

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

September 12, 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

Proposed Water and Sewerage Comprehensive Plan Amendment

Notice of Public Hearing on September 26, 2023 at 10:00 a.m.
Toal Park, MAP 7- PARCEL 357

Consent Items

#1 - Regular Session Minutes, August 29, 2023

#2 - Liquor Minutes, August 29, 2023

#3 - Main Street Rock Hall, Raffle Only, October 14, 2023

#4 - Democratic Club of Kent County, Raffle Only, September 13 - October 26, 2023

Proclamations

Jonathan Qvarnstrom, Outreach and Marketing Associate, For All Seasons

No Matter What...You Matter Suicide Prevention Month - September 2023

Harry Kettner, Captain, Kent County Sheriff's Office, and Andy Meehan, Chestertown Rotary Club

Kent Goes Purple

Rebecca Taylor and Susan Pritchett, Old Kent Chapter of the National Society of the Daughters of the American Revolution

Constitution Week

Basil Wadkovsky, Exalted Ruler, and Karen Stevens, Americanism Chair, Chestertown Elks Lodge #2474

Patriotism Week

Appointments

Dr. Clifford P. Coppersmith, President, and Karen Smith, Vice President of Administrative Services, Chesapeake College

Queen Anne's Technical Center - Proposed Building Project

Departmental Appointments

Pete Landon, Director Office of Emergency Services

Kent County Preparedness Month

Rosemary Ramsey Granillo, Director Kent County Local Management Board

FY2024 Safe Summers Grant Award Agreement

Jamie Williams, Director, and Rose Osborn, Administrative Specialist, Economic and Tourism Development

Departmental Update
Short-term Rental Update

Jamie Williams, Director, Economic and Tourism Development

Village at Kennedyville Broker Opinion

Jamie Williams, Director, Economic and Tourism Development

Chestertown hotDesks Membership Rates

Human Resources Director

Jim Miller, Director, Human Resources

Part-Time Paramedic Vacancy

Jim Miller, Director, Human Resources

Full-Time Paramedic Vacancy

Jim Miller, Director, Human Resources

Correctional Officer Vacancy

Jim Miller, Director, Human Resources

Full-Time Facility Monitor Vacancy

Jim Miller, Director, Human Resources

Christmas Holiday Schedule

Jim Miller, Director, Human Resources

Human Resources Departmental Update

Public Works Director

Roads Division

Blacktop Paving Contract Award for Tolchester Beach Road

Environmental Operations Division

Bayside Landing Public Event

Engineering

Leased Vehicles Budget Adjustment

Water and Wastewater Division

Operating Budget Adjustment

Water and Wastewater Division

United States Army Corps of Engineers Letter of Intent

County Administrator

Upper Shore Regional Council

Proclamation - Twenty Years of Service

Legislative Bond Initiative Process

County Administrator Report

Community Volunteer Fire Company of Millington

Proclamation - 100 Years of Service

Public Comment/Media Review

Procedures For Public Comment

For Your Information

Todd R. Mohn, County Administrator, Queen Anne's County, Queen Anne's County
Detention Center Renovation and Expansion Project Letter

Queen Anne's County Detention Center Renovation and Expansion Project

W.W. Buck Duncan, President, Mid-Shore Community Foundation

Letter of Thanks

Carolyn Sorge, Secretary, Museums of Kent County

Letter of Thanks

American Rescue Plan Act Funds

American Rescue Plan Act (ARPA) Funds Spend Plan

Contingency Fund

Contingency and Use of Fund Balance Report

Closed Session

Jim Miller, Director, Human Resource Department

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.

Thomas N. Yeager, County Attorney

Legal and Potential Litigation

The meeting was closed under the Annotated Code of Maryland, General Provisions Article § 3-305 (b) (7) To consult with counsel to obtain legal advice; and (8) to consult with staff, consultants, or other individuals about pending or potential litigation.

(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.)



Proposed Water and Sewerage Comprehensive Plan Amendment 9/12/2023 County Commissioners Meeting

Item Summary:

Notice of Public Hearing on September 26, 2023 at 10:00 a.m.
Toal Park, MAP 7- PARCEL 357

ATTACHMENTS:

Description

09.12.23 Proposed Water and Sewerage Comprehensive Plan Amendment, Toal Park
POS_#7490-14-121_Toal_Park_Restrooms



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.

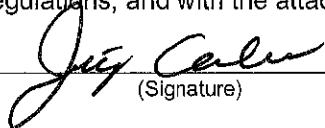
APPLICANT County Commissioners of Kent County, MD APPLICANT'S
 FEDERAL ID # 52-6000974

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

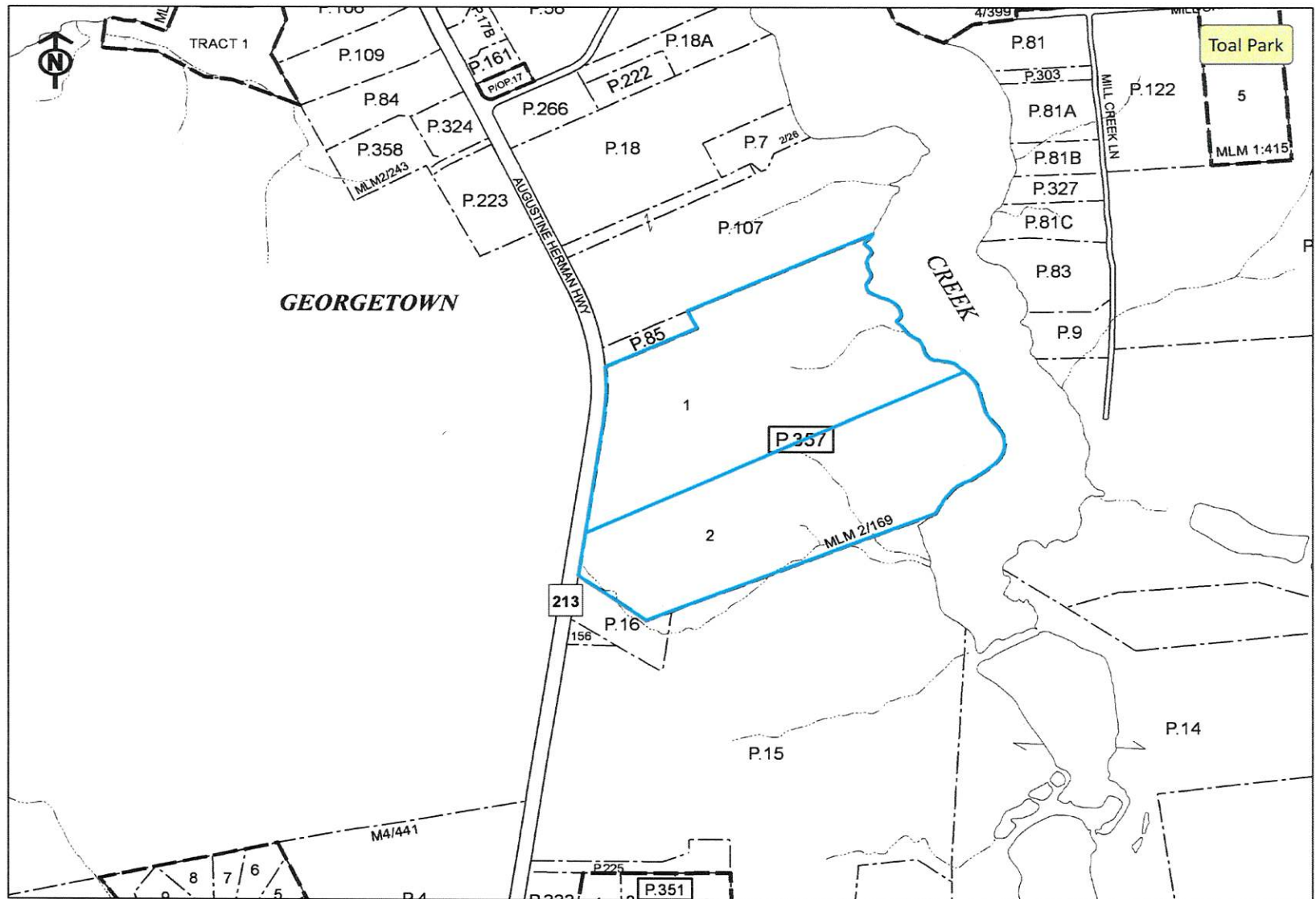
KENT COUNTY, MARYLAND



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.

