plan

Contingency Fund

Contingency and Use of Fund Balance Report

Closed Session

Bill Mackey, Director, Planning, Housing and Zoning

Personnel

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.

(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.)



Legislative Bond Initiatives 9/26/2023 County Commissioners Meeting

Item Summary:

Accepting State Legislative Proposals

ATTACHMENTS:

Description

09.26.23 Accepting Legislative Bond Initiatives, Deadline October 10, 2023, Public Notice



The County Commissioners of Kent County
Ronald H. Fithian, President | Albert H. Nickerson, Member | John F. Price, Member
Shelley L. Heller, County Administrator | Thomas N. Yeager, County Attorney

PUBLIC NOTICE

Kent County Is Accepting State Legislative Proposals Until October 10, 2023

The Kent County Commissioners have established a timeline in preparation for the County Commissioners' 2024 State Legislative Package. Any member of the public interested in submitting a legislative proposal for a revision or addition to Maryland law or submitting a Legislative Bond Initiative Request is invited to submit a written request to the Board of Kent County Commissioners by submitting proposal documentation to the Office of the County Commissioners by October 10, 2023 or if mailed to the address below postmarked by October 6, 2023:

County Commissioners of Kent County, Maryland
R. Clayton Mitchell, Jr. Kent County Government Center
400 High Street
Chestertown MD 21620

All legislative proposals will be linked to the County website for viewing by the public and presented to the County Commissioners during a public hearing on October 24, 2023. Anyone submitting a proposal is asked to attend the public hearing to provide a brief synopsis of the proposal and answer any questions the Board members or public may have. If the hearing is to take place virtually, further instruction will be provided regarding virtual or call-in participation.

Thereafter, all proposals will be compiled into a preliminary legislative package and reviewed by the County Commissioners at a work session on November 7, 2023, where they will determine which of the proposals will be included in the Kent County Commissioners' 2024 State Legislative Package and forwarded to the Kent County Delegation in November.

For more information, contact the County Commissioners' Office at 410-778-4600 x 4. Members of the public with special needs may contact the Maryland Relay Service at 711, or Relay Service TDD: 800-735-2258.

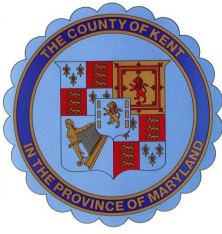
By order of:

THE COUNTY COMMISSIONERS OF KENT COUNTY, MARYLAND

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

Sondra M. Blackiston
Clerk

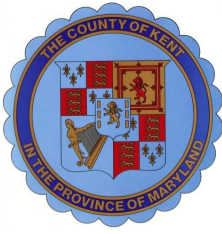
PUBLISH: KCN 09/28/23



**#1 - Regular Session Minutes, September 19, 2023
9/26/2023
County Commissioners Meeting**

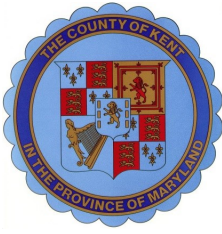
ATTACHMENTS:

Description



**#2 - Liquor Minutes, September 19, 2023
9/26/2023
County Commissioners Meeting**

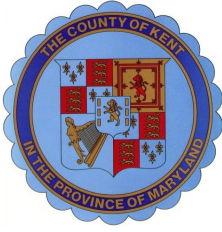
ATTACHMENTS:
Description



**#3 - Closed Session Minutes, September 19, 2023
9/26/2023
County Commissioners Meeting**

ATTACHMENTS:

Description



**#4 - Dogwood Festival of Galena, Combined Gaming Devices, October
14, 2023**

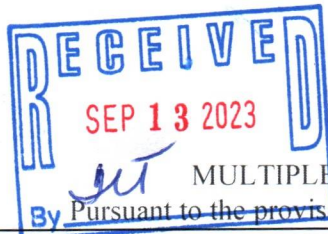
9/26/2023

County Commissioners Meeting

ATTACHMENTS:

Description

Dogwood Festival of Galena, Multiple Gaming Devices Raffle Application, October 14, 2023

Permit# 23-2023

MULTIPLE GAMING DEVICE AND RAFFLE PERMIT APPLICATION

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

Name of Organization: Dogwood Festival of Galena
Address of Organization: 101 S Main St. Galena MD 21635
Telephone: (302) 535-7571

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: 26-2394336

Person responsible for complying with permit regulations and requirements:

Name: Tyler Carpenter
Address: 105 Boxwood Ln
E-Mail: ~~tylercarpenter~~ Tcarpenter@gmail.com
Telephone: (302) 535 7571

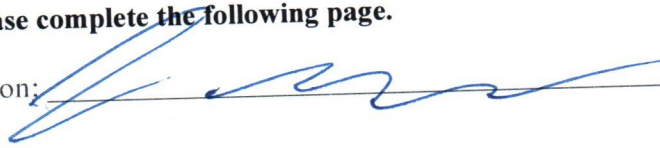
Type of permit sought: ☒ Raffle Only ☐ Combined gaming devices used in a single fund-raising event

Location address of fund-raising affair: 105 Sycamore Lane
Galena, MD 21635

Are these premises owned, leased, or regularly occupied by the organization named above? Yes ☐ No ☒Date(s) of fund-raising: 10/14/23Date and Time of Drawing: 2:45pm 10/14/23 Begin at: 10am End at: 3pm

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: 

Please Select One:

☒ Pick Up☐ Mail Permit (will be mailed to person responsible)

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

Check the gaming devices to be used at this fund-raising event to award merchandise or cash prizes:

☒ Raffles	☐ Chance books	☐ Paddle Wheels
☐ Wheels of fortune	☐ Card games	☐ Lotteries

☒ Other Silent Auction

Will this fund-raiser be managed and operated only by individuals domiciled in Kent County? ☒ Yes ☐ No
If no, please explain circumstances:

Will alcoholic beverages be served or available for purchase at this fund-raising event? ☒ Yes ☐ No

Is the organization a religious organization? ☐ Yes ☒ No

If yes, has it conducted services regularly in Kent County for at least three (3) years? ☒ Yes ☐ No

Where are services conducted and how often? N/A

What percentage of funds derived from the multiple gaming devices will be spent or donated to:

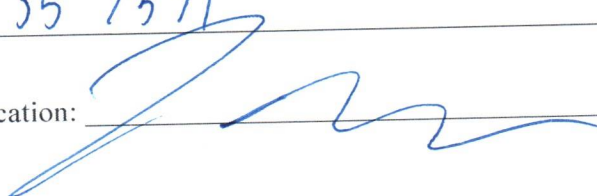
100 % Civic _____ % Charitable _____ % Educational

Name, address, and telephone number of person completing application:

Tyler Carpenter
105 Borwood Ln Galena MD 21635

(302) 535 7571

Signature of person completing application: _____





**#5 - Rosemary Ramsey Granillo, Director, Kent County Local
Management Board**

9/26/2023

County Commissioners Meeting

Item Summary:

FY2023 Maryland Connected Devices Program Application Round Two

ATTACHMENTS:

Description

09.26.23 FY2023 Connected Devices Program Second Round Request Office of Statewide Broadband



Other Required Information

The following should be attached to your application form:

1. Written Project Narrative
2. Scope of Work
3. Schedule
4. Monthly Device Delivery Request
5. Federal Form W-9

Certification

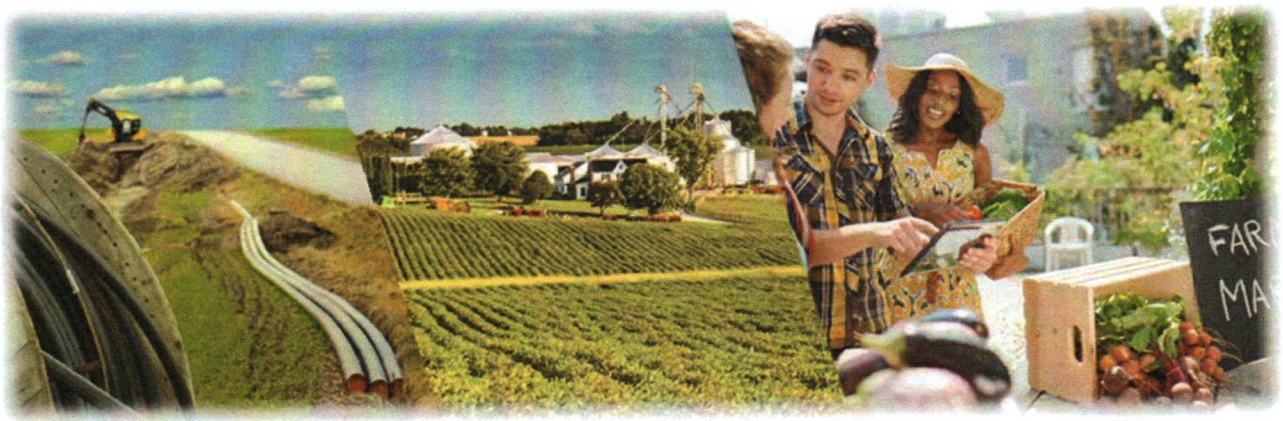
To the best of my knowledge and belief, the information contained in this application is true and correct and I have the authority to sign this document on behalf of the applying jurisdiction.

Authorized Representative Name: Ronald H. Fithian
Title: President, County Commissioners of Kent County, MD
Phone: 410-778-4600
Email: rfithian@kentgov.org

Ronald H. Fithian
Signature

Date: 09/18/2023
09/26/23





OFFICE OF STATEWIDE BROADBAND

Connect Maryland:

FY23 Connected Devices Program Second Round Request

REQUEST FOR APPLICATIONS

Issued September 25, 2023



WES MOORE
Governor
ARUNA MILLER
Lt. Governor
JACOB R. DAY
Secretary
OWEN McEVoy
Deputy Secretary



Introduction

Office of Statewide Broadband Connect Maryland: FY23 Connected Devices Program

The State of Maryland has appropriated \$30 million for the Department of Housing and Community Development (“Department”) to support the Office of Statewide Broadband (“OSB”) in its efforts to assist in digital equity & inclusion efforts in Maryland. As part of Maryland’s plan to address the digital divide, the OSB is introducing the Maryland Connected Devices Program (“CDP”). The funding source for this budgeted expense is the American Rescue Plan Act (“ARPA”), State and Local Fiscal Recovery Funds.

The COVID pandemic has increasingly forced individuals to isolate themselves within their own homes and avoid public venues and services, placing a strain on households who do not have the technology to access the internet. Working in tandem with discounted and free internet services from the Maryland Emergency Broadband Benefit subsidy and Federal ACP subsidy, connected devices have become an additional necessity. Unfortunately, many Marylanders’ cannot afford the cost of a device. Maryland’s Connected Devices Program is intended to provide new, internet-enabled devices to families who are most at need.

The Department issued an Invitation for Bids (“IFB”) in order to procure approximately 145,000 devices over a period of approximately six (6) months. The device specifications included a minimum of: 13” screen, chrome OS, SD card reader, dual band Wi-Fi, 2 USB ports, headphone and video output jacks and a one-year manufacturer’s warranty. The approved bidder, HP, Inc., plans to provide model HP Chromebook 14 G7 or similar in accordance with their contract. During the first round of application request, OSB approved applications for 91,300 chromebooks. This second round of request will provide jurisdictions with the remaining allotment.

The OSB will facilitate the award of devices to the local jurisdictions for distribution by way of this grant program. The OSB will review applications to ensure that the information contained therein is complete and proposes a suitable distribution methodology. The OSB may coordinate with other State Agencies to verify and supplement the information provided in the Application. While the OSB and Department will purchase the devices, enable shipping and provide assistance and oversight, the local jurisdictions will be the responsible agent for the equipment upon receipt and will be responsible for the overall implementation and management of the device project.

Applicants may request a specific delivery schedule for their awarded devices after awards are announced. OSB will do its best to communicate any special requirements for delivery that the applicant may request and coordinate with the vendor to meet those requests. However, no guarantee is made that the requests will be honored.

Applications consist of several written sections with a number of required attachments. Applications must be prepared as described in this Guide.

Application Submission

When and Where to Submit Application:

Program applications must be submitted or postmarked by 11:59pm ET: **September 29, 2023.**

Applications Submitted Electronically:

Applications may be submitted electronically via email. If emailed, the message subject line should read “Maryland Connected Devices Program Application – *your jurisdictional name*”. Except for file formats specifically called out in this guide, files should be converted to pdf’s prior to sending. If there are multiple files, each file should be named to clearly reflect the information it contains. Emailed submissions may be sent to OSB.MD@maryland.gov.

While electronic submission is preferred, applications may be submitted via USPS or shipping:

Postmarked or shipped paper copy of a completed application, with original signatures (*OSB may request an electronic version in addition to paper submission*). Paper applications may be sent to:

Ronnie Hammond
OSB of Statewide Broadband
Department of Housing and Community Development
7800 Harkins Road
Lanham, MD 20706

Paper applications must show proof of mailing or shipping consisting of one of the following:

1. A legibly dated U.S. Postal Service (USPS) postmark;
2. A legible mail receipt with the date of mailing stamped by the USPS; or
3. A dated shipping label, invoice, or receipt from a commercial carrier showing the commercial carrier received the package on or before the application submittal deadline. Self-generated shipping labels where the actual pickup by the carrier occurs after the application submittal deadline are not acceptable.

If an application is sent through the USPS, the following will not be accepted as proof of mailing:

1. A private metered postmark; or
2. A mail receipt that is not dated by the USPS.

Applicants should note that the USPS does not uniformly provide a dated postmark. Before relying on this method, an applicant should check with its local post office.

Applicants that submit their applications after the deadline noted above will be notified that their applications will not be considered for review and their applications will be returned.

Technical Assistance: prior to official submission of applications, applicants may request technical assistance or other application guidance from the OSB, as long as such requests are made prior to, **September 22, 2023**. Technical assistance is not meant to create or edit an application, be an analysis or assessment of the quality of the materials submitted, a substitute for OSB review of completed applications, nor a determination of eligibility, if such determination requires in-depth analysis. The OSB will not solicit or consider scoring related information that is submitted after the application deadline. The OSB reserves the right to contact applicants to seek clarification on materials contained in the submitted application.

Applying to the Program

Applicant Eligibility

Only entities legally recognized as one of the following are eligible for receiving the award:

1. A Maryland local jurisdiction;

Local Jurisdictions including counties and municipalities listed by the Maryland Manual On-Line website (<https://msa.maryland.gov/msa/mdmanual/01glance/html/locgov.html>) are recognized as having legal existence.

The following organizations are **recognized as eligible distribution partners** who may independently conduct distribution. However, any award will be made to the local jurisdictional entity who will be responsible for the project:

- a) Libraries/Library Systems;
- b) LEA (Local Education Agency);
- c) Local municipalities
- d) A foundation, corporation, institution, association, or coalition that is— (i) a not-for-profit IRS approved 501(c) entity and (ii) providing services within the State of Maryland; or
- e) Community based anchor institutions

If the applicant is seeking to partner with a recognized eligible distribution partner to operate the device distribution, an agreement or draft agreement to do so must be provided with the application. This agreement must identify the partner entity, the entities qualifications to manage the distribution and any financial terms of the partnership. Applications that rely on such a relationship but do not provide pertinent details may be rejected. The OSB may consider an application based on an agreement submitted with the application, but if the application is ultimately awarded, the OSB reserves the right to require modifications to such agreements if they are found to contain terms that are unacceptable to the State of Maryland.

If a municipal applicant is located in a county where the county is also an applicant, the entities must coordinate their efforts to ensure that they are complementary and not conflicting. This coordination must be discussed in the deployment portion of the narrative of both applications.

An important aspect of this discussion should focus on how households will be treated if the request a device from a municipality while residing outside of the municipality, but within the county. Will they be turned away, or will the municipality and county have a cooperative system in place to permit conveyance of the device? An alternative to municipalities being applicants may be for them to be distribution partners with their county.

Receiving Household Eligibility

Covered Population: a household with an income at or below 200% of the [Federal Poverty Guidelines](#).

Household Size	Household Income
1	\$27,180
2	\$36,620
3	\$46,060
4	\$55,500
5	\$64,940
6	\$74,380
7	\$83,820
8	\$91,260
For each additional person add:	\$9,440

The following covered populations are eligible to receive devices. Distributing entities must ensure the recipient of devices qualify under one or more of the below eligibility requirements (****only one device per address or recognized MDU unit is allowable***):

- households that show proof of income of less than or equal to 200% of federal poverty level;
- household enrolled in the federal Affordable Connectivity Program (ACP); and
- households participation in certain government assistance programs such as:
 - Supplemental Nutrition Assistance Program (SNAP), formerly known as Food Stamps
 - Medicaid
 - Special Supplemental Nutrition Program for Women, Infants, and Children (WIC)
 - Supplemental Security Income (SSI)
 - Federal Public Housing Assistance (FPHA)
 - Veterans Pension and Survivors Benefit
 - Free and Reduced-Price School Lunch Program or School Breakfast Program, including at U.S. Department of Agriculture (USDA) Community Eligibility Provision schools
 - Received a Federal Pell Grant in the current award year

Project Information

The OSB will provide internet-enabled devices to local jurisdictions for distribution to qualifying households. The applicant must develop an eligibility verification process as part of the application. This process must be outlined within the application narrative and should include any partnership(s) with whom the applicant will work. Typical acceptable documents for income documentation fall into two categories:

- a) Proof of current enrollment in an income-based government assistance program OR

- b) Documentation from a government source of current household income below 200% of the federal poverty level (relative to household size).

The OSB will not be requesting the documentation directly, but will require the awardee to certify that documentation was provided and appropriately reviewed.