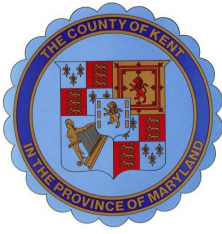
Name of Grant Program	Amount
Program Open Space (POS) Local	\$94,500
Land and Water Conservation Fund	
Other (specify)	\$10,500
TOTAL:	\$105,000



Signature – County Liaison Officer

Jeanne Edwards, Senior Accountant

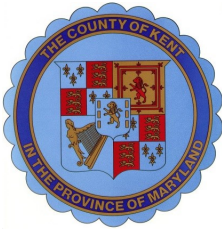
Type Name of County Liaison



**#1 - Regular Session Minutes, August 29, 2023
9/12/2023
County Commissioners Meeting**

ATTACHMENTS:

Description



**#2 - Liquor Minutes, August 29, 2023
9/12/2023
County Commissioners Meeting**

ATTACHMENTS:
Description



**#3 - Main Street Rock Hall, Raffle Only, October 14, 2023
9/12/2023
County Commissioners Meeting**

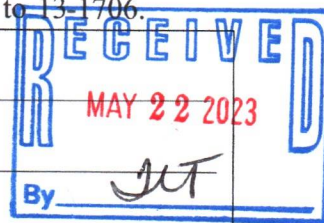
ATTACHMENTS:

Description

Main Street Rock Hall, Raffle Permit, October 14, 2023, Application

MULTIPLE GAMING DEVICE AND RAFFLE PERMIT APPLICATION

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

Name of Organization: Main Street Rock HallAddress of Organization: PO Box 45 Rock Hall MD 21661Telephone: (443) 465-0681

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: 83-2278471

Person responsible for complying with permit regulations and requirements:

Name: Laurie WaltersAddress: 5818 Blue Claw Ct Rock Hall MD 21661E-Mail: lewaltel@yahoo.comTelephone: (443) 465 0681Type of permit sought: ☒ Raffle Only () Combined gaming devices used in a single fund-raising eventLocation address of fund-raising affair: Main StreetRock Hall MD

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

Yes

☒ NoDate(s) of fund-raising: Saturday October 14 2023Date and Time of Drawing: October 14 2023 Begin at: 3:00pm End at: 3:15 pm

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: Laurie Walters

Please Select One:

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



**#4 - Democratic Club of Kent County, Raffle Only, September 13 -
October 26, 2023**

9/12/2023

County Commissioners Meeting

ATTACHMENTS:

Description

21-2023 Democratic Club of Kent County, Raffle Only, September 13 - October 26, 2023, Application

Permit# 21-2023

MULTIPLE GAMING DEVICE AND RAFFLE PERMIT APPLICATION
Pursuant to the provisions of the Annotated Code of Maryland, Criminal Law §§ 13-1701 to 13-1706.

Name of Organization: Democratic Club of Kent County
Address of Organization: P.O. Box 776 Chestertown, MD 21620
Telephone: (443) 417-7578
Is the organization formed or located in Kent County? Yes No
Does the organization serve the residents of Kent County? Yes No
Is this organization tax exempt under the provisions of the Internal Revenue Code? Yes No
Tax Exempt Number: _____

Person responsible for complying with permit regulations and requirements:

Name: William J. Herb
Address: 9780 White Swan Ct. Chestertown, MD 21620
E-Mail: m.b.tailfeathers@gmail.com
Telephone: (443) 417-7578

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

Location address of fund-raising affair: Chester River Yacht and Country Club
7738 Quaker Neck Rd.
Chestertown, MD 21620

Are these premises owned, leased, or regularly occupied by the organization named above? Yes No

Date(s) of fund-raising: Sept. 1, 2023 - Oct. 26, 2023

Date and Time of Drawing: Oct. 26, 2023 Begin at: 8:30 pm End at: 8:35 pm

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: W. J. Herb

Please Select One:

- ☒ Pick Up - W. Herb 443 417 7578
() Mail Permit (will be mailed to person responsible)



**Jonathan Qvarnstrom, Outreach and Marketing Associate, For All
Seasons
9/12/2023
County Commissioners Meeting**

Item Summary:

No Matter What...You Matter Suicide Prevention Month - September 2023

ATTACHMENTS:

Description

09.12.23 Proclamation, No Matter What...You Matter Suicide Prevention Month

Kent County, Maryland



Proclamation

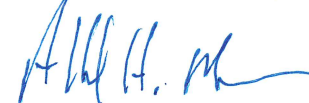
NO MATTER WHAT...YOU MATTER SUICIDE PREVENTION MONTH SEPTEMBER 2023

- WHEREAS,** In the United States, one person dies by suicide every 11 minutes and is the 12th leading cause of death overall, and in Maryland, suicide is the 3rd leading cause of death for 10 – 34-year-olds and the 4th leading cause of death for ages 35 – 44. More Marylanders die by suicide than by homicide every year; and
- WHEREAS,** There has been 48,183 people in the United States, including 620 people in Maryland, died by suicide in 2021, as reported by the Centers for Disease Control; and
- WHEREAS,** Suicide affects us all, with each death by suicide affecting an average of 115 people; and
- WHEREAS,** The 2021 Youth Risk Behavior Survey, conducted by local school systems in conjunction with the Center for Disease Control, revealed that more than one in five Kent teenagers ages 14 to 18 had seriously considered attempting suicide, with 42 percent reporting symptoms of depression, and 17 percent of Kent teens actually having attempted suicide; and
- WHEREAS,** Many individuals experiencing mental health symptoms, suicidal thoughts and behaviors, or who die by suicide never receive effective behavioral health services for many reasons, including the difficulty of accessing the services of healthcare providers professionally trained to reduce suicide risk, the stigma of seeking behavioral health treatment, and the stigma associated with losing a loved one to suicide; and
- WHEREAS,** It is imperative to support the development of accessible behavioral health services for all citizens of our county in an effort to reduce the risk of suicide and mental health challenges of all ages and backgrounds.

NOW, THEREFORE, WE, THE COUNTY COMMISSIONERS OF KENT COUNTY, MARYLAND, do hereby proclaim the month of September, as “**No Matter What... You Matter Suicide Prevention Month**” and call upon all citizens of Kent County to actively work toward the prevention of suicide.

THE COUNTY COMMISSIONERS OF KENT COUNTY, MARYLAND


Ronald H. Fithian, President


Albert H. Nickerson, Member


John F. Price, Member

September 12, 2023



**Harry Kettner, Captain, Kent County Sheriff's Office, and Andy
Meehan, Chestertown Rotary Club
9/12/2023
County Commissioners Meeting**

Item Summary:

Kent Goes Purple

ATTACHMENTS:

Description

09.12.23 Proclamation, Kent Goes Purple

Kent County, Maryland



Proclamation

KENT GOES PURPLE SEPTEMBER 2023

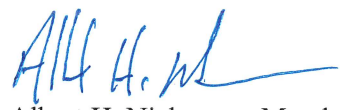
- WHEREAS,** **Kent Goes Purple** is a substance abuse awareness and prevention initiative sponsored by the Kent County Sheriff's Office, the Chestertown Rotary Club, and Kent County Behavioral Health Prevention Office and created to engage our community and youth to stand up against substance abuse; and
- WHEREAS,** **Kent Goes Purple** focuses on community engagement activities including educational messages, a 5K Color Fun Run/Walk and a community Jamboree; and
- WHEREAS,** The project is supported by many local businesses, resources, treatment centers, support groups, three 24-hour drop boxes to dispose of unused prescription and non-prescription medications, and a mock bedroom "HOPE" trailer. The "HOPE" trailer is a look inside a teen bedroom and helps parents spot the signs of possible drug use; and
- WHEREAS,** **Kent Goes Purple** encourages everyone to: Get the Facts, Get Involved, Get Talking, and Join the Movement.

NOW, THEREFORE, WE, THE COUNTY COMMISSIONERS OF KENT COUNTY, MARYLAND, do hereby proclaim September 2023 as "**Kent Goes Purple**" in Kent County, and encourages all citizens to recognize that many of our community members are struggling with addiction. We also call upon the government agencies, public and private institutions, businesses, and schools in Kent County to recommit our community to increasing awareness and understanding of addiction. Together, the community and committed service providers in our region can have a positive impact on addiction and prevention in Kent County.

The community is encouraged to join together to help raise awareness of Opioid Abuse, Recovery, and Prevention by lighting up the businesses, homes, offices, and churches of Kent County in purple during the month of September!!

THE COUNTY COMMISSIONERS OF KENT COUNTY, MARYLAND


Ronald H. Fithian, President


Albert H. Nickerson, Member


John F. Price, Member

September 12, 2023



**Rebecca Taylor and Susan Pritchett, Old Kent Chapter of the National
Society of the Daughters of the American Revolution
9/12/2023
County Commissioners Meeting**

Item Summary:

Constitution Week

ATTACHMENTS:

Description

09.12.23 Proclamation, Constitution Week

Kent County, Maryland



Proclamation

CONSTITUTION WEEK
SEPTEMBER 17-23, 2023

- WHEREAS,** September 17, 2023, marks the two hundred and thirty-sixth anniversary of the drafting of the Constitution of the United States of America by the Constitutional Convention; and
- WHEREAS,** It is fitting and proper to accord official recognition to this magnificent document and its' memorable anniversary; and to the patriotic celebrations which will commemorate the occasion; and
- WHEREAS,** Public Law 915 guarantees the issuing of a proclamation each year by the President of the United States of America designating September 17th through 23rd as Constitution Week.