The Application must identify the number of households in the county expected to qualify for the program and how the number of requested devices was determined. The Application must provide a summary of any data collected as part of the Application process. The distribution method is designed by the local jurisdiction; however, record keeping of distribution must be retained. If requested, the local jurisdiction must be able to provide the OSB with household level data to whom the devices have been provided and the verification documentation reviewed.

The applicant must ensure that the bulk shipment receiver of the devices has loading/unloading capabilities for potential multiple shipments and the necessary secure storage space. Applicants must ensure that the received devices are inspected at the time of receipt and notify the OSB immediately upon discovery of damaged products. Failure to inspect and notify the OSB of damaged products may result in a reduction of devices for distribution by the jurisdiction.

The applicant must develop an outreach program as part of the application. The program must announce and explain their device distribution program and program eligibility to the targeted community and the public in general.

Department Device Tracking Portal

Department has developed an online tracking portal that must be used for address verification during distribution. The purpose of the tracking portal is to ensure that multiple devices are not provided to a household. The portal is accessed via the internet; therefore, distribution points must have internet availability, or other methods for connectivity. The distribution portal requires a primary contact be registered and the primary contact is then responsible for all other user registration. Additional information regarding the portal and its use will be provided to applicants receiving awards.

Use of funds

The application will identify the number of devices being requested by the applicant. This amount will be multiplied by the cost per device to arrive at the project cost for equipment. The OSB will provide an additional stipend of \$6 per device to the jurisdiction to help offset storage and distribution costs. The stipend may be used for the following:

- Cost of securing devices in storage;
- Cost of securing devices during distribution;
- Cost of distribution venue; and
- Personnel costs associated with distribution

The device cost plus the stipend will be the total project cost. A record of the use of the provided stipend should be maintained to support any required program auditing.

Requesting Devices

When determining the number of devices to request, the applicant should bear in mind that they will have six months from the delivery of their first allotment to complete their distribution. The awardee is responsible for receiving and securely storing and transporting the devices for distribution. Any devices not distributed at the end of the six months must be returned to the Department at the awardee's cost. In order to award devices equitably across the State, jurisdictions who did not receive devices in the first round of applications will receive priority review over returning applicants. If the number of devices requested by all eligible applications exceeds the number of devices available, an equal percentage reduction will be made across all applications.

Application Criteria

The Application includes several items of information in narrative form as well as the Application form itself. While there is no minimum or maximum length of the required response, please be concise and limit your Response to the information requested. If some of the information requested is not available at this time, please state this in your response.

Application Form

Complete the attached application form for the Maryland Connected Devices Program. Applications must be submitted by the specified date and time in order to be eligible. The application form must be completed in its entirety. Any missing information may result in the application being deemed ineligible. Instructions for the application form are provided to help guide applicants.

Project Narrative

The project narrative must identify specific tasks, measurable milestones and performance outcomes resulting from the proposed project activities. The project narrative should include the following information:

- a) **Executive Summary:** an executive summary of the project not to exceed two (2) pages. Please note, if an applicant's application is selected for funding, OSB may use all or a portion of the Executive Summary as part of a press release issued by OSB, or for other public information outreach and reporting purposes. The Summary should provide an overview of the households being served, information on the covered population and what problems the residents in the community face. It should include how providing the devices will help alleviate those problems. The Summary should also address any income or other restrictions used to determine the households that will be provided devices.

Each applicant must provide the following information for the covered population in their application for funding (or as much of the information as is reasonably available to the jurisdiction) and include any supplementary information to explain the data:

- Covered Population average household size;
- Number and percentage of households that are eligible to receive Federal Pell Grants;
- Number and percentage of households that receive other need-based financial aid from the Federal government, the State, or that jurisdiction;
- Number and percentage of households that qualify as low-income consumers; and
- Number and percentage of households that are within the covered population.

- b) Verification and Distribution: the applicant must describe their eligibility verification process and distribution process. If both a municipality and its overlying county are applicants, a discussion of how the distribution efforts of the two will be complementary and not conflicting must be provided. It is recommended that an applying municipality contact their county to confirm the county's intentions regarding the program.

Receipt of Devices: devices can be received at a maximum rate of one shipment per month over a five month period. You must provide a shipping schedule as part of your distribution plan based on receiving devices by the 15th of each month. For instance, your distribution plan may require 50 devices month one, 200 devices month two, 500 devices month three, etc. This should be discussed and highlighted in your distribution plan. There will be an opportunity to modify this plan prior to the execution of the MOU. All requested devices will be delivered within five months of execution of an MOU with the Department.

- c) Scope of Work: provide a scope of work detailing how the device project will progress from beginning to end. This scope of work should describe in detail each of the following key processes:
- i. Establishment of partnerships;
 - ii. Collection of data regarding eligible households in need of devices;
 - iii. Storage of received devices;
 - iv. Distribution method and how devices will be distributed to eligible households;
 - v. Eligibility verification and how data will be stored for households receiving devices; and
 - vi. Methodology to ensure that only one device per eligible household is provided.
- d) Outreach: the applicant must describe their outreach program designed to inform the targeted population of the program. At a minimum, this program should inform the eligible receiving community of the program, terms for receiving a device and the location and times of the distribution event(s). If the applicant plans to provide any digital inclusion or equity services, such as Affordable Connectivity Program (ACP) enrollment, at the distribution events, that should also be discussed.
- e) Potential Barriers: discuss any barriers that might be encountered and how they will be overcome.
- f) Partners and Local Engagement: applicants should include a list of community partners and describe their involvement in the distribution process and/or their support of digital inclusion more broadly. Partners may include, but are not limited to:
- i. entities of local jurisdictions (city and county personnel);
 - ii. educational institutions (K-12, community colleges and universities);
 - iii. libraries;
 - iv. businesses;

- v. nonprofit organizations;
- vi. internet service providers; and
- vii. faith based organizations.

- g) Intended Outcomes and Metrics: Please provide details about the specific grant-funded activities you plan to carry out; who will plan, implement, and manage your device distribution project, including the organization and partner organizations; and a project schedule, including significant milestones that describe when and in what sequence your project activities will occur. Include a description of the primary goals of your project, a description of the covered population needs and challenges that your proposed project will address and who will directly benefit from your project.
- a. Project Performance Period: The project will have a performance period of six months from the delivery of the first device shipment. All devices must be distributed by the end of the performance period.
 - b. Project Schedule: the project schedule should outline specific milestones for the project such as, start of outreach, start of distribution, anticipated distribution events, and end of distribution. It should complement the required scope of work.

Additional Information

1. The OSB reserves the right to waive any formalities of the RFA process, to re-issue the RFA, to amend the RFA, to extend the dates provided herein, or to suspend the RFA as the OSB may determine, at its sole discretion, is in the best interest of the OSB.
2. No reimbursement will be made by the OSB for any costs incurred in responding to this RFA, developing or submitting responses to the RFA, or attendance at meetings or interviews.
3. Applicant's and/or recipient of funding are required to: (i) be registered in the System for Award Management (SAM) before submitting a complete application packet; (ii) provide a valid unique entity identifier in its application; and (iii) continue to maintain an active SAM registration with current information at all times during which it has an active state award or an application, unless otherwise excepted from these requirements. OSB will not make an award to an applicant until the applicant has complied with all applicable unique entity identifier and SAM requirements and, if an applicant has not fully complied with the requirements by the time that OSB is ready to make an award pursuant, OSB may determine that the applicant is not qualified to receive an award.
4. All applicants must supply a Dun and Bradstreet Data Universal Numbering System (DUNS) number.
5. The OSB reserves the absolute right to conduct such investigations as it deems necessary to assist in the evaluation of any response to the RFA, to establish the claimed participant experience, the responsibility, reliability, references, reputation, business ethics, history, qualifications and financial ability of the applicant, proposed partner(s), independent consultants and suppliers.
6. Successful applicants will be chosen based on qualifications, evaluation of Responses, and a possible interview. The OSB reserves the right to conduct such discussions or negotiations with Counties or other entities, as it deems necessary to assist in the evaluation of any proposal, to secure maximum clarification and completeness of any proposal, and to select the Responses that best meet the requirements of the OSB and the public interest.
7. All awardees will be required to execute a Memorandum of Understanding ("MOU") that outlines the obligations of the awardee and State to the Project.
8. Questions should be addressed to Ronnie Hammond, Program Manager, Office of Statewide Broadband at ronnie.hammond@maryland.gov or 301-429-7514.

Application Form Instructions

Maryland Connected Devices Program

Instructions for completing the Connected Devices Program application:

1. Applicant Name: this is the name on your W-9 form.
2. Federal EIN Number: the Employer Identification Number assigned by the IRS.
3. DUNS Number (if applicable)
4. SAM.gov unique identifier
5. Identify type of entity applying.
6. Address: this is the physical address of the applying entity.
7. Partnership: Please identify any partnering organizations (you may add supplemental pages, if necessary).
8. Contact Information: please provide a contact for the application.
9. Project Information: enter the household information for eligible households, households needing devices
10. Estimated funding: enter the number of devices, the value of the devices, the related stipend and total value of the request.
11. Receiver: identify the name of the organization and address of who will receive the shipment of devices and how the shipment will be stored and secured.
12. Security: Identify if the devices will be stored in a secure facility.
13. Logistics: Identify if the storage facility has a loading dock. The availability of a loading dock does not affect the viability of the application.
14. Distribution: Briefly describe the distribution method.
15. Sign and date the application. Signatory must have the authority to sign on behalf of the jurisdiction.



WES MOORE
Governor
ARUNA MILLER
Lt. Governor
JACOB R. DAY
Secretary
OWEN McEVOY
Deputy Secretary





Application Form Maryland Connected Devices Program

Applicant Information

Legal Name of Applicant (must match W9):

County Commissioners of Kent County, MD

Please attach a copy of your most current IRS W-9 Form

Federal EIN Number: 526-000-974 DUNS Number: 086131901

Unique Entity ID (SAM.gov) number C8C6GAZ67CA9

Please identify the type of applying entity:



County



Incorporated Municipality

Address

Street: 400 High Street

City: Chestertown County: Kent

State: MD Zip: 21620

If applying in partnership with other organization(s) please identify the organization(s) below:
N/A

Contact Information

This is the primary contact for the person coordinating all elements of this application. This is the person the OSB will contact with any questions regarding the application.

Name: Niara Wilson Title: Administrative Specialist I

Email: nwilson@kentgov.org Phone: 443.480.4885





Project Information

Project Information: Estimated Households

Estimated Eligible Households: 1,679.00 (How many households in your jurisdiction are eligible?)

Estimated Households in Need: 1,000.00 (How many eligible households need a device?)

Is stipend being requested for security & distribution of devices? ☒ Yes ☐ No

Estimated Funding:

Number of Devices: 300 @ \$198.75 per device: \$59,625.00

Stipend @ \$6.00 per device (if not requesting, leave blank): \$1,800.00

Total project value: \$61,425.00

Please identify the organization who will receive the shipment(s) of devices for distribution:

Kent County Local Management Board

Address:

Street: 400 High Street

City: Chestertown County: Kent

Zip: 21620

Does the receiver have secure storage? ☒ Yes ☐ No

Does the receiver have a loading dock? ☐ Yes ☒ No

Please briefly describe your method for delivery to distribution site(s):

Due to not having an off-site distribution area, the KCLMB will receive no more than 150 devices at one time. The Staff members will transport the laptops to the sites.





**Main Street Chestertown, Beer and Wine Only, October 7, 2023
9/26/2023
County Commissioners Meeting**

ATTACHMENTS:

Description

Main Street Chestertown, Beer and Wine Only, October 7, 2023 Application

#4899



APPLICATION FOR A SPECIAL CLASS "C" (PER DIEM) LICENSE

Application is made by the undersigned under the provisions of Sections 4-1202, 4-1208, 4-1209, 24-503, 24-1301, 24-1307 and 24-1308 of the Alcoholic Beverages Article, for a Special Class C (Per Diem) License.

Check One: Beer () Beer and Wine (X) Beer, Wine, and Liquor ()

We submit and certify to the following information and statements as required.

1. The club, society or association on behalf of which the license is desired:

Main Street Chestertown

Address 118 N. Cross St. Chestertown, MD 21620

Type of Function Chestertown Car Show

Location of Function 200 + 300 Blocks of High St. Chestertown

2. This function is operated exclusively for a religious, fraternal, civic, veterans', or charitable organization, association, club, or society; or hospital supporting organization.

3. The applicants are citizens of the United States, not less than twenty-one years of age, and have never been convicted of a felony.

4. The applicants have not had a license for the sale of alcoholic beverages revoked.

5. Have the applicants ever been adjudged guilty of violating the laws for the prevention of gambling in the State of Maryland and/or adjudged guilty of violating the laws governing the sale of alcoholic beverages in the State of Maryland or the United States? NO Yes or No

6. The applicants will, if granted a license, conform to all laws and regulations relating to the business with respect to which such license is desired.

7. The applicants submit herewith a statement duly executed and acknowledged by the owner of the premises in which the business is to be conducted, assenting to the granting of the license applied for, authorizing the Comptroller, his duly authorized deputies, inspectors and clerks, the Board of License Commissioners (if any) for the aforesaid County, its duly authorized agents and employees, and any peace officer of said county, to inspect and search, without warrant, the premises upon which the business is to be conducted, and any and all parts of the premises where said business is to be conducted, at any and all hours.

8. The license for which this application is made is to be for the following day(s) Oct. 7 - Oct. 8, 2023
Begin at: 1pm End at: 6pm and the applicant tenders herewith the sum of (\$ 15 Per Diem) (\$ 30) 15 in payment for the license.

Please Select One:

(X) Pick Up

() Mail Permit (will be mailed to above address)

9. Applicants

(1) Nerina Fleegle 8853 Fairlee Rd Chester town, MD 21620
Name Residence
11 years Exec. Dir 4107782991 N. Fleegle
Length of Residence in Kent Co. Committee Title Phone No. (Signature of Applicant)

STATE OF MARYLAND

This certifies, that on the 31st day of August, 2023, before the subscriber, a Notary of the State of Maryland, personally appeared Nerina Fleegle the applicant(s) named in the foregoing application and made oath in the due form of law that the statements therein are true to the best of (his, their) knowledge and belief.

WITNESS my hand and official seal.

BRIDGET MARY CAHALL
Notary Public
State of Maryland
Kent County

(SEAL)

Bridget M. Mahoney
Commissioned as Bridget M. Cahall commission expires 12/04/25
(2) Sara L. Campbell Vandemark 11645 Still Pond Rd, Worton, MD 21678
Name Residence
32+ yrs Board Member 4107085433 S. Vandemark
Length of Residence in Kent Co. Committee Title Phone No. (Signature of Applicant)

STATE OF MARYLAND

This certifies, that on the 31 day of August, 2023, before the subscriber, a Notary of the State of Maryland, personally appeared Sara L. Campbell Vandemark the applicant(s) named in the foregoing application and made oath in the due form of law that the statements therein are true to the best of (his, their) knowledge and belief.

WITNESS my hand and official seal.

BRIDGET MARY CAHALL
Notary Public
State of Maryland
Kent County

(SEAL)

Bridget M. Mahoney
Commissioned as Bridget M. Cahall
(3) Kelly Cuff Reed 25819 Collins Ave Chestertown md
Name Residence
20 years Assistant 410-708-9073 Kelly C Reed
Length of Residence in Kent Co. Committee Title Phone No. (Signature of Applicant)

STATE OF MARYLAND

This certifies, that on the 31st day of August, 2023, before the subscriber, a Notary of the State of Maryland, personally appeared Kelly Cuff Reed the applicant(s) named in the foregoing application and made oath in the due form of law that the statements therein are true to the best of (his, their) knowledge and belief.

WITNESS my hand and official seal.

BRIDGET MARY CAHALL
Notary Public
State of Maryland
(SEAL) Kent County

**STATEMENT OF OWNER/ENTITY OF PREMISES REQUIRED IN CONNECTION WITH
ALCOHOLIC BEVERAGES LAWS OF MARYLAND**

I, WE) HEREBY CERTIFY, That (I am, we are) the owner(s) OR (I, We) have been given authorization by the Entity to act on their behalf of the property named with the submission of this application under the Alcoholic Beverages Laws of Maryland and agrees to the issuance of the license. This statement does hereby authorize a warrantless inspection and search of the premises at any time in any part of the building in which the business is to be conducted by the Comptroller, the Commission, the Board of License Commissioners of Kent County and its authorized agents and employees, or a peace officer of the county or municipality where the business is located.

SIGNATURE OF OWNER: James Dike PRINT NAME: Lawrence Dike

SIGNATURE OF OWNER: _____ PRINT NAME: _____

NAME OF ENTITY: TOWN OF CHESTERTOWN

AUTHORIZED AGENT SIGNATURE: James Dike PRINT NAME: Lawrence Dike

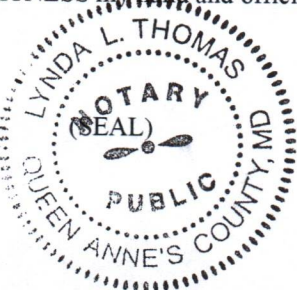
TITLE OF AUTHORIZED AGENT: TOWN MANAGER

**NOTARY
OWNER/ENTITY OF PREMISES**

STATE OF MARYLAND, COUNTY OF Kent:

THIS CERTIFIES, That on the 5th day of September, 2023, before the subscriber, a Notary of the State of Maryland, personally appeared Lawrence Dike and acknowledged the execution of the foregoing statement to be a true act.

WITNESS my hand and official seal.



Lynda L. Thomas
6.30.24



Board of License Commissioners

Ronald H. Fithian, President | Albert H. Nickerson, Member | John F. Price, Member
Shelley L. Heller, County Administrator | Thomas N. Yeager, County Attorney

SPECIAL CLASS "C" (PER DIEM) LICENSE AFFIDAVIT

In applying for this Special Class "C" (Per Diem) License it is important that you realize the responsibility that goes with the issuance of the license. All persons or groups using this license as authorized under Sections 4-1202, 4-1208, 4-1209, 24-503, 24-1301, 24-1307, and 24-1308 of the Alcoholic Beverages Article of the Annotated Code of Maryland are covered by all the laws regarding the sale and consumption of alcoholic beverages. Special care should be taken to be sure the following edicts are adhered to:

1. All persons must be 21 years of age or older to sell, purchase, or consume an alcoholic beverage.
2. All sales and the consumption of alcohol must stop promptly at 2:00 a.m.
3. No intoxicated person shall be served any alcoholic beverages.
4. No unnecessary noise or disturbance that could be a nuisance to the community shall occur.
5. The person(s) responsible for the function must see that order and decorum are kept at all times.
6. The application must be completed by three committee members; one member must be a Kent County resident.
7. License must be prominently displayed at the location where alcohol is being served. Failure to comply with the laws of the State of Maryland may make the responsible person(s) subject to a fine.

This license may be issued to a religious, fraternal, civic, veterans', or charitable organization, association, club, or society; or hospital supporting organization. This license shall not be transferred or reassigned.

Cost of a Special Class "C" Per Diem License: **Beer \$5.00, Beer and Wine \$15.00, and Beer, Wine, and Liquor \$25.00.** Make checks payable to: **The County Commissioners of Kent County**, along with the completed application.

Name of organization, club, etc. Main Street Chestertown
Address 118 N. Cross St. Chestertown, MD 21620
Name Nina Fleegle N. Fleegle
(Please Print) (Signature)
Phone # 410-778-2991 Date 9/5/23

Register Now < <http://chestertowncarshow.com/about-the-car-show>>

The Chestertown Car Show – 10/7/2023 (rain date 10/8/2023) accepts all years, makes & models of cars, trucks in 10 classes. There will be 8 trophies for specific classes, awarded on a judged basis and 4 Special Trophies awarded.

Chestertown, MD 21620

Online Registration is open NOW and closes 10/7/2023!

The cost per car for pre-registration is \$20.00 [Register Now < http://chestertowncarshow.com/about-the-car-show < http://chestertowncarshow.com/about-the-car-show >](http://chestertowncarshow.com/about-the-car-show)

The exhibitor cars will begin parking at 1:15 PM

Day of Show Registration:

Day-of-Show registration is \$25, (pre-registering is best!) will begin at 11:00 am.

Day Of Show Registrations will be at the Car Show table/tent, which will be located at Memorial Plaza.

Entertainment this year!!!

Music by:

Gravel Road and SoundProof

Food and Drink:

Food Trucks will be onsite

Beer and Wine will be sold by Mainstreet Chestertown.

There will be restrooms (Port-a-Potties) available on site.

There's more than just cars and trucks in Chestertown, we have a thriving arts district, the Chester River, Sultana and many other things to do. Make plans to come early and stay late, there's plenty for every family member at the newest car show on the Shore!

See our [Classes and Rules < http://chestertowncarshow.com/about-the-car-show>](http://chestertowncarshow.com/about-the-car-show)

Chestertown Car Show accepts all years, makes & models of cars and trucks.

Register Now < <http://chestertowncarshow.com/about-the-car-show>>

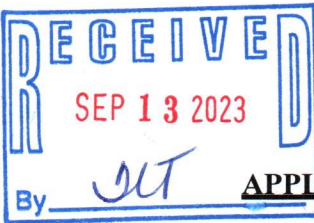


**Dogwood Festival of Galena, Beer, Wine, and Liquor, October 14, 2023
9/26/2023
County Commissioners Meeting**

ATTACHMENTS:

Description

Dogwood Festival of Galena, Class C License, Beer, Wine and Liquor Application



#4898

APPLICATION FOR A SPECIAL CLASS "C" (PER DIEM) LICENSE

Application is made by the undersigned under the provisions of Sections 4-1202, 4-1208, 4-1209, 24-503, 24-1301, 24-1307 and 24-1308 of the Alcoholic Beverages Article, for a Special Class C (Per Diem) License.

Check One: Beer (☐) Beer and Wine (☐) Beer, Wine, and Liquor (☒)

We submit and certify to the following information and statements as required.

1. The club, society or association on behalf of which the license is desired:

Dogwood festival of Galena

Address 101 S. Main Street Galena MD 21635

Type of Function Appreciation Day Fall Fest

Location of Function 105 Sycamore Lane, Galena MD 21635

2. This function is operated exclusively for a religious, fraternal, civic, veterans', or charitable organization, association, club, or society; or hospital supporting organization.

3. The applicants are citizens of the United States, not less than twenty-one years of age, and have never been convicted of a felony.

4. The applicants have not had a license for the sale of alcoholic beverages revoked.

5. Have the applicants ever been adjudged guilty of violating the laws for the prevention of gambling in the State of Maryland and/or adjudged guilty of violating the laws governing the sale of alcoholic beverages in the State of Maryland or the United States? ____ Yes or No

6. The applicants will, if granted a license, conform to all laws and regulations relating to the business with respect to which such license is desired.

7. The applicants submit herewith a statement duly executed and acknowledged by the owner of the premises in which the business is to be conducted, assenting to the granting of the license applied for, authorizing the Comptroller, his duly authorized deputies, inspectors and clerks, the Board of License Commissioners (if any) for the aforesaid County, its duly authorized agents and employees, and any peace officer of said county, to inspect and search, without warrant, the premises upon which the business is to be conducted, and any and all parts of the premises where said business is to be conducted, at any and all hours.

8. The license for which this application is made is to be for the following day(s) 10/14/23.
Begin at: 10am End at: 3pm and the applicant tenders herewith the sum of (\$ 25 Per Diem) (\$ 25)
in payment for the license.

Please Select One:

- ☒ Pick Up 410-648-5151 Caitlyn Smith
☐ Mail Permit (will be mailed to above address)

9. Applicants

(1) Tyler Carpenter 105 Boxwood Ln, Galena MD 21635
Name Residence
7 years Chair 302-535-7571
Length of Residence in Kent Co. Committee Title Phone No. (Signature of Applicant)

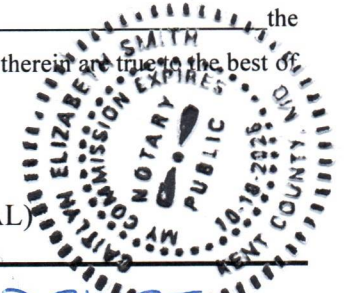
STATE OF MARYLAND

This certifies, that on the 8th day of September, 2023, before the subscriber, a Notary of the State of Maryland, personally appeared Tyler Carpenter the applicant(s) named in the foregoing application and made oath in the due form of law that the statements therein are true to the best of (his, their) knowledge and belief.

WITNESS my hand and official seal.

Caitlyn Smith

(SEAL)



(2) Sarah Merrell 111 S. Main St. Galena MD 21635
Name Residence
20 years Member 410-708-7151
Length of Residence in Kent Co. Committee Title Phone No. (Signature of Applicant)

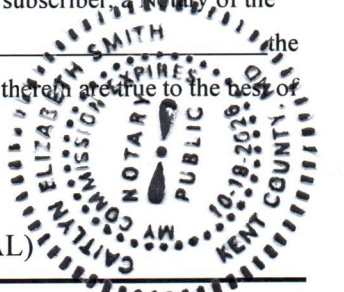
STATE OF MARYLAND

This certifies, that on the 7th day of September, 2023, before the subscriber, a Notary of the State of Maryland, personally appeared Sarah Merrell the applicant(s) named in the foregoing application and made oath in the due form of law that the statements therein are true to the best of (his, their) knowledge and belief.

WITNESS my hand and official seal.

Caitlyn Smith

(SEAL)



(3) Kevin Schroeder 1820 Church Hill Rd Centerville, MD 21617
Name Residence
0 Member 410 961 1953
Length of Residence in Kent Co. Committee Title Phone No. (Signature of Applicant)

STATE OF MARYLAND

This certifies, that on the 6th day of September, 2023, before the subscriber, a Notary of the State of Maryland, personally appeared Kevin Schroeder the applicant(s) named in the foregoing application and made oath in the due form of law that the statements therein are true to the best of (his, their) knowledge and belief.

WITNESS my hand and official seal.

Caitlyn Smith

(SEAL)



**STATEMENT OF OWNER/ENTITY OF PREMISES REQUIRED IN CONNECTION WITH
ALCOHOLIC BEVERAGES LAWS OF MARYLAND**

I, WE) HEREBY CERTIFY, That (I am, we are) the owner(s) OR (I, We) have been given authorization by the Entity to act on their behalf of the property named with the submission of this application under the Alcoholic Beverages Laws of Maryland and agrees to the issuance of the license. This statement does hereby authorize a warrantless inspection and search of the premises at any time in any part of the building in which the business is to be conducted by the Comptroller, the Commission, the Board of License Commissioners of Kent County and its authorized agents and employees, or a peace officer of the county or municipality where the business is located.

SIGNATURE OF OWNER: [Signature] PRINT NAME: John Carroll

SIGNATURE OF OWNER: _____ PRINT NAME: _____

NAME OF ENTITY: Town of Galena - MAYOR

AUTHORIZED AGENT SIGNATURE: _____ PRINT NAME: _____

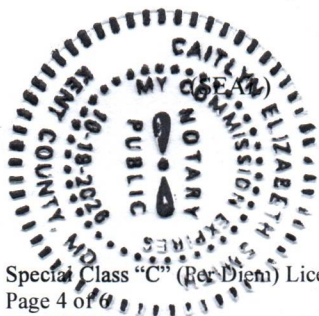
TITLE OF AUTHORIZED AGENT: _____

**NOTARY
OWNER/ENTITY OF PREMISES**

STATE OF MARYLAND, COUNTY OF Kent:

THIS CERTIFIES, That on the 8th day of September, 2023, before the subscriber, a Notary of the State of Maryland, personally appeared John Carroll and acknowledged the execution of the foregoing statement to be a true act.

WITNESS my hand and official seal.



Caitlynn Smith



#4898

Board of License CommissionersRonald H. Fithian, President | Albert H. Nickerson, Member | John F. Price, Member
Shelley L. Heller, County Administrator | Thomas N. Yeager, County Attorney**SPECIAL CLASS "C" (PER DIEM) LICENSE AFFIDAVIT**

In applying for this Special Class "C" (Per Diem) License it is important that you realize the responsibility that goes with the issuance of the license. All persons or groups using this license as authorized under Sections 4-1202, 4-1208, 4-1209, 24-503, 24-1301, 24-1307, and 24-1308 of the Alcoholic Beverages Article of the Annotated Code of Maryland are covered by all the laws regarding the sale and consumption of alcoholic beverages. Special care should be taken to be sure the following edicts are adhered to:

1. All persons must be 21 years of age or older to sell, purchase, or consume an alcoholic beverage.
2. All sales and the consumption of alcohol must stop promptly at 2:00 a.m.
3. No intoxicated person shall be served any alcoholic beverages.
4. No unnecessary noise or disturbance that could be a nuisance to the community shall occur.
5. The person(s) responsible for the function must see that order and decorum are kept at all times.
6. The application must be completed by three committee members; one member must be a Kent County resident.
7. License must be prominently displayed at the location where alcohol is being served. Failure to comply with the laws of the State of Maryland may make the responsible person(s) subject to a fine.

This license may be issued to a religious, fraternal, civic, veterans', or charitable organization, association, club, or society; or hospital supporting organization. This license shall not be transferred or reassigned.

Cost of a Special Class "C" Per Diem License: **Beer \$5.00, Beer and Wine \$15.00, and Beer, Wine, and Liquor \$25.00.** Make checks payable to: **The County Commissioners of Kent County**, along with the completed application.

Name of organization, club, etc. Dogwood Festival of GalenaAddress 101 S. Main St. Galena, MD 21635Name Tyler Carpenter
(Please Print) (Signature)Phone # 302-535-7571 Date 9/7/23

Sondra Blackiston

From: Sondra Blackiston
Sent: Wednesday, September 20, 2023 3:24 PM
To: Tyler Carpenter
Subject: Modified Times on Per Diem License Application

Good afternoon, Tyler,

This email confirms our phone conversation and email regarding the start time for the per diem license application for the Dogwood Festival of Galena event. Thank you for agreeing to change the time to 11:00 a.m. to 3:00 p.m. on October 14, 2023, for the responsible sale and service of beer, wine, and liquor.



Sondra M. Blackiston

Clerk and KATE Manager/Office of the Kent County Commissioners

Kent County, Maryland

400 High Street

Chestertown, MD 21620

410-810-2221

sblackiston@kentgov.org

CONFIDENTIALITY NOTICE: The information contained in this electronic message is confidential information intended for the use of the individual or entity named above. If the reader of this message is not the intended recipient, or an employee or agent responsible for delivering this electronic message to the intended recipient, you are hereby notified that any dissemination or copying of this communication is strictly prohibited. If you have received this electronic message in error, please immediately notify us by telephone and return or destroy the original message to assure that it is not read, copied, or distributed by others.

Sondra Blackiston

From: Caitlyn Smith
Sent: Friday, September 15, 2023 11:30 AM
To: Sondra Blackiston
Subject: RE: Quick Question about per diem application and raffle permit

"Dogwood Festival of Galena" is a non-profit entity of it's own. The EIN is 26-2394336

Caitlyn Smith
Clerk
Town of Galena
101 S. Main Street
Galena, MD 21635
Office: (410)648-5151 x303
Fax: (410)648-6937
csmith@townofgalena.com
Website: www.townofgalena.com



From: Sondra Blackiston <sblackiston@kentgov.org>
Sent: Friday, September 15, 2023 11:28 AM
To: Caitlyn Smith <csmith@townofgalena.com>
Subject: Quick Question about per diem application and raffle permit

Good morning, Caitlyn,

I noticed on your application that Tyler Carpenter signed as the chair. May I ask the name of the committee? The application says under club, society, or association it Dogwood Festival of Galena.



Sondra M. Blackiston

Clerk and KATE Manager/Office of the Kent County Commissioners
Kent County, Maryland
400 High Street
Chestertown, MD 21620
410-810-2221
sblackiston@kentgov.org

CONFIDENTIALITY NOTICE: The information contained in this electronic message is confidential information intended for the use of the individual or entity named above. If the reader of this message is not the intended recipient, or an employee or agent responsible for delivering this electronic message to the intended recipient, you are hereby notified that any dissemination or copying of this communication is strictly prohibited. If you have received this electronic message in error, please immediately notify us by telephone and return or destroy the original message to assure that it is not read, copied, or distributed by others.

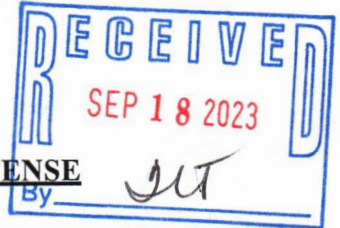


**Main Street Chestertown, Beer and Wine Only, December 1 & 2, 2023
9/26/2023
County Commissioners Meeting**

ATTACHMENTS:

Description

Main Street Chestertown, Beer and Wine Only, December 1 & 2, 2023 Application



APPLICATION FOR A SPECIAL CLASS "C" (PER DIEM) LICENSE

Application is made by the undersigned under the provisions of Sections 4-1202, 4-1208, 4-1209, 24-503, 24-1301, 24-1307 and 24-1308 of the Alcoholic Beverages Article, for a Special Class C (Per Diem) License.

Check One: Beer () Beer and Wine (X) Beer, Wine, and Liquor ()

We submit and certify to the following information and statements as required.

1. The club, society or association on behalf of which the license is desired:

Main Street Chestertown

Address 118 N. Cross Street Chestertown, MD 21620

Type of Function Dickens of a Christmas

Location of Function 200 Block of High Street Chestertown, MD 21620

2. This function is operated exclusively for a religious, fraternal, civic, veterans', or charitable organization, association, club, or society; or hospital supporting organization.

3. The applicants are citizens of the United States, not less than twenty-one years of age, and have never been convicted of a felony.

4. The applicants have not had a license for the sale of alcoholic beverages revoked.

5. Have the applicants ever been adjudged guilty of violating the laws for the prevention of gambling in the State of Maryland and/or adjudged guilty of violating the laws governing the sale of alcoholic beverages in the State of Maryland or the United States? NO Yes or No

6. The applicants will, if granted a license, conform to all laws and regulations relating to the business with respect to which such license is desired.

7. The applicants submit herewith a statement duly executed and acknowledged by the owner of the premises in which the business is to be conducted, assenting to the granting of the license applied for, authorizing the Comptroller, his duly authorized deputies, inspectors and clerks, the Board of License Commissioners (if any) for the aforesaid County, its duly authorized agents and employees, and any peace officer of said county, to inspect and search, without warrant, the premises upon which the business is to be conducted, and any and all parts of the premises where said business is to be conducted, at any and all hours.

8. The license for which this application is made is to be for the following day(s) Dec. 1-2, 2023.
Begin at: 5p 30 End at: 5p 12/2 and the applicant tenders herewith the sum of (\$ 15 Per Diem) (\$ 30) in payment for the license.

Please Select One:

☒ **Pick Up**

☐ **Mail Permit (will be mailed to above address)**

9. Applicants

(1) Kristen W. Owen 8875 Center Lane, Chestertown, MD 21620
Name Residence
17 years President 410-708-6110 Kristen W. Owen
Length of Residence in Kent Co. Committee Title Phone No. (Signature of Applicant)

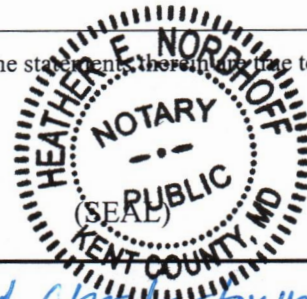
STATE OF MARYLAND

This certifies, that on the 14th day of September, 2023, before the subscriber, a Notary of the State of Maryland, personally appeared Kristen W. Owen the applicant(s) named in the foregoing application and made oath in the due form of law that the statements therein are true to the best of (his, their) knowledge and belief.