NOW, THEREFORE, WE, THE BOARD OF COUNTY COMMISSIONERS OF KENT COUNTY, do hereby proclaim the week of September 17-23, 2023, as "**CONSTITUTION WEEK**" and call upon all citizens of Kent County to reaffirm the ideals the Framers of the constitution had in 1787 by vigilantly protecting the freedoms guaranteed to us through this guardian of our liberties, remembering that lost rights may never be regained.

THE COUNTY COMMISSIONERS OF KENT COUNTY, MARYLAND


Ronald H. Fithian, President


Albert H. Nickerson, Member


John F. Price, Member

September 12, 2023



**Basil Wadkovsky, Exalted Ruler, and Karen Stevens, Americanism
Chair, Chestertown Elks Lodge #2474
9/12/2023
County Commissioners Meeting**

Item Summary:

Patriotism Week

ATTACHMENTS:

Description

09.12.23 Proclamation, Elks Patriotism Week

Kent County, Maryland



Proclamation

PATRIOTISM WEEK
SEPTEMBER 10-16, 2023

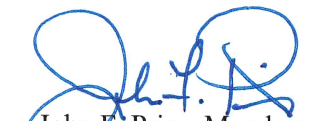
- WHEREAS,** The Benevolent and Protective Order of Elks, through its Constitution, is a Patriotic Order; and
- WHEREAS,** The Order promotes the ideals that the citizens of this nation live in freedom, won through the great sacrifices and many tribulations which have provided the foundation for a free, prosperous, and independent life; and
- WHEREAS,** We realize that each generation must work to maintain this freedom, otherwise, through carelessness or indifference, the rights and liberties enjoyed may vanish; and
- WHEREAS,** It is fitting and proper to recognize this freedom and to honor the nation, which provides it.

NOW, THEREFORE, WE, THE COUNTY COMMISSIONERS OF KENT COUNTY, MARYLAND, join the nation, and hereby proclaim September 10-16, 2023, as **"PATRIOTISM WEEK"** in Kent County, and recognize and acknowledge the importance of bringing awareness to our community.

THE COUNTY COMMISSIONERS OF KENT COUNTY, MARYLAND


Ronald H. Fithian, President


Albert H. Nickerson, Member


John F. Price, Member

September 12, 2023



**Dr. Clifford P. Coppersmith, President, and Karen Smith, Vice
President of Administrative Services, Chesapeake College**

9/12/2023

County Commissioners Meeting

Item Summary:

Queen Anne's Technical Center - Proposed Building Project

ATTACHMENTS:

Description

Queen Annes Technical New Building Power Point

Queen Anne's Technical Center

Proposed Building Project





Programs & Agencies

IN NEW BUILDING

PROGRAMS

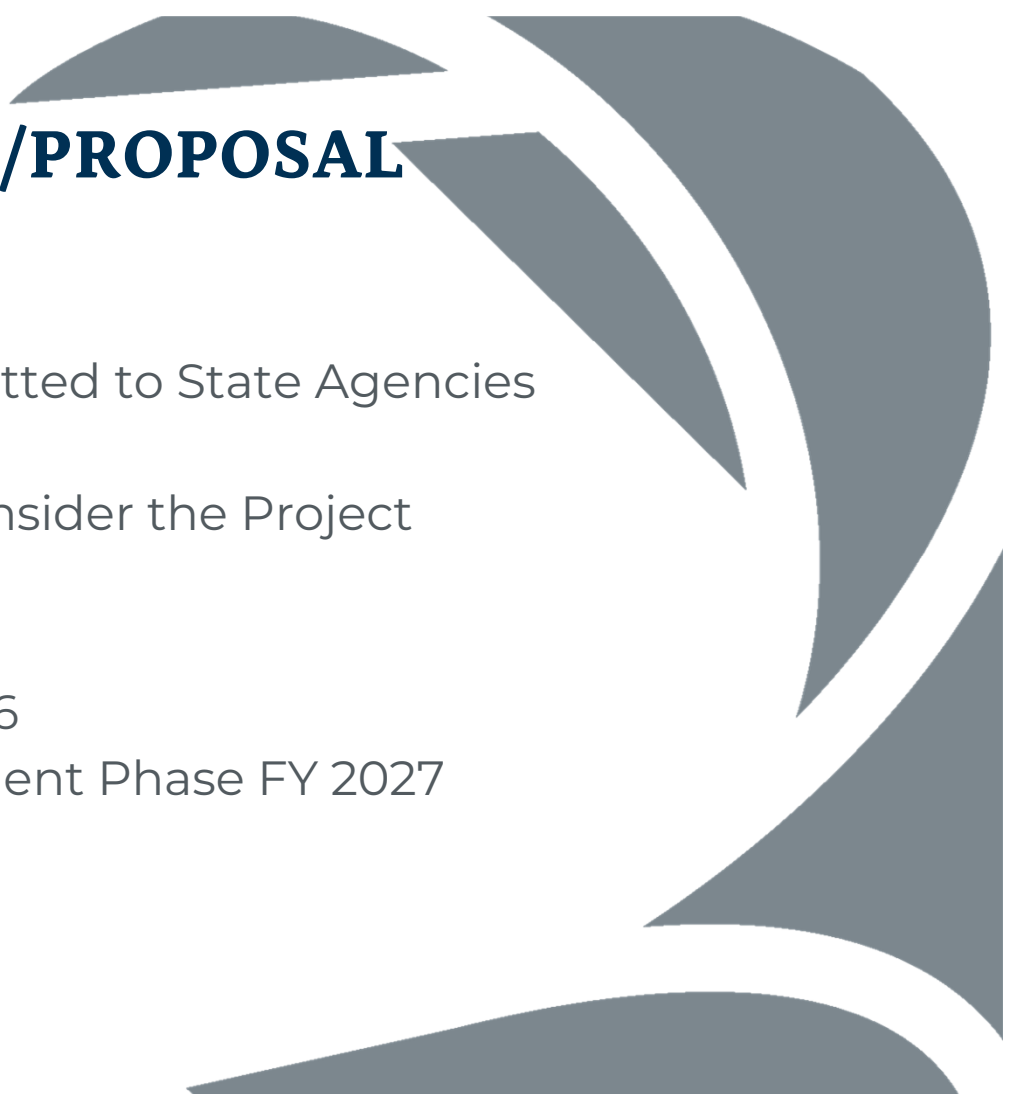
- Electrical
- Welding
- Advanced Manufacturing
- HVAC
- Agriculture
- Construction Trades
- Marine Trades
- Culinary
- Skilled Trades Office/Administrative Support



AGENCIES

- SBDC (Small Business Development Center)
- Center for Innovation and Entrepreneurship
- USWIB (Upper Shore Workforce Investment Board)