WITNESS my hand and official seal.

Heather E. Nordhoff

expires:
12/28/2026



(2) Nerina Fleegle 8853 Fairlee Rd. Chesertown, MD 21620
Name Residence
11 years Exec. Director 4107782991 N. Fleegle
Length of Residence in Kent Co. Committee Title Phone No. (Signature of Applicant)

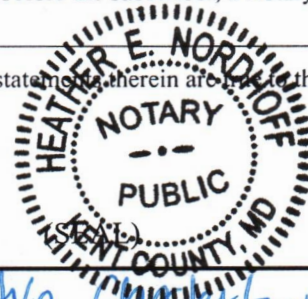
STATE OF MARYLAND

This certifies, that on the 14th day of September, 2023, before the subscriber, a Notary of the State of Maryland, personally appeared Nerina Fleegle the applicant(s) named in the foregoing application and made oath in the due form of law that the statements therein are true to the best of (his, their) knowledge and belief.

WITNESS my hand and official seal.

Heather E. Nordhoff

expires:
12/28/2026



(3) Kelly Cuff Reed 25819 Collins Ave Chesertown Md 21620
Name Residence
20 years Assistant 410-708-9073 Kelly Cuff Reed
Length of Residence in Kent Co. Committee Title Phone No. (Signature of Applicant)

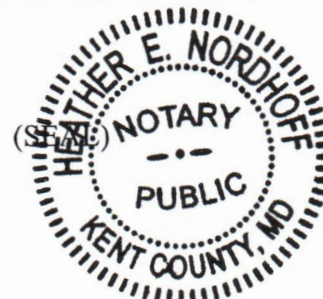
STATE OF MARYLAND

This certifies, that on the 14th day of September, 2023, before the subscriber, a Notary of the State of Maryland, personally appeared Kelly Cuff Reed the applicant(s) named in the foregoing application and made oath in the due form of law that the statements therein are true to the best of (his, their) knowledge and belief.

WITNESS my hand and official seal.

Heather E. Nordhoff

expires:
12/28/2026



**STATEMENT OF OWNER/ENTITY OF PREMISES REQUIRED IN CONNECTION WITH
ALCOHOLIC BEVERAGES LAWS OF MARYLAND**

I, WE) HEREBY CERTIFY, That (I am, we are) the owner(s) OR (I, We) have been given authorization by the Entity to act on their behalf of the property named with the submission of this application under the Alcoholic Beverages Laws of Maryland and agrees to the issuance of the license. This statement does hereby authorize a warrantless inspection and search of the premises at any time in any part of the building in which the business is to be conducted by the Comptroller, the Commission, the Board of License Commissioners of Kent County and its authorized agents and employees, or a peace officer of the county or municipality where the business is located.

SIGNATURE OF OWNER: *Laurence Dike* PRINT NAME: Laurence Dike

SIGNATURE OF OWNER: _____ PRINT NAME: _____

NAME OF ENTITY: _____

AUTHORIZED AGENT SIGNATURE: *Laurence Dike* PRINT NAME: Laurence Dike

TITLE OF AUTHORIZED AGENT: town manager

**NOTARY
OWNER/ENTITY OF PREMISES**

STATE OF MARYLAND, COUNTY OF Kent:

THIS CERTIFIES, That on the 14th day of September, 2023, before the subscriber, a Notary of the State of Maryland, personally appeared Laurence P. Dike and acknowledged the execution of the foregoing statement to be a true act.

WITNESS my hand and official seal.



Lynda L. Thomas
6.30.24



VISITORS ↓
LAND & WATER

RESIDENTS ↓
HELPFUL LINKS

EVENTS
JOIN THE FUN

GOVERNMENT ↓
MEETINGS & AGENDAS

JOB
& BID INFO

ONLINE
BILL PAY

QUICK LINKS:

FARMERS
MARKET

MARINA

RECYCLING
& TRASH

POLICE
DEPARTMENT

PU
TR



HOME → → DICKENS OF A CHRISTMAS 2023

Dickens of a Christmas 2023



Plan your trip early and stay in Chestertown! [Click here for local lodging.](#)

I am Search

SUBMIT AN EVENT

Upcoming

Dec 2023

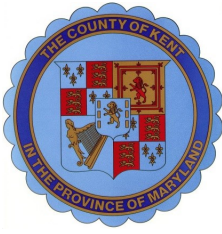
FRI 5:00 pm - 9:00 pm **1** **Dickens of a Christmas 2023**

SAT 10:00 am - 4:00 pm **2** **Dickens of a Christmas 2023**

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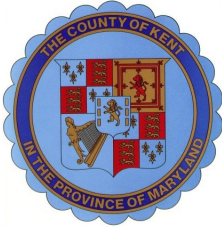
Thomas N. Yeager, County Attorney
9/26/2023
County Commissioners Meeting

Item Summary:

Public Hearing Protocols

ATTACHMENTS:

Description



Mike Moulds, Director, Public Works
9/26/2023
County Commissioners Meeting

Item Summary:

Proposed Water and Sewerage Comprehensive Plan Amendment
Toal Park, MAP 7- PARCEL 357

ATTACHMENTS:

Description

09.26.23 Public Hearing Sign In Sheet

09.12.23 Proposed Water and Sewerage Comprehensive Plan Amendment, Toal Park

POS_#7490-14-121_Toal_Park_Restrooms

Planning_Commission_Submittal_120822

County Planning Commission Review

MDE and MDP Draft Comments

Testimony Log

PUBLIC HEARING

September 26, 2023

**RESOLUTION 2023-17 PERTAINING TO THE AMENDMENT TO THE KENT COUNTY
COMPREHENSIVE WATER AND SEWERAGE PLAN, 2018 UPDATE TO INCLUDE
PUBLIC SEWER**

PLEASE SIGN IF YOU WISH TO SPEAK:

NAME (Please Print)

1. Bryan Matthews
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____
11. _____
12. _____
13. _____
14. _____
15. _____
16. _____
17. _____
18. _____



The County Commissioners of Kent County
Ronald H. Fithian, President | Albert H. Nickerson, Member | John F. Price, Member
Shelley L. Heller, County Administrator | Thomas N. Yeager, County Attorney

NOTICE OF PUBLIC HEARING

Pursuant to the requirements of the Environmental Section, Title 9, Subtitle 5, Section 9-503 of the Annotated Code of Maryland, the County Commissioners of Kent County, Maryland will hold a public hearing on Tuesday, September 26, 2023, at 10:00 a.m., in the Commissioners' Hearing Room, R. Clayton Mitchell, Jr. Kent County Government Center, 400 High Street, Chestertown, MD 21620. The purpose of the hearing is to review and receive comments on the proposed M7-P357 Water and Sewerage Comprehensive Plan Amendment.

The County has applied for Program Open Space funding (POS #7490-14-121) to design and construct public restroom facilities at the County's Toal Park. The project proposes the installation of a well water supply and grinder pump connection to the County sewer line running along Route 213. The sewer line was initially constructed in 2020 to serve the Georgetown area. Toal Park is not included in the existing County service area identified in the Comprehensive Plan on Figure 4-3 Town of Galena Wastewater Treatment Plant and Sewerage Area and the sewer line is designated as a denied access line. As a condition of POS funding, the County is proposing an amendment to the Comprehensive Water and Sewerage Plan to include Toal Park (Map 7, Parcel 357) in the existing sewer service area.

The meeting is open to the public. The agenda will be published at <https://www.kentcounty.com/commissioners/meeting-agenda> 24 hours in advance of the hearing. Citizens may call 410-778-4600 and press 4 or email kentcounty@kentgov.org to receive further instructions.

By order of:

THE COUNTY COMMISSIONERS
OF KENT COUNTY, MARYLAND

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

Sondra M. Blackiston
Clerk

PUBLISH: KCN 09/07/23 and 09/14/2023

**Maryland Department of Natural Resources
Program Open Space (POS) Local Grant**

Development & Capital Renewal Application and Project Agreement

POS PROJECT # 7490-14-121

(DNR Use Only)

1. PROJECT INFORMATION: Please fill out all sections of the form completely unless otherwise indicated.

PARK NAME Toal Park

PROJECT NAME Restroom Design Services, Construction Plans and Groundbreaking

2. PROJECT LOCATION: Please identify all applicable parcels.

Street Address: 13753 Augustine Herman Highway

City/Town Galena **County** Kent **Zip Code** 21635

County Tax Map 0007 **Grid** 0003E **Parcel** 0357 **Lot**

SDAT Account Identifier 01- 018388 (Lot 1) / 01- 028650 (Lot 2) **MD Legislative District** 36th

District-Subdivision-Account Number or Ward-Section-Block-Lot (as applicable)

3. PROJECT DETAILS:

a. Type of project: Development ☒ Capital Renewal ☐

b. Is this project located in a Priority Funding Area (PFA)? Yes ☐ No ☒

If this project is not in a PFA, does it serve population from more than one PFA? Yes ☒ No ☐

c. Is this project constructing an indoor facility? Yes ☒ No ☐

Is the indoor facility 7,500 square feet or greater? Yes ☐ No ☒

If this is an indoor facility and the facility is 7,500 square feet or greater, please acknowledge the following:

The facility will meet the equivalent of LEED Green Building Rating System Silver rating. Initial Here

The facility will incorporate the nonstructural site design practices in the Maryland Stormwater Design Manual in COMAR 26.17.02. Initial Here

d. Please describe the public access that will be available on the property and note any restrictions or limitations, both prior and subsequent to park development:

The park and its amenities are available for public use on a daily basis from dawn to dusk.

4. PROJECT DESCRIPTION: Descriptions are written into the agenda item, which is presented to the Maryland Board of Public Works for approval. Please explain the proposed project and be specific. Why is it being done and how does it relate to local recreation needs? Is it a new development, does it build upon an existing facility, or is it a capital renewal project? Provide all of the information that you feel is necessary to explain and justify the project. Attach a separate sheet, if necessary.

Toal Park consists of two lots (20 acres and 17.58 acres) totaling 37.5 acres and is located in Galena, the northern most area of Kent County. Currently, the park does not have a permanent restroom facility and portable facilities are placed in the park on a seasonal basis from April – November each year. With the extension of sewer service from the Town of Galena and highly favorable proposals to extend bike and pedestrian paths from the Town to the Georgetown, MD waterfront, the demand for increased use of Toal Park is expected to rapidly increase for recreational uses. Additionally, the park is also experiencing an increased use as a picnic and rest stop for traffic along Route 213. US 301 reaches the Maryland–Delaware state line, where it continues northeast into New Castle County, Delaware, along an all-electronic toll freeway. Due to the US 301 tolls located just outside of the Maryland State Line in Warwick, Cecil County, that borders Kent County, motorists regularly bypass and reroute to avoid paying the toll. With the welcomed improvements by park and facility users, the volume of use of the park and its amenities will increase. The life expectancy of the project is a minimum of twenty years.

5. PROJECT PERIOD: From: 9/6/2022 Date of Letter of Acknowledgement or Letter of Concurrence (DNR Use Only)
 To: 12/31/2023 Estimated Date of Completion (Must be filled in by Applicant)

Please provide a provide a proposed development schedule:

Design Start Date (if applicable) 6/1/2023 Design End Date 12/31/2023
 Construction Start Date _____ Construction End Date _____

6. ITEMIZED DETAILED COST ESTIMATE: Round to the nearest dollar.

ITEM NO.	ITEM DESCRIPTION	ESTIMATED COST
1	POS Acknowledgement Signage (Existing)	0.00
2	Request for Proposals Advertising	100
3	Design Services and Construction Plans	52,450
4	Groundbreaking/Construction	52,450
TOTAL DEVELOPMENT COSTS:		105,000

7. PROJECT FUNDING:

POS FUNDS REQUESTED: \$ 94,500 90 %
PRIOR POS FUNDS APPROVED: \$ _____ %
LOCAL FUNDS: \$ 10,500 10 %
OTHER FUNDS: \$ _____ % (Specify Source/Type) _____
TOTAL PROJECT COST: \$ 105,000 100 %

8. FEDERAL FUNDS: (check one of the options below)

a. The Applicant certifies that it has received Federal funds for this project. _____

Please indicate type of Federal fund received and amount: _____

b. The Applicant certifies that it has not received Federal funds for this project. X

9. APPLICANT INFORMATION: Note that the Applicant is also the County or Municipality that will be receiving the funding at reimbursement.

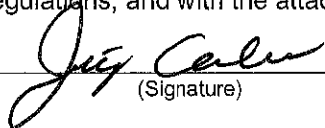
APPLICANT County Commissioners of Kent County, MD APPLICANT'S
 FEDERAL ID # 52-6000974

10. LOCAL PROJECT COORDINATOR:

Jillyn Coleman Acting Director Parks & Recreation
 (Print Name) (Title) (Department) (Organization)
 P.O. Box 67 Worton MD 21678
 (Mailing Address) (City) (State) (Zip)
 410-810-5948 443-480-0174 jcoleman@kentgov.org
 (Phone Number) (Mobile Number) (Email Address)

11. LOCAL GOVERNMENT AUTHORIZATION:

As the authorized representative of this Political Subdivision, I have read the terms of the "Project Agreement and General Conditions" of the Local Program Open Space (POS) Grants Manual and I agree to perform all work in accordance with the Manual, POS Law and Regulations, all applicable Local, State and Federal statutes and regulations, and with the attachments included herewith and made a part thereof.



(Signature)

Jillyn Coleman

(Print Name)

Acting Director

(Title/Organization)

9/6/2022

(Date)

PROGRAM ADMINISTRATIVE REVIEW: (DNR Use Only)

ON-SITE INSPECTION: DATE _____ BY _____

DEPARTMENT OF NATURAL RESOURCES – PROGRAM OPEN SPACE APPROVAL:

(Signature)

(BPW Approval Date)

(BPW Agenda Item Number)

Revised 06/22

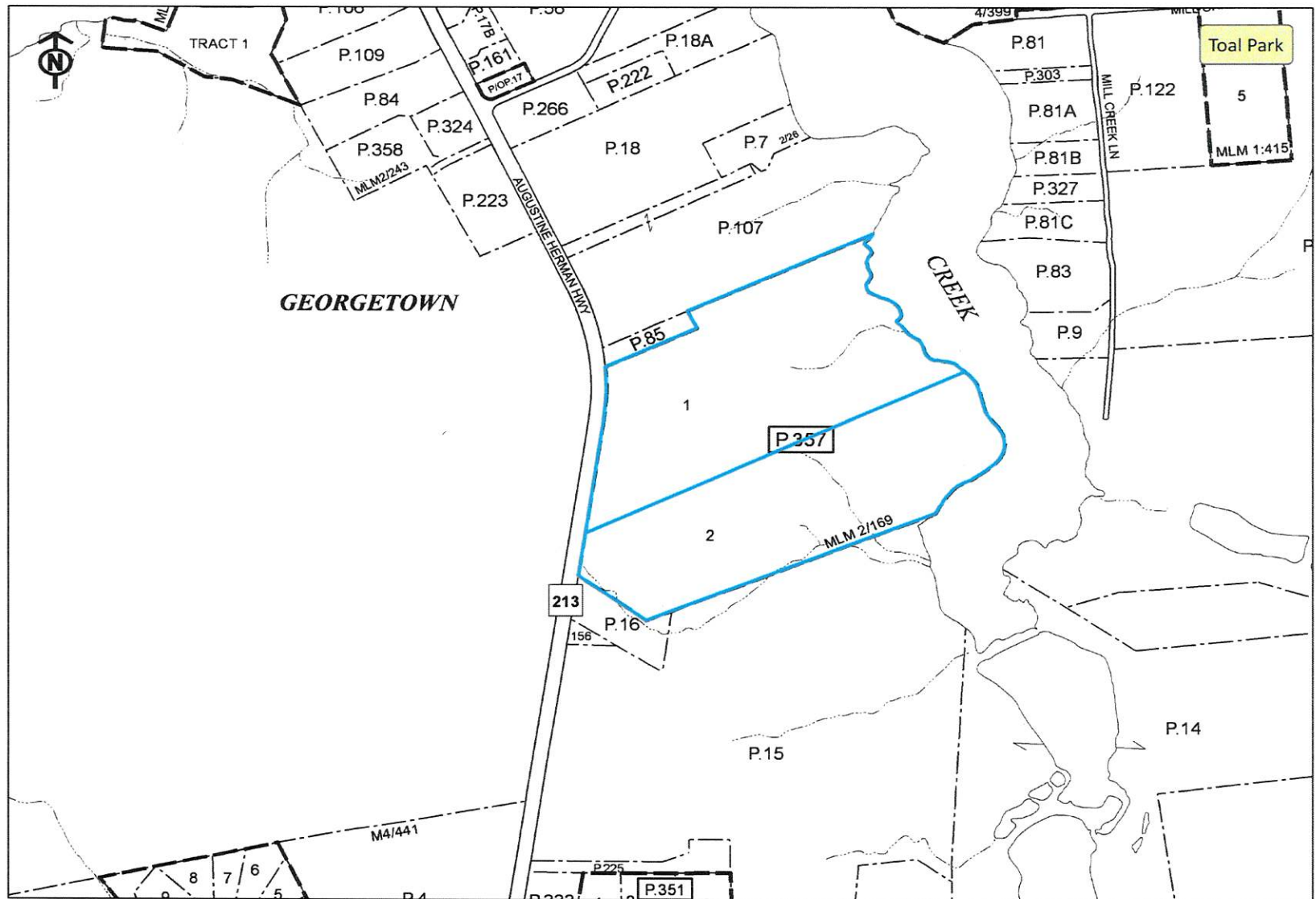
KENT COUNTY, MARYLAND



KENT COUNTY, MARYLAND
PROGRAM OPEN SPACE ANNUAL PROGRAM
TOAL PARK – SITE PLAN



KENT COUNTY, MARYLAND
 PROGRAM OPEN SPACE ANNUAL PROGRAM
 TOAL PARK



Source: Kent County Dept. of Planning, Housing and Zoning. MdProperty View 2011. Map prepared August 2013.

1 inch = 500 feet

KENT COUNTY, MARYLAND
PROGRAM OPEN SPACE ANNUAL PROGRAM
TOAL PARK



Source: Kent County Dept. of Planning, Housing and Zoning. MdProperty View 2011. Map prepared August 2013.

1 inch = 500 feet



Department of Planning, Housing, and Zoning

August 29, 2022

Michael McQuarrie, Program Administrator
Land Acquisition and Planning
Maryland Department of Natural Resources
Tawes State Office Building
580 Taylor Avenue
Annapolis, MD 21401

**RE: Kent County FY23 Program Open Space Project
Toal Park Restroom Design Services and Construction Plans - \$105,000**

Dear Mr. McQuarrie:

I'm writing you today in support of the proposed project for Program Open Space Project funding of \$105,000. The proposed project will benefit the local community by providing for patron safety, protecting public resources, and increasing the number of visitors and use of this public facility by the general public.

It's my understanding that the project would provide a permanent restroom facility in the park, which is located on Route 213 and is anticipated to be connected to the proposed bike and pedestrian paths from the Town of Galena to the (unincorporated) Georgetown waterfront. With the improvements, the volume of use of the park and its amenities would be expected to increase.

The project would be consistent with Kent County's 2018 Comprehensive Plan. Specifically, the County's Comprehensive Plan states on page 111, "it is important that the County provide open spaces and foster in-town and village recreational opportunities." Toal Park is specifically included by name on page 112, and the Plan sets specific goals and strategies related to facilities in and near towns and villages. Providing safe and adequate facilities will assist the County in attracting growth to designated growth areas.

If you have any questions, please let me know.

Thank you for your consideration.

Sincerely,

William A. Mackey, AICP, Director

c: Shelley L. Heller, Kent County Administrator
Jillyn Coleman, Recreation Supervisor/Acting Director, Kent County Parks and Recreation

**Maryland Department of Natural Resources
Program Open Space (POS) Local Grant**

Funding Authorization Form

August 27, 2022

(Date)

Program Open Space Grants
Department of Natural Resources
Tawes State Office Building, E-4
580 Taylor Avenue
Annapolis, Maryland 21401

RE: Toal Park – Restroom Design & Construction Documents

Park Name – Project Name

As the official designated by Kent County for the purpose of dispensing the
(Specify County or Baltimore City)

Program Open Space apportionments for this political subdivision, I hereby certify that

County Commissioners of Kent County, Department of Parks & Recreation

(Applicant)

may apply for the following funds on the above referenced project.

Name of Grant Program	Amount
Program Open Space (POS) Local	\$94,500
Land and Water Conservation Fund	
Other (specify)	\$10,500
TOTAL:	\$105,000



Signature – County Liaison Officer

Jeanne Edwards, Senior Accountant

Type Name of County Liaison



**DEPARTMENT OF
PUBLIC WORKS**

709 Morgnec Road
Chestertown, MD 21620
410-778-2600

Michael S. Moulds, P.E., Director
mmoulds@kentgov.org

Memorandum

To: William Mackey, Director
Copy: Shelley Heller, County Administrator
From: Mike Moulds, PE Director of Public Works *MSM*
Date: December 8, 2022
Re: M7-P357 Water and Sewerage Comprehensive Plan Amendment

The County has applied for Program Open Space funding (POS #7490-14-121) to design and construct public restroom facilities at the County's Toal Park. The project proposes installation of a well water supply and grinder pump connection to the County sewer line running along Route 213. The sewer line was initially constructed in 2020 to serve the Georgetown area. Toal Park is not included in the existing County service area identified in the Comprehensive Plan on Figure 4-3 Town of Galena Wastewater Treatment Plant and Sewerage Area and the sewer line is designated as a denied access line.

As a condition of POS funding, the County is proposing an amendment to the Comprehensive Water and Sewerage Plan to include Toal Park (Map 7, Parcel 357) in the existing sewer service area. Included with this Memorandum is the proposed revised Figure 4-3 noting the location of Toal Park.

Denied Access

The Comprehensive Water and Sewer Plan includes a provision in Section 1.4.6 Denied Access Facilities that *Connection of any property or parcel to a "Denied Access" line is prohibited unless all of the following is demonstrated:*

- 1. The allocation is for an improved legal lot of record that existed prior to the County adoption of the denied access line in the Water and Sewer Plan, and the local health department has certified that the septic system is failing and cannot be corrected on site; or the connection is to an unimproved lot of record that can demonstrate it is buildable by passing on-site well and septic requirements;*
- 2. The served properties are contiguous to the right-of-way containing the service main;*
- 3. There is adequate capacity in the treatment and conveyance system to serve the new area or the County has allocation available from the municipality; and*

- 4. There shall be only one allocation granted per lot, except that additional allocations may be granted if there are multiple authorized uses existing on the lot as of the date of the installation of the line, such as an apartment, small business, second home, so on.*

The County at this time is able to meet conditions 2, 3 and 4. As the proposed restroom facility is a beneficial public use for an existing public park, the County is also requesting a waiver to not expend public funds to demonstrate that the site could be served with an onsite septic system. Installation of a septic system would be detrimental to further development of playing fields.

The Department of Public Works has no objection to the proposed amendment as it allows the use of available public sewer service for public recreation improvements. The use of public sewer is also more environmentally preferable to a septic system due to the proximity to tidal waters.

Enclosed is a proposed Resolution for the Plan Amendment. We are requesting a review and recommendation from the Planning Commission prior to submittal of a draft amendment to MDE for comment.

Please let me know if you need any additional information. Thank you.

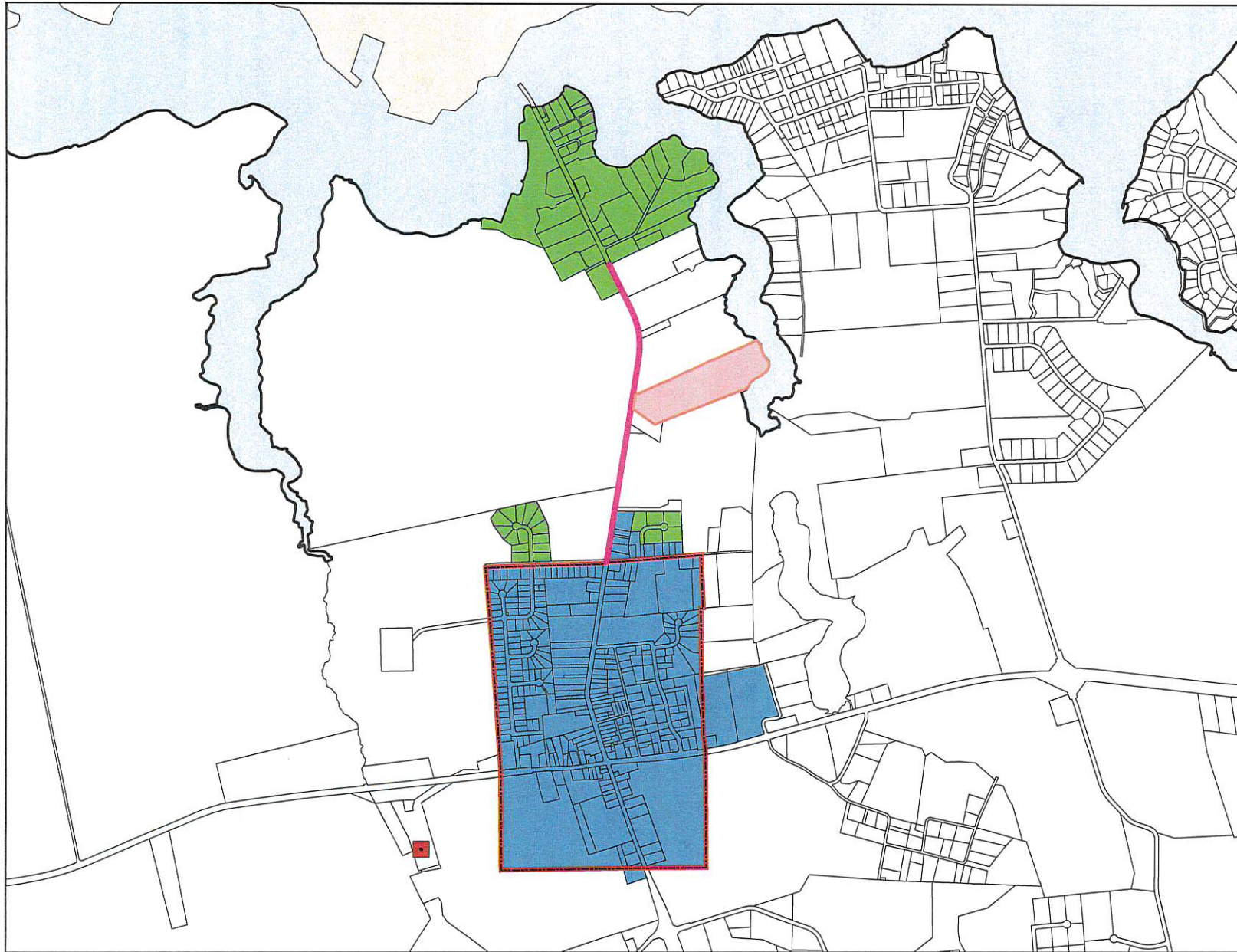


FIGURE 4-3
TOWN OF GALENA
WASTEWATER TREATMENT PLANT
AND SEWERAGE SERVICE AREA

Legend

- Treatment Plant
- Denied Access Force Main
- Existing Town Service
- Existing County Service
- Town Boundary
- County Boundary
- Proposed Connection for Toal Park

Kent County
 Comprehensive Water & Sewer Plan
 2018



1 inch = 1,200 feet

Kent County Department of Planning,
 Housing and Zoning, September 2018.
 Revised: 11/18/22: Toal Park Amendment

RESOLUTION NO _____

**PERTAINING TO THE AMENDMENT TO THE KENT COUNTY COMPREHENSIVE
WATER AND SEWERAGE PLAN, 2018 UPDATE TO INCLUDE PUBLIC SEWER
SERVICE FOR THE CONSTRUCTION OF RESTROOMS AT THE
COUNTY'S TOAL PARK**

WHEREAS, pursuant to Title 9, Subtitle 5 of the Environmental Article of the Maryland Annotated Code, the County Commissioners of Kent County, Maryland have general powers to adopt and amend a county plan addressing water supply systems and sewerage systems and has heretofore adopted the Kent County Comprehensive Water and Sewerage Plan, 2018 Update.

WHEREAS, the Kent County Planning Commission discussed the proposed plan amendment on _____ and found that it was in compliance with the Land Use Ordinance and Comprehensive Plan.

WHEREAS, after due notice was published, the County Commissioners conducted a public hearing on _____, at which time the proposed amendment was discussed, staff's recommendations were considered, and public comment was solicited; and

NOW, THEREFORE, after considering the evidence which had been presented at the public hearing regarding the proposed amendment The County Commissioners of Kent County, Maryland hereby amend the Comprehensive Water and Sewerage Plan to include public sewer service for the construction of public restrooms at the County's Toal Park as set forth in Figure 4-3 revised attached hereto and made a part hereof.

This amendment shall take effect on the ____ day of _____, 2023, the date of adoption by the County Commissioners.

THE COUNTY COMMISSIONERS
OF KENT COUNTY, MARYLAND

Ronald H. Fithian, President

ATTEST

John F. Price, Member

Sondra Blackiston, County Clerk

Albert H. Nickerson, Member



Planning Commission
Department of Planning, Housing, and Zoning

January 5, 2023

The Honorable Ronald H. Fithian, President
County Commissioners of Kent County
400 High Street
Chestertown, MD 21620

RE: Toal Park (Map 7, Parcel 357), Water and Sewerage Plan Amendment

Dear President Fithian,

At its meeting on January 5, 2023, the Kent County Planning Commission reviewed the proposed amendment to the Comprehensive Water and Sewerage Plan to provide public sewer service for the construction of public restrooms at Toal Park. After some discussion, the Planning Commission voted unanimously to issue a determination of consistency with the Comprehensive Plan and the Land Use Ordinance. The Commission based its decision on the following:

- A public park is a permitted use in this zoning district.
- Developing and enhancing public parks is a goal of the Comprehensive Plan.
- There is a public need for restrooms at this community park.
- Granting an allocation to this public park would not be detrimental to the agricultural use or the rural character of the AZD.
- Granting an allocation to allow the construction of public restrooms will not materially intensify development in this area.
- There is adequate capacity in the system, and additional users actually increase the operating efficiency of the wastewater treatment plant.
- The property to be served is contiguous to the right-of-way containing the service main;
- Connecting to public sewer service is environmentally preferred due to the proximity of tidal waters.
- Waiving the requirement to complete a perc test is respectful of County funds.

We appreciate the opportunity to review the proposed amendment. If you have any questions, please do not hesitate to contact me.

Sincerely,
Kent County Planning Commission

F. Joseph Hickman

DISCLAIMER: Below are MDE's Comments on the DRAFT amendment entitled, Kent County - Toal Park (Galena), additional comments may be sent under a separate cover.

General Comments:

1. The Draft Amendment, Kent County - Toal Park (Galena) proposes the connection and ultimate conveyance to Town of Galena's Wastewater Treatment Plant (WWTP). The Maryland Department of the Environment (MDE) has determined that the current demand of the Galena WWTP is approximately 0.038 MGD. The design capacity of the Galena WWTP is 0.11 MGD. MDE advises that there appears to be sufficient capacity at the WWTP to accommodate the additional flow of 1 EDU.
2. Please note that a PFA exception was granted for the denied access line, (the proposed connection point for this amendment), on April 10, 2014 (attached). Should the Toal Park Amendment ultimately be adopted and approved, the PFA exception would need to be amended.

Specific Comments:

1. The ultimate connection to the Galena WWTP is being requested by way of a denied access line. As part of the submission to MDE of the adopted amendment, please include a letter of confirmation by the Town, that the new WWTP load is being accepted.
2. Please be aware that should MDE approve the adopted amendment, Toal Park will be restricted to 1EDU in accordance with Section 1.4.6. Denied access Facilities of the 2018 Kent County Comprehensive Water & Sewerage Plan "There shall be only one allocation granted per lot, except that additional a/locations may be granted if there are multiple authorized uses existing on the lot as of the date of the installation of the line, such as an apartment, small business, second home, so on."
3. Please be advised that based on MDE's Digital Flood Insurance Rate Maps, the property is in close proximity to Flood Zone AE. The property should follow local floodplain ordinances and Federal Emergency Management Agency's guidelines and standards. It is advised that the county consider climate resiliency for this property, which could include but not limited to the following steps (<https://toolkit.climate.gov/>):
 - Explore Hazards: Identify climate and non-climate stressors, threats, and hazards and how they could affect assets (people and infrastructure).
 - Assess vulnerability and risks: Evaluate assets vulnerability and estimate the risk to each asset.

- Investigate options: Consider possible solutions for your highest risks, check how others have responded to similar issues, and reduce your list to feasible actions.
- Prioritize and plan: Evaluate costs, benefits, and capacity to accomplish each action integrating the highest value actions into a stepwise plan.
- Take action: Move forward with your plan and check to see if your actions are increasing your resilience with monitoring.

The County is advised to contact Dave Guignet, State National Flood Insurance Program Coordinator, of MDE's Stormwater, Dam Safety, and Flood Management Program, at (410) 537-3775 for additional information regarding the regulatory requirements for Floodplains and Storm Surges.

The County is advised to contact Matthew C. Rowe, CC-P, Assistant Director of MDE's Water and Science Administration, at (410) 537-3578 for additional information regarding Climate Change and Resiliency.

The Maryland Department of Planning Comments (MDP):

1. MDP advises that the draft amendment appears to be generally consistent with the 2018 Kent County Comprehensive Plan (Kent Comp Plan) and the 2022 Municipal Growth Area. The park appears to be inconsistent with the Agricultural or Resource Conservation zoning districts criterion for water or sewer connection. However, MDP notes that although connecting the park property to the denied access line appears to conflict with the requirement that the property have an existing failed septic system, the amendment proposes to serve the property with public sewer to permit full public access to and use of the park due to the "parcel's characteristics." Given the unique characteristics of the property and the county's expressed reasons for connecting it to public sewer, Planning believes that, on balance, the proposed amendment is more consistent with the comprehensive plan than it is inconsistent.
2. The amendment packet did not include information from the Town of Galena, so Planning does not know its position on the amendment or the expectation that it will serve Toal Park with public sewer. Planning recommends that documentation of the town's position be submitted with the adopted version of the amendment.
3. The draft amendment describes the comfort station as less than 7,500 square feet in size. It is Planning's recommendation that, if this amendment is approved, the county allocate only one EDU to the parcel to serve the county's stated need and prevent the property from being redeveloped for more intense uses.