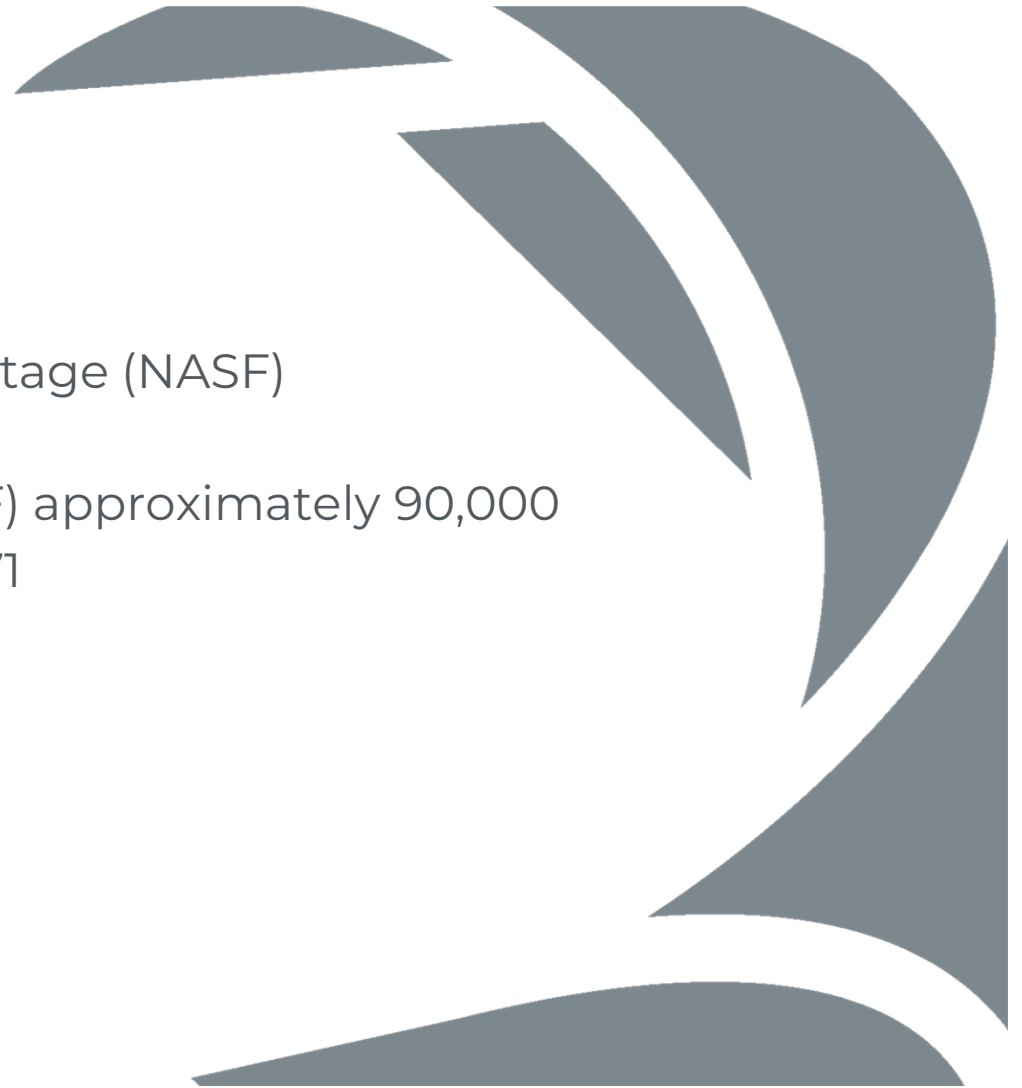


SCHEDULE FOR PLAN/PROPOSAL SUBMITTAL

- Program Statement Submitted to State Agencies
January 2023
- State Agency - 1 Year to Consider the Project
Approval/Review
- Design Phase FY 2025
- Construction Phase FY 2026
- Furniture, Fixtures, Equipment Phase FY 2027

PROJECT ESTIMATE (JANUARY 2023)

- Net Assignable Square Footage (NASF) approximately 52,000
- Gross Square Footage (GSF) approximately 90,000
- Project Estimate \$79,091,771



CHESAPEAKE COLLEGE CAPITAL PROJECT STATE & LOCAL SUPPORT

- State Support 75%
- Local Support 25%



Maryland Association of Community Colleges Tentative Prioritization: FY 2025

Aggregate Weight	Community College	Project Name	Project Phase	FY 2025 Capital Appropriation	Running Total
1	Harford Community College	Chesapeake Welcome Center Renovation/Addition	Construction	\$16,239,000	\$16,239,000
2	Prince George's Community College	Marlboro Hall Renovation/Addition	Construction	\$17,411,000	\$33,650,000
3	Montgomery College	New Germantown Student Services Center	Design	\$3,494,000	\$37,144,000
4	Community College of Baltimore County	Catonsville Student Services Center Renovation/Addition	Construction	\$10,124,000	\$47,268,000
Preauthorized Projects from FY2024 include Additional funding for FY 2025				\$47,268,000	\$47,268,000
5	Hagerstown Community College	Advanced Technology Center Renovation	Construction	\$6,301,000	\$53,569,000
6	Chesapeake College	New Queen Anne Technical Building	Design	\$6,680,000	\$60,249,000
7	Anne Arundel Community College	Florestano Building Renovation	Construction	\$7,565,000	\$67,814,000
8	Montgomery College	Rockville Library Renovations	Construction	\$10,500,000	\$78,314,000
9	Howard Community College	Workforce Development & Trades Center	Construction	\$11,138,000	\$89,452,000
10	Community College of Baltimore County	Multi-Building Roof Replacements - All Campuses	Construction	\$681,000	\$90,133,000
11	Anne Arundel Community College	Dragun Building Renovation	Design	\$2,621,000	\$92,754,000
12	Community College of Baltimore County	Essex Electric Switchgear and Distribution Replacement	Design	\$680,000	\$93,434,000
13	Community College of Baltimore County	Catonsville Storm Water Management	Construction	\$1,045,000	\$94,479,000
Total FY 2025 Request				\$94,479,000	\$94,479,000
<i>Note: Baltimore City Community College does not receive capitol funding through the Community College Capital Grant Program.</i> <i>Note: Chesapeake College's New Technology Building is pending county approval.</i>					

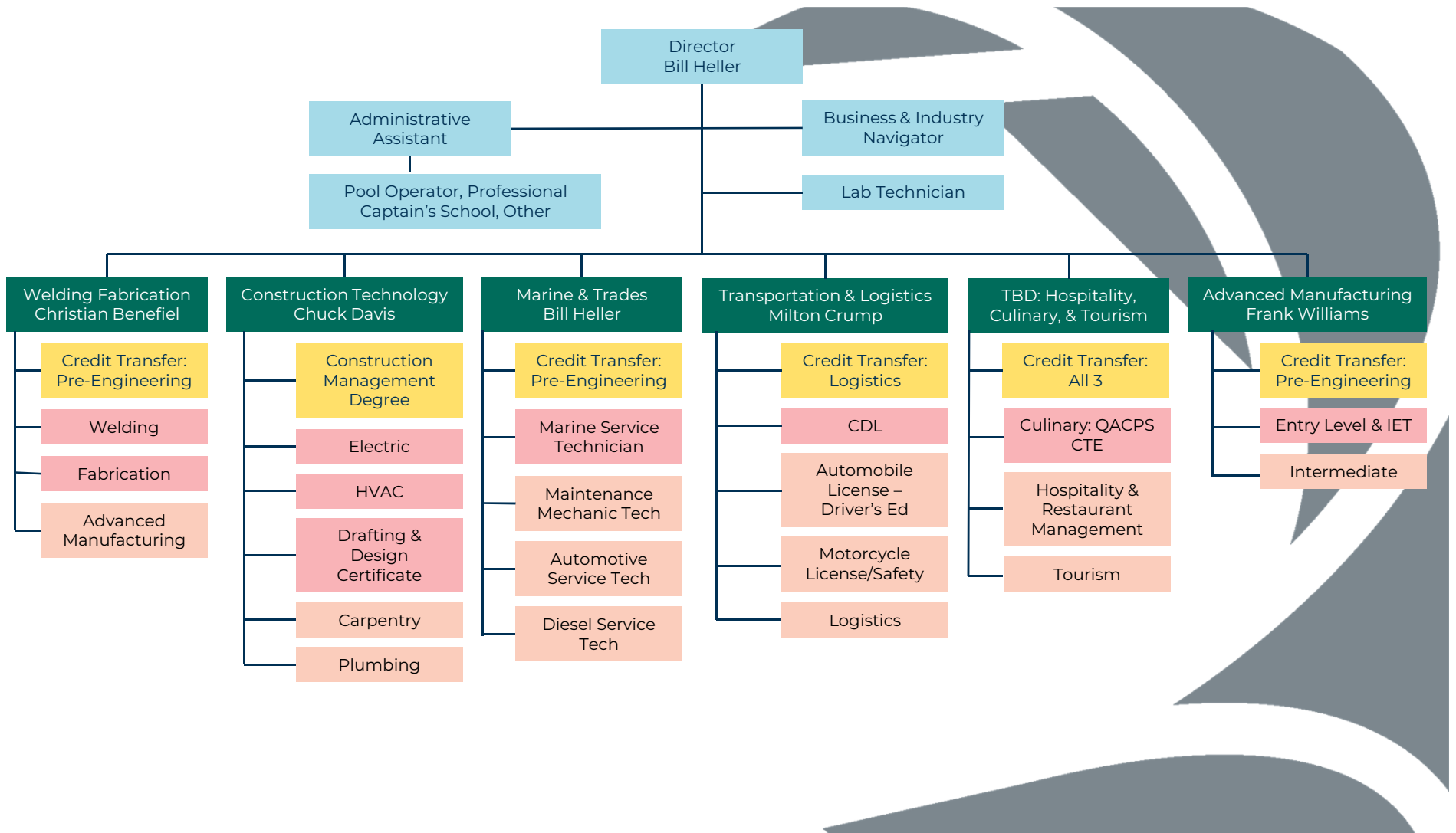
**Chesapeake College Queen Anne's Technical Renovation
Budget Summary of State and Local Funding to be funded
FY25, FY26 and FY27**

	State Funding 75%	Local Funding 25%	Total Funding
Design	\$6,679,500.00	\$2,226,500.00	\$8,906,000.00
*Construction and Contingency	\$47,999,250.00	\$15,999,750.00	\$63,999,000.00
Furniture and Equipment	\$4,640,078.25	\$1,546,692.75	\$6,186,771.00
Total	\$59,318,828.25	\$19,772,942.75	\$79,091,771.00

**Local Construction Costs include Design Review Payment to the State of MD*

**Chesapeake College Queen Anne's Technical Building Renovation Budget
Counties Approved as Part of the FY2025 Budget Process
FY25, FY26, FY27**

County	Share	Design	Construction (Includes Design Review and Contingency)	Furniture & Equipment	Local Funding Total
Caroline	19.3%	\$429,714.50	\$3,087,951.75	\$298,511.70	\$3,816,177.95
Dorchester	18.9%	\$420,808.50	\$3,023,952.75	\$292,324.93	\$3,737,086.18
Kent	11.1%	\$247,141.50	\$1,775,972.25	\$171,682.90	\$2,194,796.65
Queen Anne's	28.9%	\$643,458.50	\$4,623,927.75	\$446,994.20	\$5,714,380.45
Talbot	21.8%	\$485,377.00	\$3,487,945.50	\$337,179.02	\$4,310,501.52
TOTAL		\$2,226,500.00	\$15,999,750.00	\$1,546,692.75	\$19,772,942.75





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 _____ intends to provide the local share of funds to design, construct, and equip the above referenced project.

Signatures of:

County Council _____

County Commissioners _____

County Executive _____

Date: _____





Pete Landon, Director Office of Emergency Services
9/12/2023
County Commissioners Meeting

Item Summary:

September is National Preparedness month and the County Commissioners of Kent County will support the Nation and State by proclaiming September 2023 as Kent County Preparedness Month. This month serves as a timely reminder that emergencies can happen at anytime, anywhere without advance notice.

The County Commissioners of Kent County join the Office of Emergency Services encouraging all residents, visitors, and businesses to plan and prepare for all hazards before they happen. This month serves as a timely reminder that the time to prepare is before a disaster happens.

The County Commissioners of Kent County President, Ron Fithian, will be joined by County Administrator Shelley Heller and Pete Landon, Director of the Kent County Office of Emergency Services signing the 2023 Kent County Emergency Operations Plan demonstrating Kent County's commitment to planning and preparing for emergencies whether natural or manmade, terroristic or cyber related.

ATTACHMENTS:

Description

09.12.23 Proclamation, National Preparedness Month

09.12.23 2023 Kent County Emergency Preparedness Plan

Kent County, Maryland



Proclamation

KENT COUNTY PREPAREDNESS MONTH "TAKE CONTROL 1, 2, 3"

SEPTEMBER 2023

- WHEREAS,** National Preparedness Month, has occurred annually in September since September 11, 2001, and is also recognized as Maryland Preparedness Month; and
- WHEREAS,** "Take Control 1, 2, 3" serves as a reminder that we must take action to plan and prepare now, and throughout the year, for the types of emergencies that could affect us where we live, work, and visit; and
- WHEREAS,** When individuals take responsibility for preparing their families and their communities, the chance of survival and returning to normalcy following a disaster is greatly increased; and
- WHEREAS,** The Kent County Office of Emergency Services encourages all residents, visitors, and businesses to plan and prepare for all hazards before they happen. This month serves as a timely reminder that emergencies can happen anywhere and anytime, without advance notice. The time to prepare is before a disaster happens; and
- WHEREAS,** All residents of Kent County, Maryland are urged to plan ahead for disasters by participating in neighborhood preparedness activities, registering their contact information in the CodeRED mass notification system, and visiting the County's preparedness campaign social media outlets.

NOW, THEREFORE, WE, THE COUNTY COMMISSIONERS OF KENT COUNTY, MARYLAND, do hereby support the Nation in proclaiming September 2023 as Kent County Preparedness Month, and call on all government agencies, private organizations, businesses, and the people of Kent County to develop their own emergency preparedness plan, and work together toward creating a stronger, more resilient community.

THE COUNTY COMMISSIONERS OF KENT COUNTY, MARYLAND


Ronald H. Fithian, President


Albert H. Nickerson, Member


John F. Price, Member

September 12, 2023

KENT COUNTY EMERGENCY PREPAREDNESS PLAN

KENT COUNTY, MARYLAND

2023



*Ronald Fithian, President
County Commissioners of Kent County*

Shelley Heller, Kent County Administrator

*Walter F. "Pete" Landon, Director
Kent County Office of Emergency Services*

Kent County Emergency Preparedness Plan

BASIC PLAN and Emergency Support Functions (ESF's)



Kent County Office of Emergency Services

Pete Landon, Director
Brad Russum, Chief of Communications
Logan Quinn, Chief of Emergency Services
Brian Pearsall, Planner

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Basic Plan & ESFs***

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***Kent County Emergency Preparedness Plan
Basic Plan & ESFs***

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***Kent County Emergency Preparedness Plan
Basic Plan & ESFs***

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EMERGENCY SUPPORT FUNCTIONS (ESF)

See Annex for Emergency Support Functions

ESF 1	Transportation
ESF 2	Communications
ESF 3	Public Works & Engineering
ESF 4	Firefighting
ESF 5	Emergency Management
ESF 6	Mass Care & Sheltering
ESF 7	Logistics Management & Resource Support
ESF 8	Health & Medical Services
ESF 9	Search & Rescue
ESF 10	Hazardous Materials
ESF 11	Food
ESF 12	Utilities & Energy
USF 13	Law Enforcement
ESF 14	Debris Management
ESF 15	Donations & NGO Management
ESF 16	Animal Protection

PROMULGATION

Kent County government vigorously pursues a high level of readiness to respond appropriately to natural or manmade disasters that threaten the lives or property of its citizens. Through a program of integrated emergency management, all of Kent County departments, agencies, as well as volunteer organizations and volunteer groups, plan for mitigation of hazards, preparedness for emergency conditions, conducting emergency response operations and assisting the community in recovery to the pre-disaster condition.

The Kent County Emergency Preparedness Plan outlines the organization for integrated emergency management and a concept of operations for coordinated response. The plan assigns action to be taken in various circumstances by Kent County Departments and Agencies referred to in the sixteen Emergency Support Function annexes. The departments and agencies assigned responsibility by this Plan are expected to update the plan when necessary. This Plan is meant to be a living document and serves as a guideline for best practices in terms of emergency response. It can be edited as appropriate to accurately reflect the evolving situation in Kent County. Departments and agencies are responsible for performing training exercises to identify best practices and lessons learned and update this Plan to reflect any resulting changes. General Plan maintenance is also the responsibility of the respective county departments and agencies included in this Plan.

Walter F. “Pete” Landon, Director
Kent County Office of Emergency Services

APPROVAL AND IMPLEMENTATION PAGE

To all Recipients:

The following is the current Emergency Preparedness Plan (EPP) for the County Commissioners of Kent County, Maryland. This plan supersedes any previous emergency management plans promulgated by the county for this purpose. It provides a framework in which county agencies and local communities can plan and perform their emergency functions during a disaster or national emergency. This plan recognizes the need for ongoing emergency management planning by all jurisdictions of government within Kent County.

This plan combines the four phases of emergency management: mitigation, preparedness, response, and recovery. In accordance with the Homeland Security Presidential Directive (HSPD) 5 and the National Response Framework, all agencies, departments, and organizations having responsibilities delineated in this EOP will use the National Incident Management System (NIMS) as the standard for incident management in the county. This system will allow proper coordination between local, state, and federal organizations.

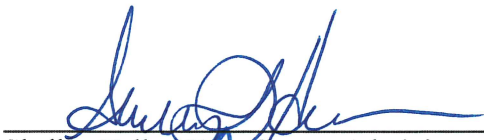
The Incident Command System (ICS), as a part of NIMS, will enable effective and efficient incident management by integrating a combination of facilities, equipment, personnel, procedures, and communications operating with a common organizational structure. All on-scene management of incidents will be conducted using the ICS.

This plan is also compliant with existing Federal, State and Kent County statutes and ordinances. **It has been approved by the County Commissioners of Kent County and the Maryland Department of Emergency Management (MDEM).** It will be revised and updated as required. All recipients are requested to advise the Kent County Office of Emergency Services Director of any changes which might result in the Plan's improvement or increase its usefulness.

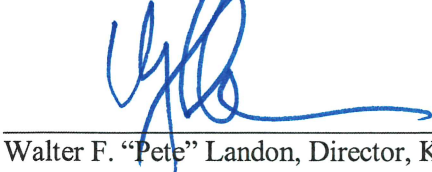
APPROVED BY:



Ronald Fithian, President, County Commissioners of Kent County



Shelley Heller, Kent County Administrator



Walter F. "Pete" Landon, Director, Kent County Office of Emergency Services



Thomas N. Yeager, Kent County Attorney

Kent County EPP 10

Distribution List

Plan Recipients:

County:

County Commissioners of Kent County
Kent County Administrator
Kent County Public Information Office
Kent County Office of Human Resources
Kent County Office of Finance
Kent County Attorney
Kent County Parks and Recreation
Kent County Office of Information Technology
Kent County Detention Facilities
Kent County Office of Planning and Zoning
Kent County Department of Public Works
Kent County Department of Public Works- Roads
Kent County Department of Public Works- Waste Management
Kent County Department of Aging
Kent County Department of Social Services
Kent County Animal Control / Humane Society
Kent County Health Department – Emergency Preparedness
Kent County Health Department – Environmental Health
Kent County Health Department – Behavioral Health Services
Kent County Office of Emergency Services
Kent County Sheriff’s Office
University of Maryland Extension Office
MD State Police
Chestertown Police Department
Rock Hall Police Department
Kent County Volunteer Fire Departments (# is 450)

Other Stakeholders:

American Red Cross
Faith-based Volunteers
Heron Point
Kent County Public Schools
Kent County Independent / Faith-based Schools
Maryland Department of Emergency Management
United States Coast Guard
Washington College

Final Copy: Kent County Public Library (all branches)

COUNTY PROFILE

Population:

The population of Kent County is 19,233 as per the 2022 Census estimate, with an estimate of 8,289 households. Over a quarter (40.1%) of the residents are over age 55.