Maryland DEPARTMENT OF PLANNING

March 3, 2023

Ms. Dinorah Dalmasy, Integrated Water Planning Program
Maryland Department of the Environment
Water and Science Administration
1800 Washington Boulevard
Baltimore, Maryland 21230

Re: Kent County Master Water and Sewerage Plan Amendment—Toal Park

Dear Ms. Dalmasy:

Thank you for providing the Maryland Department of Planning (Planning) with a copy of the draft amendment to the Kent County Water and Sewerage Master Plan. Planning has reviewed the above-referenced water and sewerage plan amendment pursuant to our mandate to advise the Maryland Department of the Environment (MDE) on local comprehensive plan consistency and other appropriate matters as required by Environment Article Section 9-507 (b)(2). Below is a summary of the draft Kent County Master Water and Sewer Plan (WSP) changes (draft amendment) and our review comments regarding consistency, Priority Funding Areas (PFA), and Growth Tiers for your use in the approval process.

Summary of Revisions

There is one map change proposed in the draft amendment. The draft amendment would add 17 acres of the county's Toal Park to Figure 4-3, Town of Galena Wastewater Treatment Plant and Sewerage Service map and designate the park property for connection to the Galena sewer system and wastewater treatment plant. The park is adjacent to a denied access line that was installed in 2020, subject to a 2014 PFA exception (more below), to address the health issue of failing septic systems. The denied access line travels north along Route 213 to unincorporated Georgetown, where the denied service line serves approximately 120 residential units. The majority of the site is located within the county's Resource Conservation (RCD) zoning district, or within the Critical Area, as the site abuts Mill Creek. The balance of the area is zoned Agricultural District (AZD).

The county cannot extend service to this site without this amendment because it was not originally included in the denied access service area approved with the 2014 PFA exception. The site does not currently have a septic system use limitation nor contain a public health and safety issue. However, the county is requesting a waiver to Section 1.4.6 Denied Access Facilities of the WSP because Toal Park only meets three of the four requirements for connecting a property to a denied access line.

Kent County is requesting the connection because the installation of a septic system would impact the use of the Toal Park ball fields for public recreation. The county intends to use Program Open Space (POS)

funding to install a comfort station for park facility users. Planning reviewed this funding request through the Clearinghouse process, MD20221006-0787, POS# 7490-14-121 to develop a comfort station for the park. Planning commented that an amendment to the WSP would be required.

Consistency with Comprehensive Plans

Kent County

The draft amendment **appears to be generally consistent** with the 2018 Kent County Comprehensive Plan (Kent Comp Plan), specifically:

- The surrounding county properties, which are not within the town's new 2022 Municipal Growth Area, are not included in the county's designated growth areas (Map 5 – Designated Growth Areas) and are zoned for Agricultural and Resource Conservation District. As this amendment only proposes to serve an existing park and would add one connection to an existing denied access line, it does not appear to induce development in these areas that would seek future connections to sanitary sewer service.
- The provision of wastewater treatment is consistent with the strategy statement on Page 23, for the county to “focus on adding new and enhancing existing public amenities such as parks, open spaces, pedestrian paths, landscaping, bikeways, water access, public parking, pedestrian trails, community centers, and other recreational facilities in the designated town growth areas and in the villages”. While the park is not located within the town's new Municipal Growth Area, which the Kent Comp Plan calls designated town growth areas, it is immediately adjacent to it.
- Pages 45-47 of the Kent Comp Plan address water and sewer connections in the Agricultural and Resource Conservation zoning districts, specifically noting six criteria that such connections must meet. Connecting the park property to public sewer fully or partially meets the following five of the six criteria.
 1. Existing, practical, and economic connection
 2. Provision of service will not lead to expansion, intensification, or new lot creation
 3. The Planning Commission finds that the connection is consistent with the comprehensive plan. The county submitted that finding to MDE in the amendment package.
 4. The county and state approve a WSP amendment, which is yet to be fully determined.
 5. The connection will not allow new development and is reserved for special circumstances.

Connecting the park **appears to be inconsistent** with the following criterion for water or sewer connection in the Agricultural or Resource Conservation zoning districts.

1. The existing developed property has a dysfunctional on-site wastewater treatment system, that, due to the parcel's characteristics, cannot be replaced with a system meeting current health and environmental standards.

While connecting the park property to the denied access line appears to conflict with the requirement that the property have an existing failed septic system, the amendment proposes to serve the property with public sewer to permit full public access to and use of the park due to the “parcel's characteristics.” Given the unique characteristics of the property and the county's expressed reasons for connecting it to public sewer, Planning believes that, on balance, the proposed amendment is more consistent with the comprehensive plan than it is inconsistent.

Town of Galena

In Galena's 2022 Comprehensive Plan (Galena Comp Plan) update, the town created a new Municipal Growth Area. This area extends north of the current town boundary to Toal Park but does not include the park itself. However, the park would be served by Galena's municipal sewer system and wastewater treatment plant. The town proposes to extend a trail connection along Route 213, and a proposed Nature Corridor route from the town to the park. The proposed corridor appears to indicate some association between areas planned for future municipal growth and areas planned for future county recreation.

The draft amendment is not expressly addressed in the Galena Comprehensive Plan, however it does provide the following:

- Page 33 indicates that currently 120 residential units are served by the denied access line because of a health issue due to failing septic tanks. Currently, the county has a remaining allocation in the Galena sanitary sewer system of 24,980 gallons per day.
- The Figure, Planned Trails, on page 60, depicts a proposed trail along the state highway (Route 213), connecting the park to the town.
- Figure 15, Planned Parks, on page 63, depicts a new Nature Corridor connecting the town to Toal Park.
- The Community Facilities Element includes the following two objectives on page 61 that inform, but do not directly address this amendment.
 - "Maintain the quality of community facilities and services at a level desired by Town residents."
 - "Ensure that future annexations expand community facilities as needed, as a condition or annexation."

The amendment packet did not include information from the Town of Galena, so Planning does not know its position on the amendment or the expectation that it will serve Toal Park with public sewer. Planning recommends that documentation of the town's position be submitted with the adopted version of the amendment. Given that the Galena Comprehensive Plan indicates that Kent County has sufficient sewer allocation to serve Toal Park with the Galena system, the town wishes to maintain the community facilities used by town residents, and the proposed enhanced transportation connection between the town and Toal Park, connecting the park to the Galena sewer system, even if it is outside the Municipal Growth Area and ineligible for annexation, **appears to be generally consistent** with the Galena Comprehensive Plan.

Other Areas of State Interest

The entire 17 acres of the Toal Park site appears to be proposed for inclusion within the planned sewer service boundary, Figure 4-3. The draft amendment describes the comfort station as less than 7,500 square feet in size. It is Planning's recommendation that, if this amendment is approved, the county allocate only one EDU to the parcel to serve the county's stated need and prevent the property from being redeveloped for more intense uses.

Planning notes that the county's amendment submission includes an analysis recognizing that connecting Toal Park to the denied access line only meets three of four requirements (all of which must be met) outlined in Section 1.4.6 of the Denied Access Facilities section of the WSP for such an action. This amendment would not meet the requirement that the "allocation is for an improved legal lot of record that existed prior to the County adoption of the denied access line in the Water and Sewer Plan, and the local health department has certified that the septic system is failing and cannot be corrected on site; or the connection is to an unimproved lot of record that can demonstrate it is buildable by passing on-site well

and septic requirements.” As part of this recognition, the county requests a waiver of this requirement, but it is not clear which agency is responsible for granting such a waiver. The submission indicates that the county Department of Public Works “has no objection to the proposed amendment as it allows the use of available public sewer service for public recreation improvements. The use of public sewer is also more environmentally preferable to a septic system due to the proximity of tidal waters.”

Priority Funding Area Review

The parcel is not located within the Kent County PFA. The parcel will not qualify as PFA. It appears, but Planning is not certain, that the denied access sewer line to which the county wishes to connect the park with this amendment is subject to a PFA exception granted by the Smart Growth Coordinating Committee in a letter to MDE on April 10, 2014. Planning recommends that MDE review the 2014 exception to determine if it would require any modifications to accommodate this amendment.

Growth Tier Map Review

The subject area is designated as Tier IV on the Kent County Senate Bill 236 Tier Map. If MDE approves the amendment, then the area can remain designated as Tier IV or Tier IA since the area is not within a locally designated growth area.

If you have any questions or concerns regarding these comments, please contact David Dahlstrom, AICP, Regional Planner at david.dahlstrom@maryland.gov.

Sincerely,



Charles W. Boyd, AICP
Director, Planning Coordination

cc: Robin Pellicano; Nicholai Francis-Lau; Steve Alfaro; and Hannah C. Benzion, MDE
Tony Redman, DNR
Dwight Dotterer, MDA
Jason Dubow; Joseph Griffiths; Sylvia Mosser; David Dahlstrom; and Cassandra Malloy, Planning



Maryland Department of Planning

Sustainable_____Attainable

April 10, 2014

Brigid Kenney, Senior Policy Advisor
Maryland Department of the Environment
Office of the Secretary
1800 Washington Boulevard
Baltimore, MD 21230

Dear Ms. Kenney:

The Smart Growth and Neighborhood Conservation Coordinating Committee met on April 9, 2014, to review a request by the Maryland Department of the Environment for a Priority Funding Area (PFA) exception for a sewer project involving the Town of Galena Wastewater Treatment Plant.

The Town of Galena operates an 80,000 gallon per day (gpd) wastewater treatment Plant (WWTP). The Maryland Department of the Environment found the plant in Significant Noncompliance for permit violations and issued a Consent Order on October 21, 2011. The Order directed the Town to upgrade the plant and place it into service by October 31, 2013. In 2011 Kent County received a request for sanitary service from the owner of the Georgetown Yacht Club and Kitty Knight House restaurant due to failing on site disposal systems. The Town and County worked together to solve their mutual problems.

This project is to build a new 110,000 gpd Enhanced Nutrient Removal WWTP to replace the existing WWTP. It will be located outside the PFA, as is the existing plant. The plant will serve Galena and two small developments adjacent to the town on Maplewood Lane and Lee Avenue, which are PFA comment areas. Maplewood Lane has 14 lots, none of which is vacant. Lee Avenue has 6 lots, one of which is vacant. As part of another project, the County will build a denied access sewer force main to connect Georgetown (a PFA) to the new Galena WWTP. With these two projects, MDE was willing to amend the Consent Order. In addition, on June 17, 2013, MDE approved an amendment to the Kent County Water and Sewer Plan that is consistent with this PFA exception request.

Based on this information, the Committee voted to approve this as an exception for both the location of the WWTP and the provision of service to the Maplewood Lane and Lee Avenue communities outside of the PFA based on the applicable criteria of the PFA law,

Martin O'Malley, Governor
Anthony G. Brown, Lt. Governor

Richard Eberhart Hall, AICP, Secretary
Amanda Stakem Conn, Esq., Deputy Secretary

301 West Preston Street - Suite 1101 - Baltimore - Maryland - 21201

Tel: 410.767.4500 - Toll Free: 1.877.767.6272 - TTY users: Maryland Relay - Planning.Maryland.gov

that the project is necessary to protect public health or safety.

Sincerely,

A handwritten signature in black ink, appearing to read "Richard Josephson". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

Richard Josephson, AICP
Director of Planning Services



**Thomas N. Yeager, County Attorney and Mike Moulds, Director, Public
Works
9/26/2023
County Commissioners Meeting**

Item Summary:

Resolution 2023-17 Pertaining To The Amendment To The Kent County Comprehensive Water and Sewerage Plan

ATTACHMENTS:

Description

09.26.23 Resolution 2023-17 Amendments to the Kent County Comprehensive Water and Sewerage Plan,
2018 Update to Include Public Sewer Service for the Construction of Restrooms at the County's Toal Park

RESOLUTION 2023-17
COUNTY COMMISSIONERS OF KENT COUNTY, MARYLAND

PERTAINING TO THE AMENDMENT TO THE KENT COUNTY COMPREHENSIVE WATER AND SEWERAGE PLAN, 2018 UPDATE TO INCLUDE PUBLIC SEWER SERVICE FOR THE CONSTRUCTION OF RESTROOMS AT THE COUNTY'S TOAL PARK

WHEREAS, pursuant to Title 9, Subtitle 5 of the Environmental article of the Maryland Annotated Code, the County Commissioners of Kent County, Maryland have general powers to adopt and amend a county plan addressing water supply systems and sewerage systems and has hereto adopted the Kent County Comprehensive Water and Sewerage plane, 2018 update.

WHEREAS, the Kent County Planning Commission discussed the proposed plan amendment on January 25, 2023, and found that it was in compliance with the Land Use Ordinance and Comprehensive Plan.

WHEREAS, after the due notice was published, the County Commissioners conducted a public hearing on September 26, 2023, at which time the proposed amendment was discussed, staff's recommendations were considered, and public comment was solicited; and

NOW, THEREFORE, after considering the evidence which had been presented at the public hearing regarding the proposed amendment, The County Commissioner of Kent County, Maryland hereby amend the Comprehensive Water and Sewerage Plan to include public sewer service for the construction of public restrooms at the County's Toal Park as set forth in Figure 4-3 revised attached hereto and made a part hereof.

This amendment shall take effect on the _____ day of _____, 2023, the date of adoption by the County Commissioners.

ATTEST:

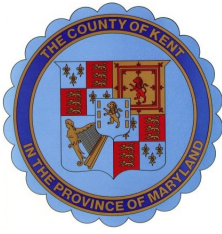
THE COUNTY COMMISSIONERS
OF KENT COUNTY, MARYLAND

Sondra M. Blackiston, Clerk

Ronald H. Fithian, President

Albert H. Nickerson, Member

John F. Price, Member



Roads Division
9/26/2023
County Commissioners Meeting

Item Summary:

FY2024 State Aid Surface Treatment Roads List

ATTACHMENTS:

Description

09.26.23 FY2024 State-Aid Surface Treatment Roads Program Data Sheet, State Aid # 09-000S (24)

(1) SHA CONTRACT No.		STATE-AID PROGRAM DATA SHEET									
(2) STATE AID No. 029-000S (24)											
(3) ROAD NAME Various Roads	(a) PROJECT LOCATION Within the limits of Kent County	(5) Length 3.52 miles	(6) Traffic Present	(6A) Future See Attached	(6B)	(7) Route F.A.S.	(8) County Name Kent	(9) County Code 029	(10) Elec. District 01	(11) Item No. County State	
(12) EXISTING SURFACING AND ROADWAY											(13) CHECK ONE
(A) STRUCTURES (over 20' length) N/A	(B) PAVEMENT TYPE Bituminous Surface Treatment	(C) Width	(D) Condition See attached	(E) Alignmnt	(F) Grade	(H) R.R. Crossing	Type of Project Force Account [] County [X] Contract Advertisement S.H.A. [] County [] Construction Inspection S.H.A. [] County [X] Materials Inspection & Control S.H.A. [] County [X]				
(14) CHARACTER OF ROADWAY	TYPE OF WORK	TOTAL EST'D COST	STATE AID FUNDS	COUNTY FUNDS							
Graded Width See Attachment Base Existing Bankrun Gravel Pavement Section See Attachment Shoulders See Attachment Right-of Way Existing Maximum Grade Maximum Curve Design Speed Remarks	(15) GRADING										
	(16) DRAINAGE										
	(17) BASE										
	(18) SURFACE	\$81,283.50	\$65,026.80	\$16,256.70							
	(19) STRUCTURES										
	SUB-TOTALS										
	(20) RIGHT-OF-WAY										
	(21) PRELIMINARY ENGINEERING										
	(22) CONSTRUCTION INSPECTION										
	(23) MATERIALS INSPECTION & CONTROL										
(24) UTILITIES											
GRAND TOTALS		\$81,283.50	\$65,026.80	\$16,256.70							
(26) Certificate of Available Funds to Match State Aid Funds ATTEST :  Authorized Signature & County Title 09/26/23 Ronald Fithian, President County Commissioners of Kent Co., MD											
(27) Program Approval :				(28) Availability of State Aid Funds :							
Federal Aid Programming Section _____ Date _____				Manager , Capital Program Division _____ Date _____							

RANGE / \$A\$1 : \$P\$50

PROGRAM : SAPDATA



**Kent County Public Works / Roads Division
FY24 Proposed Surface Treatment Program (Tar & Chip)
State Aid No. 029-0005(24)**

Road #	Road Name	From	To	Length (miles)	Surface Width	Shoulder Width (avg.)	Posted Speed Limit(s)	ADC Map-Grid(s)	Estimated Cost **
** 3324	Glenn Rd.	East Beechwood Rd.	End of Rd.	0.05	18	27 ft.	Speed Limit: None	14-A3	\$1,188.00
** 3322	Club Terrace	Marina Star Rd.	End of Rd.	0.19	18	32 ft.	None	27-A1	\$4,513.50
** 3182	Marina Starr Rd.	Buck Neck Rd.	Marina Rd.	0.20	18	32 ft.	None	27-B1	\$4,752.00
** 3180	Schooner Rd.	Fish Hatchery Rd.	End of Rd.	0.38	18	32 ft.	25 MPH	27-B1	\$9,029.25
** 3191	Skipjack Rd.	Schooner Rd.	Spinnaker Rd.	0.07	20	30 ft.	None	27-B2	\$1,847.25
** 3192	Spinnaker Rd.	End of Rd.	End of Rd.	0.10	18	32 ft.	None	27-B2	\$2,376.00
** 3163	Owasso Rd.	Cogar Rd.	Millbrook Dr.	0.19	18	32 ft.	None	27-D2	\$4,513.50
** 3199	Bunting Rd.	Sandpiper Rd	Kinglet Rd.	0.22	20	30 ft.	None	27-B2	\$5,807.25
** 3200	Crane Rd.	Bunting Rd.	End of Rd.	0.07	20	30 ft.	None	27-B2	\$1,847.25
** 3176	Glenola Rd.	Burditt Rd.	End of Rd.	0.12	18	32 ft.	None	17-B8	\$2,850.75
** 3201	Vireo Rd.	Bunting Rd.	End of Rd.	0.06	20	30 ft.	None	27-B2	\$1,584.00
** 3339	Whye Rd.	Big Woods Rd.	End of Rd.	0.15	16	14 ft.	15 MPH	19-C7	\$3,168.00
** 3296	Wallace Woods Rd.	Big Woods Rd.	End of Rd.	0.20	14	16 ft.	None	19-D7	\$3,696.75
** 3297	Needam Rd.	Big Woods Rd.	End of Rd.	0.20	14	16 ft.	15 MPH	19-D7	\$3,696.75
** 3345	Hackett Rd.	Needam Rd.	End of Rd.	0.18	16	14 ft.	None	19-D8	\$3,802.50
** 3298	Boyer Ln.	Big Woods Rd.	End of Rd.	0.44	14	16 ft.	None	19-E7	\$8,131.50
** 3332	Barrett Farm Ln.	Coopers Ln.	End of Rd.	0.70	20	30 ft.	None	18-C3	\$18,479.25
**									
**									
**									
**									
**									
**									
**									
**									