Geography:

Kent County is located on the eastern shore of the Chesapeake Bay, contiguous to the southern boundary of Cecil County and the northern boundary of Queen Anne’s County. It is bordered to the east by the State of Delaware. The Chesapeake Bay forms the entire western boundary and laces the county with several tidal rivers and small bay, largest among them being the Chester River. The total area of Kent County is 588 square miles, with a land area comprised of 413 square miles and 209 linear miles of shoreline including islands and streams. Elevations rise from sea level along the Bay to approximately 102 feet in the northwestern area of the county, near the mouth of Still Pond Creek. The terrain is generally level to gently rolling and is well drained by many streams.

Climate:

The county is in the upper Eastern Shore area of Maryland and its climate is influenced by the bordering mass of the Chesapeake Bay. Extended hot and humid periods in the summer and severe cold spells in the winter do occur. The average yearly precipitation is 43 inches. The average annual snowfall is 16 inches. The coldest months are January and February.

Transportation:

Highways (Interstate, U.S., and Major State Roads):

US-301
MD-213
MD-298
MD-290
MD-20

US Route 301 serves as a major thoroughfare for large trucks and passenger cars moving from the Philadelphia area to Maryland's western shore, Washington, DC and Richmond, VA. Hazmat vehicles often travel via US Route 301.

Air:

A small independent landing strip serves small planes in a field-area in the northern county community of Shorewood Estates, off MD Route 290.

Schools:

Public:

3 elementary, 1 middle, 1 senior high.
Total student enrollment: 1786
Staff & Teachers: 305

Private:

3 schools
Total student enrollment: 248
Staff & Teachers: 33

Higher Education:

Washington College
Total student enrollment: 1400
Staff & Teachers: 375

**Kent County Emergency Preparedness Plan
Basic Plan & ESFs**

Fire Department Information:

Fire Stations: 7
Volunteer Fire Staff: 450

Law Enforcement Information:

Sheriff & Police Department Stations: 3 Stations
Sworn Members of Sheriff's Department: 25
Sworn Members of Chestertown Police Department: 13
Sworn Members of Rock Hall Police Department: 2
Kent County Public School Resource Officers: 2

Figure 1: fed, state, local traffic ways



KENT COUNTY EMERGENCY PREPAREDNESS PLAN

I. Purpose:

The purpose of the Emergency Preparedness Plan (EPP) is to implement a comprehensive “**all hazards**” emergency management program for Kent County, MD that seeks to mitigate the effects of a hazard, to prepare for a disaster, to respond during emergencies, to take action to protect life and minimize damage and to establish a recovery system to return the community to its pre-disaster state.

This Plan establishes a framework for the management and coordination of actions to be taken by local government and certain private organizations preparing for and responding to emergencies and disasters that threaten Kent County.

This Plan provides guidelines on Kent County agency and departmental responsibilities to mitigate, prepare for, respond to, and recover from the effects of natural, man-made and technological disasters as well as other major incidents and hazards. It also provides methods of obtaining assistance from other sources as necessary. The details of these guidelines may be found within the Annexes to this EPP.

II. Situation and Assumptions:

A. Situation:

1. Kent County is located on the eastern shore of the Chesapeake Bay, contiguous to the southern boundary of Cecil County, formed by the Sassafras River and the northern boundary of Queen Anne’s County, formed by the Chester River. It is bordered to the east by the State of Delaware. The Chesapeake Bay forms the entire western boundary and laces the county with several tidal rivers and small bays. The total area of Kent County is 588 square miles, with a land area comprised of 413 square miles and 209 linear miles of shoreline including islands and streams. Elevations rise from sea level along the Bay to approximately 102 feet in the northwestern area of the county, near the mouth of Still Pond Creek. The terrain is generally level to gently rolling and is well drained by many streams.

2. Kent County is exposed to many hazards, all of which have the potential for disrupting the community, causing damage, and creating casualties. Possible natural hazards include (but are not limited to) hurricanes, tornadoes, winter storms, earthquakes, and floods. Other disaster situations such as hazardous materials accidents, fire conflagration, major transportation accident, terrorism, or fixed nuclear facility incidents could also affect Kent County.

B. Assumptions:

1. An event or emergency may occur in Kent County at any time and with no warning.
2. Emergencies are predominately local events. However, an event may overwhelm Kent County response capabilities and resources. As a result, response and recovery operations could require a partnership which may include local, state, regional or federal assistance.
3. Depending on the severity and magnitude of the situation, it may be necessary to request assistance through mutual aid agreements, volunteer organizations and/or private enterprises.
4. While it is likely that outside assistance would be available in most major disaster situations when only Kent County is affected, it is still necessary for Kent County to be prepared to carry out disaster response and short-term recovery operations independently, especially for the first 72 hours following the onset of an event.
5. Local government officials are aware of the possible occurrence of an emergency or major disaster, and of their statutory responsibilities in the execution of this Plan. Local government officials shall fulfill these responsibilities as resources and conditions permit.
6. Incident management activities will be initiated and conducted using the principles contained in the National Incident Management System (NIMS).
7. If properly implemented, this Plan will assist in reducing or preventing disaster-related losses and provide a timelier response and recovery process.

III. Concept of Operations:

A. General:

- 1) It is the responsibility of the Kent County government to undertake comprehensive emergency management planning to protect life and property from the effects of hazardous events as well as to provide for the Continuity of Government (COG). Should the emergency exceed the county's capabilities and/or resources, assistance will be requested from the state government.
- 2) This Plan is based upon the concept that the Emergency Support Functions (ESFs) for the various agencies involved in emergency management will generally parallel their normal day-to-day functions. To the extent possible, the same personnel and material resources will be deployed. It is desirable to maintain organizational continuity and to assign tasks that are familiar to personnel.
- 3) The Kent County Emergency Operations Center (EOC) will be activated by the Director of Emergency Services or the Kent County Administrator to provide for the coordinated management of disaster response operations. Emergency operations planning and response will be coordinated with local and state jurisdictions and other Emergency Mgmt. agencies (**See ESF 5 Annex: Emergency Management**).
- 4) Day-to-day functions which do not contribute directly to emergency response actions may be suspended for the duration of the response phase of the emergency. The resources and efforts that would normally

***Kent County Emergency Preparedness Plan
Basic Plan & ESFs***

be required for those functions may be diverted to the accomplishment of emergency tasks by the agency managing the use of those resources with a span of control mentality.

5) Kent County has the primary responsibility for response and recovery operations to their capacity during emergency situations. Mutual aid agreements exist between counties in Maryland and can be implemented when one county is able to provide resources unavailable to another. Mutual aid agreements include, but are not limited to, the Maryland Intrastate Emergency Management Assistance Compact (MIEMAC).

6) The Kent County Administrator and/or the Director of Emergency Services may request assistance from the State when an incident exceeds the capability of Kent County to respond.

7) The EOC will be activated as necessary and serve as the operations center to support and coordinate emergency activities and/or the resources of the county agencies.

8) Emergency response in Kent County most often will occur through a process of graduated phases (levels 1-4), which are dictated by the scope and breadth of a particular event. The Kent County Administrator and/or the Director of Emergency Services have general direction and control over county response activities and may delegate these powers as seen fit.