** Design exception requested

TOTAL	3.52 miles
--------------	-------------------

\$81,283.50

** Based on estimated \$2.00/gallon for CRS-2

KENT COUNTY FY24 PROGRAM

ENVIRONMENTAL ASSESSMENT FORM

A.	Land Use Considerations	<u>YES</u>	<u>NO</u>	<u>COMMENTS</u>
1.	Will the action be within the 100-year floodplain?	_____	<u>X</u>	_____
2.	Will the action require a permit for construction or alteration within the 50-year floodplain?	_____	<u>X</u>	_____
3.	Will the action require a permit for dredging, filling, draining or alteration of a wetland?	_____	<u>X</u>	_____
4.	Will the action require a permit for the construction or operation of facilities for solid waste disposal including dredge excavation spoil?	_____	<u>X</u>	_____
5.	Will the action occur on slopes exceeding 15%	_____	<u>X</u>	_____
6.	Will the action require a grading plan or a sediment control permit?	_____	<u>X</u>	_____
7.	Will the action require a mining permit for deep or surface mining?	_____	<u>X</u>	_____
8.	Will the action require a permit for drilling a gas or oil well?	_____	<u>X</u>	_____
9.	Will the action require a permit for airport construction?	_____	<u>X</u>	_____
10.	Will the action require a permit for the crossing of the Potomac River by conduits, cables or other like devices?	_____	<u>X</u>	_____

ENVIRONMENTAL ASSESSMENT FORM

	<u>YES</u>	<u>NO</u>	<u>COMMENTS</u>
11. Will the action affect the use of a public recreation area, park, forest, wildlife management area, scenic river, or wildland?	_____	<u>X</u>	_____
12. Will the action affect the use of any natural or manmade features that are unique to the county, state or nation?	_____	<u>X</u>	_____
13. Will the action affect the use of an archeological site or historical structure?	_____	<u>X</u>	_____
B. Water Use Considerations			
14. Will the action require a permit for the change of the course, current or cross section of a stream or other body of water?	_____	<u>X</u>	_____
15. Will the action require the construction, alteration, or removal of a dam, reservoir, or waterway obstruction?	_____	<u>X</u>	_____
16. Will the action change the overland flow of stormwater or reduce the absorption capacity of the ground?	_____	<u>X</u>	_____
17. Will the action require a permit for the drilling of a water well?	_____	<u>X</u>	_____
18. Will the action require a permit for water appropriation?	_____	<u>X</u>	_____
19. Will the action require a permit for the construction and operation of facilities for the treatment or distribution of water?	_____	<u>X</u>	_____

ENVIRONMENTAL ASSESSMENT FORM

	<u>YES</u>	<u>NO</u>	<u>COMMENTS</u>
20. Will the project require a permit for the construction and operation of facilities for sewage treatment and/or disposal of liquid waste derivatives?	_____	<u>X</u>	_____
21. Will the action result in any discharge into surface or sub-surface water?	_____	<u>X</u>	_____
22. If so, will the discharge affect ambient water quality parameters and/or require a discharge permit?	_____	<u>X</u>	_____
C. Air Use Considerations			
23. Will the action result in any discharge into the air?	_____	<u>X</u>	_____
24. If so, will the discharge affect ambient air quality parameters or produce a disagreeable odor?	_____	<u>X</u>	_____
25. Will the action generate additional noise which differs in character or level from present conditions?	_____	<u>X</u>	_____
26. Will the action preclude future use or relate air space?	_____	<u>X</u>	_____
27. Will the action generate any radiological, electrical, magnetic, or light influences?	_____	<u>X</u>	_____
D. Plants and Animals			
28. Will the action cause the disturbance, reduction or loss of any rare, unique or valuable plant or animal?	_____	<u>X</u>	_____
29. Will the action result in the significant reduction or loss of any fish or wildlife habitats?	_____	<u>X</u>	_____

ENVIRONMENTAL ASSESSMENT FORM

	<u>YES</u>	<u>NO</u>	<u>COMMENTS</u>
30. Will the action require a permit for the use of pesticides, herbicides or other biological	_____	<u>X</u>	_____
E. Socio-Economic			
31. Will the action result in a pre-emption or division of properties or impair their economic use?	_____	<u>X</u>	_____
32. Will the action cause relocation of activities, structures, or result in a change in the population density or distribution?	_____	<u>X</u>	_____
33. Will the action alter land values?	_____	<u>X</u>	_____
34. Will the action affect traffic flow and volume?	_____	<u>X</u>	_____
35. Will the action affect the production, extraction, harvest, or potential use of a scarce or economically important resource?	_____	<u>X</u>	_____
36. Will the action require a license to construct a sawmill or other plant for the manufacture of forest products?	_____	<u>X</u>	_____
37. Is the action in accord with federal, state, regional and local comprehensive or functional plans including zoning?	_____	<u>X</u>	_____
38. Will the action affect the employment opportunities for persons in the area?	_____	<u>X</u>	_____
39. Will the action affect the ability of the area to attract new sources of tax revenue?	_____	<u>X</u>	_____

ENVIRONMENTAL ASSESSMENT FORM

	<u>YES</u>	<u>NO</u>	<u>COMMENTS</u>
40. Will the action discourage present sources of tax revenue from remaining in the area, or affirmatively encourage them to relocate elsewhere?	_____	<u>X</u>	_____
41. Will the action affect the ability of the area to attract tourism?	_____	<u>X</u>	_____
F. Other Considerations			
42. Could the action endanger the public health, safety or welfare?	_____	<u>X</u>	_____
43. Could the action be eliminated without deleterious affects to the public health, safety, welfare or the natural environment?	_____	<u>X</u>	_____
44. Will the action be of statewide significance?	_____	<u>X</u>	_____
45. Are there any other plans or actions (federal, state, county or private) that, in conjunction with the subject action, could result in a cumulative or synergistic impact on the public health, safety, welfare, or environment?	_____	<u>X</u>	_____
46. Will the action require additional power generation or transmission capacity?	_____	<u>X</u>	_____
47. This agency will develop a complete environmental effects report on the proposed action.	_____	<u>X</u>	_____

**Kent County Public Works / Roads Division
FY24 Surface Treating Program (#7/#8 Stone)**

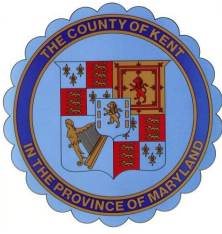
State Aid No. 029-0005(24)

1 coarse each road

Rates of application: 0.5 gallons asphalt & 35 lbs. stone per square yard

	Road #	Road Name		Length (miles)	Width	Sq. Yards	Tons Stone	Gallons Asphalt	sy cost	road cost	
2	3324	Glen Rd.	8	0.05	18	528	9.2	264	\$2.25	1,188.00	
1	3322	Club Terrace	8	0.19	18	2,006	35.1	1,003	\$2.25	4,513.50	
1	3182	Marina Starr Rd.	8	0.20	18	2,112	37.0	1,056	\$2.25	4,752.00	
1	3180	Schooner Rd.	8	0.38	18	4,013	70.2	2,006	\$2.25	9,029.25	
1	3191	Skipjack Rd.	8	0.07	20	821	14.4	411	\$2.25	1,847.25	
1	3192	Spinnaker Rd.	8	0.10	18	1,056	18.5	528	\$2.25	2,376.00	
1	3163	Owasso Rd.	8	0.19	18	2,006	35.1	1,003	\$2.25	4,513.50	
1	3199	Bunting Rd.	8	0.22	20	2,581	45.2	1,291	\$2.25	5,807.25	
1	3200	Crane Rd.	8	0.07	20	821	14.4	411	\$2.25	1,847.25	
1	3176	Glenola Rd.	8	0.12	18	1,267	22.2	634	\$2.25	2,850.75	
1	3201	Vireo Rd.	8	0.06	20	704	12.3	352	\$2.25	1,584.00	
1	3339	Whye Rd.	8	0.15	16	1,408	24.6	704	\$2.25	3,168.00	
1	3296	Wallace Woods Rd.	8	0.20	14	1,643	28.7	821	\$2.25	3,696.75	
1	3297	Needam Rd.	8	0.20	14	1,643	28.7	821	\$2.25	3,696.75	
1	3345	Hackett Rd.	8	0.18	16	1,690	29.6	845	\$2.25	3,802.50	
1	3298	Boyer Ln.	8	0.44	14	3,614	63.2	1,807	\$2.25	8,131.50	
1	3332	Barrett Farm Ln	8	0.70	20	8,213	143.7	4,107	\$2.25	18,479.25	
											3.52
											\$81,283.50
2	3275	Rileys Neck Rd.	8	0.47	18	4,963	86.9	2,482	\$2.25	11,166.75	
2	312	Olivet Hill Rd.	8	0.40	16	3,755	65.7	1,877	\$2.25	8,448.75	
2	3288	Olivet Circle (back)	8	0.49	18	5,174	90.6	2,587	\$2.25	11,643.75	
2	3390	Olivet Circle (front)	8	0.32	18	3,379	59.1	1,690	\$2.25	7,602.75	
2	3286	East Beechwood Rd.	8	0.23	18	2,429	42.5	1,214	\$2.25	5,465.25	
2	3285	West Beechwood Rd.	8	0.36	18	3,802	66.5	1,901	\$2.25	8,554.50	
2	342	Turners Creek Rd.	7	2.65	18	27,984	489.7	13,992	\$2.25	62,964.00	
2	362	Green Point Rd.	7	1.26	18	13,306	232.8	6,653	\$2.25	29,938.50	
2	388	Walnut Point Rd.	7	1.65	18	17,424	304.9	8,712	\$2.25	39,204.00	
2	386	Lovers Ln. (QN)	7	1.23	16	11,546	202.0	5,773	\$2.25	25,978.50	
1	3181	Club Rd	8	0.11	18	1,162	20.3	581	\$2.25	2,614.50	
						0	0.0	0			\$213,581.25
				12.69		131,050	2,293.4	65,525		294,864.75	\$294,864.75
											12.69

Cost per mile: \$23,235.99



Environmental Operations Division
9/26/2023
County Commissioners Meeting

Item Summary:

Turners Creek Granary Removal

ATTACHMENTS:

Description



Patricia Merritt, Chief Finance Officer, Office of Finance
9/26/2023
County Commissioners Meeting

Item Summary:

Financial Update

ATTACHMENTS:

Description

Financial Update

Financial Update

Projected Surplus in excess of 7.5%

\$2.2 - \$2.4 Million

Future Debt Service Reductions:

Community Center - 4/1/29	631,523
KCPS Capital - 4/1/30	210,664
	842,187

Future Capital Projects:

Public Safety Complex	17,516,000
Middle School	32,242,000
	49,758,000

Future Debt Service:

Debt	Annual Debt Payment - 30 years
\$1,000,000	\$65,051
\$17,516,000	\$1,139,443
\$32,242,000	\$2,097,388



Bill Mackey, Director, Planning, Housing, and Zoning
9/26/2023
County Commissioners Meeting

Item Summary:

Kent County is responsible for the technical review of Stormwater Management (SWM) designs that are proposed on submitted plans and permits for projects within unincorporated areas. The County's Department of Public Works now provides that technical review. For the past three years, the Maryland Environmental Service (MES) was performing the County's required professional Stormwater Management reviews. The purpose of this continued contract is to permit consultation with MES over matters that may still be outstanding and to consult on difficult or complex matters.

A copy of the amended agreement is attached for signature.

ATTACHMENTS:

Description

09.26.23 Amendatory Agreement Between Maryland Environmental Service and Kent County MES
Agreement NO. 2-20-4-36

AMENDATORY AGREEMENT
BETWEEN
MARYLAND ENVIRONMENTAL SERVICE
AND
KENT COUNTY

(MES Agreement No. 2-20-4-36)

THIS AMENDATORY AGREEMENT, dated this 26th day of September, 2023, by and between the Maryland Environmental Service, a body politic and corporate constituting an instrumentality of the State of Maryland (hereinafter referred to as the ("Service")) and the Kent County (hereinafter referred to as the ("County")).

R E C I T A L S

WHEREAS, the parties entered into an Intergovernmental Agreement (hereinafter referred to as the ("Agreement")) dated July 2, 2020 for MES to provide timely engineering and technical services to the County on an as needed basis in order to help respond to the County's environmental requirements; and amended the Agreement on June 29, 2021 to extend the Agreement for six (6) months; and amended the Agreement on November 16, 2021 to extend the Agreement for six (6) months; and amended the Agreement on May 17, 2022 to extend the Agreement for twelve (12) months; and amended the Agreement on February 7, 2023 to provide an updated Certified Classification Payroll Roster for FY23; and

WHEREAS, the County and the Service desire to amend the Agreement to provide an updated Certified Classification Payroll Roster for FY24 and to extend the Agreement for twelve (12) months, and;

WHEREAS, both the MES and the County consent to enter into this AMENDMENT of the Agreement; and

NOW, THEREFORE, for and in consideration of the premises and agreements herein set forth, the parties hereto agree to amend the Agreement as follows:

**AMENDATORY AGREEMENT
MARYLAND ENVIRONMENTAL SERVICE and
KENT COUNTY
AGREEMENT I.D. NO. 2-20-4-36
Page 2**

I. AMENDMENT

1. The Certified Classification Payroll Roster FY24, which is attached hereto and incorporated herein, shall replace the Certified Classification Payroll Roster FY23, which was made part of the fourth Amendment, dated February 7, 2023.
2. Notwithstanding the date of execution of this Amendment, the term of the Contract has been extended from June 30, 2023, to June 30, 2024.

II. GENERAL

- A. Except as modified by this AMENDMENT, the provisions of the Agreement shall remain in full force and effect.
- B. This AMENDMENT shall inure to and be binding upon the parties hereto, their agents, successors and assigns.

IN WITNESS WHEREOF, the parties have caused this AMENDMENT to Agreement No. 2-20-4-36 to be executed and delivered as of the date first set forth above.

MARYLAND ENVIRONMENTAL SERVICE

Amanda Cooper
WITNESS

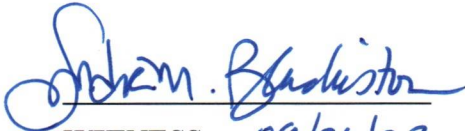
BY: William C. Kessel
WILLIAM C. KESSEL
MANAGER, AGREEMENTS ADMINISTRATION

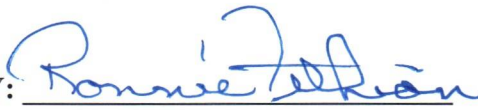
**Approved as to form and legal
sufficiency this 7th day of**

August, 2023.
Sean L. Coleman
Assistant Attorney General

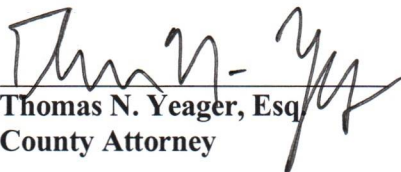
AMENDATORY AGREEMENT
MARYLAND ENVIRONMENTAL SERVICE and
KENT COUNTY
AGREEMENT I.D. NO. 2-20-4-36
Page 3

KENT COUNTY


WITNESS 09/26/23

BY: 
NAME: Ronald H. Fithian
TITLE: President

Approved as to form and legal
sufficiency this 26th day of
September, 2023.


Thomas N. Yeager, Esq
County Attorney

MARYLAND ENVIRONMENTAL SERVICE

ENVIRONMENTAL MONITORING

PAYROLL CLASSIFICATIONS FY 2024

CLASSIFICATION	HOURLY RATE
Senior Engineer	\$161.66
Senior Enviornmental Specialist	\$73.66



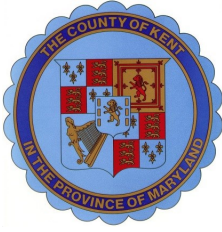
Bonnie S. Pearsall, Inspector, Kent Alcohol and Tobacco Enforcement
9/26/2023
County Commissioners Meeting

Item Summary:

Chestertown Natural Foods, License Modification Application

ATTACHMENTS:

Description



Bonnie S. Pearsall, Inspector, Kent Alcohol and Tobacco Enforcement
9/26/2023
County Commissioners Meeting

Item Summary:

Kent County Health Department Memorandum of Understanding

ATTACHMENTS:

Description

09.26.23 Memorandum of Understanding By and Between KC Health Department and KC Government,
Grant Award Tobacco Enforcement Program, F673N FY2024

Invoice No. FY2024, Kent County Health Department Payment of Grant Award, Tobacco Enforcement
Program

Memorandum Of Understanding

This agreement was entered into on or about September 13, 2023 between the Kent County Health Department (Grantor) and Kent County Government (Grantee) and will end June 30, 2024. The grant award of \$17,000 is to implement the tobacco enforcement program.

The Grantor Agrees To:

- 1) Periodically monitor the Grantee to assure that services are being provided to the target population and that funds are being spent for the prescribed purpose.
- 2) Provide technical assistance in carrying out an action plan and evaluation component.