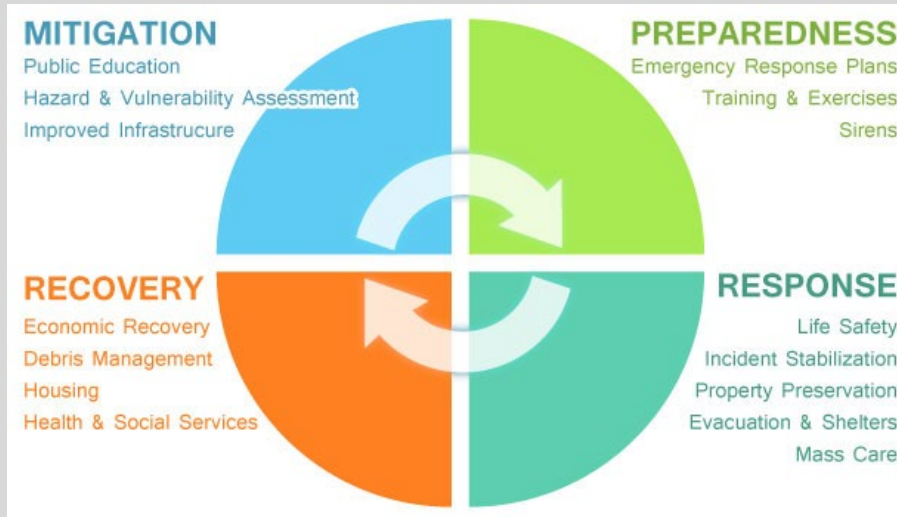
9) When the need arises for coordinated, interagency emergency response and recovery operations in Kent County, such actions will be organized and managed by 16 ESF teams, which are comprised of the primary and support agencies needed to carry out the specific duties described in the ESF's. Each ESF represents a separate domain of operational capability and resources; however, there is overlap among most ESFs for both operations and resources. On most occasions, only some of the 16 teams will be activated; however, certain major incidents may require activation of all ESF teams.

10) Designated Kent County officials will cooperate to serve as Public Information Officers (PIOs), keeping the public informed regarding the nature of the emergency, relevant protective actions, and appropriate locations for seeking assistance. If necessary, they will open a Joint Information Center (JIC) to provide coordinated messaging to the public.

11) All of Kent County departments and agencies will be required to maintain accurate and comprehensive records of their use of resources (financial and otherwise) throughout the response and recovery periods. They will be made available at the request of the Kent County Administrator's office or the Emergency Services Director and/or Finance Office for after-action reporting and any reimbursement processing.

Phases of Emergency Management:

Comprehensive emergency management consists of four phases:



Mitigation:

Mitigation activities are those which eliminate or reduce the probability of a disaster occurring. Mitigation measures begin with awareness, and include life-safety and building codes, land use and zoning policies, response planning, and public education. Awareness includes the ability to identify, confirm, and monitor a potential or actual event through weather alerts, hazardous materials monitoring, etc. This information is placed in the Kent County All Hazard Mitigation Plan. The following list provides examples of several key agencies' roles in essential mitigation activities but is not an all-inclusive list of the agencies responsible for mitigation activities.

1. The Kent County Office of Emergency Services (OES) coordinates with appropriate county departments and agencies during the planning and prevention efforts and as required during developing situations.
2. All Kent County law enforcement agencies are coordinated by the local Sheriff's Office. Law enforcement mitigation efforts include but are not limited to:
 - a. Implementing surveillance methods to collect intelligence and determine the nature and source of threats;
 - b. Conducting security operations, including vulnerability assessments, and site security;
 - c. Conducting tactical operations to prevent, interdict, preempt or disrupt illegal activity;
 - d. Conducting activities to prevent terrorist, terrorist weapons, and associated materials from entering or moving within Kent County.
3. Kent County Department of Health:
 - a. Initial safety efforts focus on actions to detect, prevent, or reduce impact to public health and safety.
 - b. Health Department efforts include but are not limited to:

- c. Environmental: Environmental analysis, air monitoring, decontamination, and emergency broadcasts to public food services/providers.

Health: Public health education, emergency sheltering and reception, site and public health surveillance and testing procedures, emerging

Preparedness

This is the proactive phase of disaster management. Steps include training personnel, developing adequate response plans, identifying necessary resources, conducting disaster exercises, and maintaining an EOC.

- A. OES facilitates the development and updating of emergency management plans and training for the departments and agencies of Kent County.
- B. Kent County departments and agencies who are active in emergency response operations shall develop and maintain their own standard operating procedures for response functions and update their procedures based on evaluations of response activities to include training. Their individual policies should have a mandatory review and updating process as needed.
- C. Kent County departments and agencies are encouraged to participate with surrounding jurisdictions and private entities in exercises and training. Plans and procedures are updated based on evaluations of response training and after-action reports.
- D. Public Information Officials (PIOs) from various county departments and agencies shall participate in ongoing awareness and education campaigns to alert and inform the public about potential hazards and to publicize actions recommended to protect people and property.
- E. Preparations are made for first responders, including but not limited to:
 - 1) Training conducted for first responders is statutorily required.
 - 2) Training is renewed per local, state, and federal requirements.
 - 3) First responders meet additional departmental performance requirements corresponding to their respective positions.
 - 4) First responders include but are not limited to individuals from the Office of Emergency Services, Sheriff's Office, local Police Departments, Fire Departments, Health Department, Department of Public Works, and the Department of Social Services.

Response:

When a disaster occurs or threatens, actions taken can include the dispatch of emergency services, EOC activation, incident command (maintaining order), public warnings, communication, and evacuation.

A. Emergency services dispatching:

Is accomplished at the Kent County Office of Emergency Services Communication Center on a 24-hour basis; therefore, the Shift Supervisor on duty is likely to be aware of any emergency affecting Kent County or adjacent jurisdictions and provide the appropriate emergency dispatching the necessary personnel needed for emergency response.

B. EOC Activation:

Refer to ESF 5-Emergency Management for more information about EOC activation.

1. Emergency situations vary markedly in speed of onset and in their potential for escalation to disaster proportions. The extent to which emergency facilities, such as an Incident Command Post (ICP) or the EOC are activated, and when such facilities assume command of emergency operations depends on the type of emergency, escalation potential, and the geographical extent of the incident.
2. The Director of Emergency Services may call for activation of the whole or any part of the EOC and request the response of agency representatives. Such action will be reported immediately to the Kent County Commissioners and the Kent County Administrator. When requested by the Emergency Services Director, designated personnel from county agencies with emergency responsibilities will proceed to the EOC to assist with the response and recovery operation. The EOC may be activated by the Director of Emergency Services pre-emergency if he/she is aware of its onset, or it is a planned event requiring activation. The entirety of the Office of Emergency Services is considered **Essential Staff**.
3. When the EOC is activated the **Emergency Essential Staff** will provide support and/or coordination of emergency operations.
4. Upon activation of the EOC, security measures will be established on location if needed to ensure a smooth and orderly operating environment.
5. It is possible that some members of the EOC may be able to work virtually, and participate in conference calls, communicate via phone, email &/or text, and be available as needed throughout the event.

C. Incident Command Steps:

1. An Incident Command System (ICS) will be implemented immediately at the incident site and responders providing supplemental support will cooperate under the direction of the Incident Commander.
2. Incident Command Post (ICP): In any emergency from three resources up to a sufficiently large magnitude to require emergency service personnel to establish an Incident Command Post and to initiate control using ICS, activities will be carried on at the EOC structured pursuant to the National Incident Management System (NIMS) in support of the ICP.
3. The ICP represents the on-scene direction and control point for an Incident Commander (IC) using the ICS and NIMS.
4. ICS and NIMS provide for effective and efficient management of facilities, equipment, personnel, and communications operating with a common organizational structure. The use of IC and NIMS is the required method for emergency response or operation during any routine or emergency.
 - a. In Unified Command there can be a team of commanders who share statutory, financial, and legal responsibility. The Lead Incident Commander is dependent upon the objectives and strategies of the situation. The Lead Incident Commander may change as the incident advances into various stages of impact.

- b. The establishment of Unified Command should occur if multiple departments share statutory responsibilities during an incident. Depending on the incident's accomplishment of strategies, the lead agency in Unified Command will vary.
- c. The initial on-site IC may be relieved by an official who has the legal authority to do so, i.e., Incident Commander or the Kent County Administrator. A face-to-face meeting is required between the previous and relieving IC. The 9-1-1 Dispatch Center will be notified immediately of any changes in Incident Commanders.
- d. The change should also be broadcast to the responders.
- e. Multiple incidents can be managed simultaneously with the establishment of Area/Unified Command.

D. Public Information Officer (PIO):

1. The Public Information Office will ensure an appropriate and helpful explanation of the incident and the associated response activities is available to the community and interested media.
2. The dissemination of information shall be done through utilization of a Joint Information System (JIS). The JIS provides the mechanism to organize, integrate, and coordinate information to ensure timely, accurate, accessible, and consistent messaging across multiple jurisdictions and/or disciplines, including the private sectors and NGOs.
3. To ensure coordination of public information during incidents that involve multiple agencies and/or jurisdictions, a Joint Information Center (JIC) may be used to support public information objectives. The JIC is a central location that facilitates the operation of the JIS.
4. All press releases must be approved by the Director of Emergency Services whenever the EOC is activated.
 - A. Announcements and guidance regarding the emergency and appropriate protective actions will be disseminated to the public regularly through the Public Information Officer (PIO).
 - B. Emergency Alert System (EAS) or Code Red (Emergency Notification via telephone/text) may be utilized to inform the public.