The Grantee Agrees To:

- 1) Cooperate with monitoring visits from the Grantor.
- 2) Provide service as outlined in the attached Action Plan.
- 3) Submit Request for Payment Form 437 for the award amount after the project agreement (MOU) has been signed.
- 6) Maintain books, records, documents and other evidence and shall adopt accounting procedures and practices that sufficiently and properly reflect all direct costs of any nature expended in the course of this agreement. These books, records, documents and other evidence shall be available for inspection. If review reveals that funds are not expended within the limits of the approved budget or modifications, it is understood that restitution of monies found to be in violation of this agreement shall be made to the Maryland Department of Health .
- 7) Submit a narrative report, detailing actual performance by the following dates: January 5, 2024 and July 5, 2024. Reports should be submitted to Nicole Morris @ nicole.morris@maryland.gov

The Grantor and the Grantee Mutually Agree:

- 1) That this award is subject to the requirements and conditions set forth in the MDH Human Services Agreements Manual.
- 2) That this award is based upon estimated levels of State and/or Federal funding. If the actual allocations differ significantly from the current estimates, the grant award will be adjusted accordingly, and services may be curtailed accordingly.

ATTEST:

For the Grantor:



Signature

Nicole Morris

9/13/23

Date

For the Grantee:



Signature

09/26/23

Date



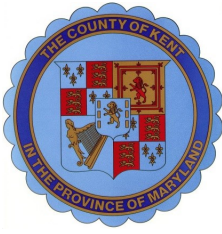
Kent Alcohol and Tobacco Enforcement

INVOICE

To: Nicole Morris, MS, RN Program Director, Chronic Disease Prevention, KCHD
From: Lacey T. Cox, Deputy Clerk II
Date: September 18, 2023
Subject: Grantee Invoice #FY2024 for Tobacco Enforcement Program

Kent County Government hereby requests payment to implement the Tobacco Enforcement Program.

Invoice Date: 09/26/2023
Invoice Number: FY2024
Services Summary: Tobacco Enforcement Program
Amount: \$17,000.00
Payable To: County Commissioners of Kent County
Terms: Due Upon Receipt



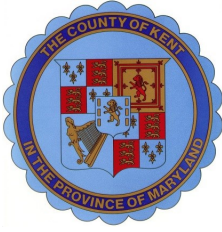
Thomas N. Yeager, County Attorney
9/26/2023
County Commissioners Meeting

Item Summary:

Notification Letter

ATTACHMENTS:

Description



Human Resources Department 9/26/2023 County Commissioners Meeting

Item Summary:

Time to Care Act Update

ATTACHMENTS:

Description

09.26.23 Michael Sanderson, Executive Director, MACo Statement of Intent to Join TCA Insurance Collaborative

09.26.23 Memorandum of Agreement Time To Care Act Insurance Collaborative MABE and MACo



The County Commissioners of Kent County

Ronald H. Fithian, President | Albert H. Nickerson, Member | John F. Price, Member
Shelley L. Heller, County Administrator | Thomas N. Yeager, County Attorney

September 26, 2023

Michael Sanderson
Executive Director
Maryland Association of Counties
169 Conduit Street
Annapolis, Maryland 21401

RE: Time to Care Act Insurance Collaborative

Dear Mr. Sanderson:

The undersigned, a duly authorized official of The County Commissioners of Kent County, Maryland hereby confirms that The County Commissioners of Kent County, Maryland intend to join the Time to Care Act Insurance Collaborative in accordance with the attached Memorandum of Agreement and that the undersigned has recommended to The County Commissioners of Kent County, Maryland that The County Commissioners of Kent County, Maryland so join the Collaborative.

Sincerely,
THE COUNTY COMMISSIONERS
OF KENT COUNTY, MARYLAND

Ronald H. Fithian, President

Albert H. Nickerson, Member

John F. Price, Member

Enclosure

Cc: Jim Miller, Director of Human Resources

Memorandum of Agreement

Time to Care Act Insurance Collaborative

Effective October 1, 2023

1. Introduction

The Maryland Time to Care Act (TCA) allows employers to purchase insurance to fulfill their obligations to provide TCA paid leave to employees, instead of contributing to the State Plan. It is anticipated that lower insurance premiums can be obtained when employers jointly procure the required TCA insurance.

This Memorandum of Agreement (Agreement) sets forth the basis for members of the Maryland Association of Boards of Education (MABE), the Maryland Association of Counties (MACo) and the Maryland Municipal League (MML) to participate in the Time to Care Act Insurance Collaborative.

MABE and MACo are founding Participating Employers in the Collaborative. Any member in good standing of MABE or MACo, including independent affiliated units that are supported by or a component unit of the member, may become a Participating Employer in the Collaborative by signing the Acknowledgment at the end of this Agreement. Any member in good standing of MML with at least 15 employees (counted for purposes of Section 4 below) may also become a Participating Employer in the Collaborative by signing the Acknowledgment.

The Collaborative is not a legal entity. It is a joint venture among Participating Employers on the terms set forth herein.

In case of any conflict between this Agreement and the articles of incorporation of MABE and MACo, the provisions of the articles of incorporation will control.

2. Services Provided

The Collaborative expects to provide the following services for Participating Employers:

- Prepare and circulate a Request For Proposal to insurance carriers to provide insurance coverage that qualifies as a TCA Equivalent Private Insurance Plan.
- Interface with insurance carrier(s) to support Participating Employers when purchasing TCA insurance coverage.
- Access to reduced rates for TCA consulting services provided by Bolton Partners.
- Represent the interests of Participating Employers to State of Maryland authorities with TCA enforcement responsibility.

- Such other services as are appropriate to further the purposes of the Collaborative.

3. Assets and Expenses

The Collaborative is not expected to hold assets in its own name. The Collaborative will incur expenses in furtherance of its services described in this Agreement. Expenses will be funded by membership fees paid by Participating Employers and other sources of revenue as the Collaborative may have. Fees and other revenue will be held in a bank account titled in the name of MABE, which will serve as the Collaborative's custodian. The custodian will be responsible for amounts held in that account as agent for all Participating Employers, and will keep adequate records of all deposits to and disbursements from the account.

4. Membership Fees

Participating Employers must pay membership fees for each Fee Year, determined by the following schedule:

Fewer than 200 employees	\$3,000
200 to 499 employees	\$5,000
500 to 999 employees	\$ 7,500
1,000 to 1,999 employees	\$10,000
2,000 or more employees	\$12,500

- The first Fee Year is October 1, 2023 – September 30, 2024.
- The second Fee Year is October 1, 2024 – December 31, 2025 (a long year).
- The third Fee Year is January 1, 2026 – December 31, 2026.
- Any Fee Year thereafter is the calendar year.

Membership fees for the first Fee Year are due within 30 days after an Employer joins the Collaborative. Thereafter, fees are due before the first day of each following Fee Year.

Employee counts are determined as of the June 30 preceding the due date of a fee payment. Employees are counted if they meet the eligibility requirements for TCA benefits on that date.

If an employer joins the Collaborative on or after October 1, 2023, the employer must pay membership fees determined as though it joined the Collaborative before October 1, 2023.

It is understood that the membership fees set forth above are based on estimates of the amounts needed to operate the Collaborative. Actual operating experience may call for increases or decreases in the membership fees, as determined by the Administrative Committee.

5. Administrative Committee

The Collaborative's day to day affairs, including incurring and payment of expenses, will be overseen by the Administrative Committee. The Committee will consist of two members

appointed by MABE and two members appointed by MACo. In addition, the Executive Directors of MABE and MACo, or their designees, will be ex officio members of the Committee.

The Committee will meet at such times and via such formats as the Committee determines. The Committee will act by majority vote of its members. No Committee member will be personally responsible for any debt or obligation of the Collaborative or of any Participating Employer.

The Committee has the discretionary authority to interpret this Agreement and to make any findings of fact necessary to carry out this Agreement and the purposes of the Collaborative.

A Committee member may resign at any time by submitting a written notice of resignation to the entity that appointed the member. A Committee member may be removed at any time for any reason, by action of the entity that appointed the member.

6. Amendment and Interpretation of Agreement

This Agreement may be amended by joint agreement of MABE and MACo. Any amendment is binding on all Participating Employers.

This Agreement will be interpreted to comply with the TCA and regulations issued under the TCA, including regulations issued by the Maryland Insurance Administration regarding TCA insurance policies.

7. Withdrawal and Removal from Collaborative

A Participating Employer may withdraw from the Collaborative by giving 30 days advance written notice to the Committee (or upon such shorter notice period as the Committee may accept). A Participating Employer may be removed from the Collaborative by joint agreement of MABE and MACo if the Employer ceases to be a member in good standing of MABE, MACo or MML, or is not in compliance with its obligations under this Agreement. No membership fees will be refunded upon withdrawal or removal from the Collaborative.

A Participating Employer that withdraws or is removed from the Collaborative is thereafter ineligible to purchase any TCA insurance policy arranged by the Collaborative. If a TCA insurance policy arranged by the Collaborative is in effect at the time of withdrawal or removal, ineligibility takes effect at the next renewal of the policy.

8. Termination of Collaborative

The Collaborative will cease to exist when all Participating Employers have withdrawn, or when MABE and MACo jointly agree to terminate the Collaborative. Any amounts remaining in the bank account maintained for the Collaborative will be returned to Participating Employers as determined by MABE and MACo.

9. Failure to Purchase and Maintain TCA Insurance

A Participating Employer that does not purchase and maintain a TCA insurance policy arranged by the Collaborative is automatically removed from the Collaborative effective upon the date the Employer's alternative compliance with the TCA takes effect. However, removal will not apply (1) if the premium rate under the TCA insurance policy exceeds the State Plan required contribution rate or (2) if the purchase and maintenance of the TCA insurance policy would conflict with the Participating Employer's obligations under a collective bargaining agreement.

ACKNOWLEDGMENT

By signing below, the Participating Employer agrees to join the Collaborative and to be bound by this Agreement.

Employer name: The County Commissioners of Kent County

By: Ronnie Fithian

Name and Title: Ronald H. Fithian, President

Date: September 26, 2023

The Administrative Committee hereby confirms receipt of the Participating Employer's Acknowledgment.

By: _____

Name: _____

Date: _____



Dr. Clifford P. Coppersmith, President, Chesapeake College
9/26/2023
County Commissioners Meeting

Item Summary:

Queen Anne's Technical Center - Proposed Building Project

ATTACHMENTS:

Description

09.26.23 Dr. Clifford Coppersmith, President, Chesapeake College, Letter of Intent Queen Anne's Technical Building- Project



The County Commissioners of Kent County
Ronald H. Fithian, President | Albert H. Nickerson, Member | John F. Price, Member
Shelley L. Heller, County Administrator | Thomas N. Yeager, County Attorney

September 26, 2023

Dr. Clifford Coppersmith, President
Chesapeake College
1000 College Circle
P.O. Box 8
Wye Mills, MD 21679

RE: Support – Chesapeake College Queen Anne’s Technical Building - Project

Dear Dr. Coppersmith:

Thank you for the opportunity to comment on your capital project request for a new technical building. We were excited to hear your enthusiasm for the project and your commitment to work in partnership with Kent County Public Schools to enhance student opportunities. We also recognize your responsible stewardship of Chesapeake College and its mission. If additional State funding becomes available, we respectfully request those additional dollars be applied to each county’s local cost share of the project.

We are pleased to offer the enclosed Letter of Intent to Maryland Community Colleges for the Chesapeake College Queen Anne’s Technical Building – Project.

Sincerely,
THE COUNTY COMMISSIONERS
OF KENT COUNTY, MARYLAND

A blue ink signature of Ronald H. Fithian, written in a cursive style.

Ronald H. Fithian, President

A blue ink signature of Albert H. Nickerson, written in a cursive style.

Albert H. Nickerson, Member

A blue ink signature of John F. Price, written in a cursive style.

John F. Price, Member

KCC/smb

Enclosure: Original Letter of Intent to Maryland Community Colleges for the Chesapeake College Queen Anne’s Technical Building – Project



LETTER OF INTENT
MARYLAND COMMUNITY COLLEGES

TO: Daniel D. Schuster
Finance Policy Analyst
Maryland Higher Education Commission
6 North Liberty Street, 10th Floor
Baltimore, MD 21201

RE: _____ Project Number
Chesapeake College Queen Anne's Technical Building -- Project

This Letter of Intent is to assure the Maryland Higher Education Commission that the county of Kent intends to provide the local share of funds to design, construct, and equip the above referenced project. This letter is made in good faith but is not binding and does not constitute a legally binding obligation.

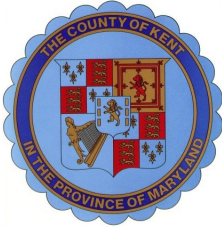
Signatures of:

County Council _____

County Commissioners Ronnie J. Dean

County Executive _____

Date: 9/26/2023



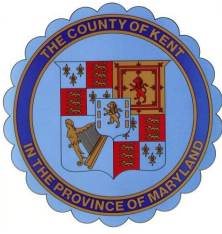
Shelley Neal-Edwards, Director, Department of Social Services
9/26/2023
County Commissioners Meeting

Item Summary:

Social Services Advisory Board

ATTACHMENTS:

Description



Procedures For Public Comment 9/26/2023 County Commissioners Meeting

ATTACHMENTS:

Description

09.26.23 Public Comments Sign In Sheet

Press and Public Comments

**PUBLIC COMMENTS
SIGN IN SHEET
September 26, 2023**

NAME (please print)	ADDRESS	TOPIC
ELIZABETH WATSON	226 N KENT ST APT B CHESTER TOWN	TURNER'S CREEK GRAVART

Press and Public Comments

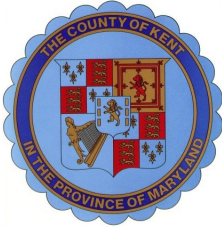
Time is allotted at the beginning and end of each meeting for the Commissioners to receive comments from the public. Anyone interested in speaking must sign up on the provided The Public Comment sign-up sheet is located on the table inside the meeting room.

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



American Rescue Plan Act (ARPA) Funds Spend Plan 9/26/2023 County Commissioners Meeting

ATTACHMENTS:

Description

9-19-2023 ARPA Fund Commissioner Report

**AMERICAN RESCUE PLAN ACT FUND
AS OF COMMISSIONER MEETING MINUTES DATED
9/19/2023**

Project	Department	Project Estimate	Date Approved	Amount Approved	Date Completed
Feed the Elderly Year 1	Local Management Board	112,800	08/31/21	112,800	9/30/2022
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	6/28/2022
Clariflocculator Replacement Project Change Order #1		2,817	01/11/22	2,817	6/28/2022
Clariflocculator Replacement Project Change Order #2		90,642	01/11/22	90,642	11/23/2022
AV System	Information Technology	71,254	10/26/21	71,254	5/17/2023
IT Software	Information Technology	27,095	10/26/21	27,095	8/10/2022
Neighborhood & Infrastructure Grants	Information Technology	258,402	12/14/21	258,402	
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 Treatment Feasibility Study	Water & Wastewater Fund	57,500	02/08/22	57,500	
Millington/RT301 Wastewater Conveyance System Capacity Study		9,500	09/27/22	9,500	
Tolchester Wastewater-Design Services Influent Screen	Water & Wastewater Fund	52,910	02/08/22	52,910	
Tolchester Wastewater - Bid Services and Const. Management		35,735	09/27/22	35,735	
Tolchester Wastewater Influent Screen Construction		600,914	04/25/23	600,914	
Worton WWTP Influent Lagoon Engineer Design & Bid Services	Water & Wastewater Fund	33,076	03/22/22	33,076	
Worton WWTP Influent Lagoon Engineer Const. Management		43,736	03/08/23	43,736	
Worton WWTP Lagoon Sludge Removal Contract		1,400,725	12/13/22	1,400,725	
Worton WWTP Lagoon Sludge Removal Contract Change Order #1		30,000	06/13/23	30,000	
Worton WWTP Lagoon Sludge Removal Contract Change Order #2		(486,784)	08/08/23	(486,784)	
Kennedyville Pump Station #2 Relocation Design	Water & Wastewater Fund	52,338	09/27/22	52,338	
Kennedyville Pump Station #2 Relocation Const. Management		<i>Deferred</i>			
Kennedyville Pump Station #2 Construction		<i>Deferred</i>			
Worton/Kennedyville GIS Water and Sewer Facilities Mapping	Water & Wastewater Fund	75,770	09/27/22	75,770	
Worton Vehicle Storage Building & site prep/lighting/heat	Water & Wastewater Fund	40,000	10/25/22	40,000	
Worton WWTP Solids Press Replacement Design	Water & Wastewater Fund	40,000.00			
Worton WWTP Solids Press Replacement Construction Management		20,000.00			
Worton WWTP Solids Press Replacement		250,000.00			
Total Amount of Funds Committed		<u>\$ 3,421,697</u>		<u>\$ 3,111,697</u>	
Amount of ARPA Funds		3,766,777		3,766,777	
Balance of ARPA Funds Remaining		<u>\$ 345,080</u>		<u>\$ 655,080</u>	



Contingency and Use of Fund Balance Report 9/26/2023 County Commissioners Meeting

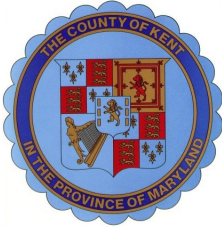
ATTACHMENTS:

Description

9-19-2023 Commissioner Report Contingency

**FY24 CONTINGENCY & USE OF FUND BALANCE
AS OF COMMISSIONERS MEETING MINUTES DATED
September 19, 2023**

[illegible]



Bill Mackey, Director, Planning, Housing and Zoning
9/26/2023
County Commissioners Meeting

Item Summary:

Personnel

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.