E. Communications:

- 1) The Kent County EOC is equipped with multiple communication networks composed of telephones, cell phones, web-based programs (such as WebEOC), amateur radios, Computer Aid Dispatch (CAD), and Kent County 800 MHz radios.
- 2) When developing emergency conditions exist, the Kent County EOC will report to the Maryland Joint Operations Center (MJOC) events that have or may result in multiple loss of life, environmental or property damage, or evacuation of a populated area regardless of whether federal or state resources are needed to support local emergency response efforts. **(This can be done via telecommunications in the 9-1-1 Center and /or through the WebEOC).**

- 3) The MJOC operates a 24-hour emergency communications and operations center at the State Emergency Operations Center (SEOC). MJOC provides the State with a single point to disseminate information and warnings to local and state governmental officials that a hazardous situation could threaten the general welfare, health, safety and/or property of the State's population.
- 4) Emergency Alert and Warning: The Maryland Department of Emergency Management (MDEM) supports the statewide use of the **EMnet/EAS satellite-based** alert and warning system. The MJOC functions as the primary warning point for the State of Maryland to provide emergency messaging to local government, select state agencies, and broadcasters. The system also permits MJOC as well as local jurisdictions to directly initiate Emergency Alert System messages to the public.
- 6) The National Warning System (NAWAS): The Federal Emergency Management Agency (FEMA) maintains a dedicated voice communications system that links MJOC to the Kent County Fire Dispatchers.
- 7) Radio Amateur Civil Emergency Services (RACES): MDEM is the coordinator for all local RACES and maintains a back-up statewide radio network for emergency operations centers if other methods of commercial or conventional communications have failed. The MJOC tests the system regularly. If Kent County were to lose radio communications fully, local RACES serves as a back-up system for the county throughout the state.
- 8) Radio Interoperability: The State of Maryland supports radio interoperability for emergency responders using radio integrators and national mutual air interoperability channels. The MJOC monitors and coordinates the National Public Safety Planning Advisory Committee (NPSPAC) mutual aid interoperability channels for the State of Maryland. If Kent County were to seek mutual aid from other counties within the State, it could utilize the State's radio interoperability system to communicate with one another.
- 9) Information Management/Sharing: Kent County, along with the State of Maryland, uses WebEOC as the primary tool for incident information management and collaboration. Using WebEOC, county agencies as well as select partners (i.e., health departments, hospitals) in the county may utilize Web EOC as a shared informational platform.
- 11) Regional interoperability and mutual aid assistance is coordinated through the RACES, the Delmarva Regional Healthcare Mutual Aid (DRHMAG), and through mutual aid. These agreements support the ability for neighboring jurisdictions to provide mutual aid (both given and received).
- 12) For more information refer to ESF 2- Communications

F. Evacuation:

- 1) Procedures will be initiated when necessary. Shelters will be opened as appropriate.
- 2) Refer to ESF 6 - Mass Care, Housing & Human Services for more information about sheltering.
- 3) The EOC contacts MDEM by phone and/or Maryland WebEOC to inform them of any activation to keep the State abreast of Kent County's situation. For any requests from Kent County, MDEM will

determine what immediate resources are available for Kent County based on a comparison of needs with the conditions of other jurisdictions.

Recovery:

Recovery is the development, coordination, and execution of services and site restoration plans and the reconstitution of government operations and services to include individual, private sector, non-governmental, and public assistance programs.

G. General

- 1) Information and data regarding the event will be made available to the public via the Kent County Administrator's Public Information Officer.
- 2) A single, comprehensive After-Action Report (AAR) will be developed collaboratively by all agencies involved in the response effort and distributed as appropriate.

H. Damage Assessment:

- 1) The nature and scope of damage within Kent County will be reported comprehensively to enable the Kent County Administrator to consider fairly any request for assistance and to support any petition for State and/or Federal relief.
- 2) Each Kent County Agency and Department is responsible for collecting and sorting information about the extent of damage to property and facilities for which it is responsible. (Damage is reported to OES and to the Kent County Administrator).
- 3) An initial Damage Assessment team, coordinated by OES and the Department of Planning and Zoning, is tasked to determine the scope of destruction. The team will consist of local inspectors and possibly joined by a State and Federal representative.
- 4) Planning and Zoning (Inspections and Permits) acts as the repository of all damage assessment data and information. This agency will submit a copy of its reports to the Director of the Kent County Office of Emergency Services
- 5) The Inspections and Permits agency should also be cognizant of and use MDEM's Damage Assessment forms. These forms must be completed and turned into OES following an incident; they will then be submitted to MDEM by OES. The forms currently include the Local Damage Assessment Checklist, the Preliminary Damage Assessment (PDA) Impact Statement, the Initial Damage Assessment Summary Form, the Individual Assistance Damage Assessment Site Collection Form, and the Public Assistance Damage Assessment Site Collection Form. See sample Damage Assessment Forms in Supporting Documents Section.
- 6) When an initial assessment indicates widespread and severe damage beyond the capabilities of Kent County's resources. Kent County may ask the State, who may in turn request the Federal government (FEMA and/or U.S. Small Business Administration) to conduct a Preliminary Damage Assessment (PDA), which further specifies the potential need for emergency assistance and relief.

I. Public Safety:

- 1) The County Commissioners of Kent County Public Information Officer, coordinating with the EOC, will provide information regarding potential hazards in an area affected by a disaster and disseminate any recommended protective actions to the public through various methods and sources.
- 2) Law enforcement agencies will cooperate to institute security measures within communities made vulnerable by disaster damage and to ensure that access to affected communities is restricted.
- 3) Damaged facilities and homes will be inspected to ensure their structural integrity before any entry and occupation of such sites will be permitted.

J. Public Health:

- 1) Through the State and Local Departments of Health offices, crisis and family counseling may be offered to residents within an affected community for some period following the response and/or recovery operations. This may be done by Mental Health staff, or those staff trained in Psychological First Aid.
- 2) Communities in affected areas will be inspected and remedial measures will be taken to eliminate any potential public exposure to include hazards posed by debris, chemicals, and other toxins and to eradicate any evident pathogenic organisms or suspected diseases. This may be done by the LHD Environmental Health Team and/or the MDE Team,
- 3) Communities in affected areas will be inspected and remedial measures will be taken to eliminate any potential public exposures to include hazards posed by debris, chemicals, and other toxins and to eradicate any evident pathogenic organisms or suspected diseases. This may be done by the LHD Environmental Health team and/or the MDE team.
- 4) All remains and personal property, as well as the incident site, will be decontaminated in accordance with applicable regulations and laws.

K. Re-entry:

1. Re-entry into evacuated areas will be permitted when it has been determined (within reason) that no continuous, serious, and unmitigated health or safety hazards persist.
2. To facilitate re-entry, actions will be taken to manage traffic in the subject area and to provide transportation, as resources permit, for those with special needs.
3. Information regarding parameters or re-entry for evacuees will be disseminated to the public through various methods and sources via the Public Information Officer.
4. Appropriate services will be established to enable residents to collect information about assistance programs and to apply for such relief as is made available.
5. Family Information Centers (FIC's) may be set up so that recovery partners are available for consultation in one central location.

(Initial coordination may come from OES with local DSS staff assuming coordination on continued operations.)

L. Debris Management:

- 1) Each Kent County department or agency should decide to have debris removed from property for which they are responsible.
- 2) Prior to any assistance from the State, Kent County is responsible for response and recovery operations up to their capacity and mutual aid agreements existing among jurisdictions should be exhausted.
- 3) Debris removal and disposal will occur according to priorities specified in the debris management strategy contained in ESF 14, Long Term Community Recovery & Mitigation.
- 4) For more information refer to ESF 14 – Debris Management (part of Long-Term Community Recovery).

M. Donations Management:

- 1) A Donations Coordinator acts as the liaison among county and private representatives involved in the receipt, management, and distribution of donated goods and services, including volunteer support. For more detail, please refer to ESF 15- Donations Management (part of External Affairs).
- 2) Cash donations to private, non-profit relief organizations will be encouraged—rather than the donation of food, clothing, or other goods—to maximize the flexibility, usefulness, and efficiency of donations.
- 3) Public Service Announcements (PSAs) and press releases will be developed and broadcast to inform the greatest number of people of the items most needed and the centers at which items will be collected.

Hazards & Hazard In-County Threats

Table 1-3: New Hazard Ranking Results		
Hazards	Composite Score	HAZARD RANKING
Flood (Flood, Flash, Heavy Rain, Coastal Storm, Storm Surge/Tide)	22.5	Medium High
Hurricane (Tropical Storm, Hurricanes, Tropical Depression)	20.5	Medium High
Extreme Temperatures (Excessive Heat, Heat, Excessive Cold/Wind Chill)	22	Medium High
Tornado (Tornado & Funnel Cloud)	13.5	Medium Low
Snow & Ice Storms (Winter Storm, Winter Weather, Blizzard, Cold Wind/Chill, Frost/Freeze, Heavy Snow, Sleet)	17	Medium
Severe Storms (Thunderstorm Wind, Lightning, Hail)	25	High
High Wind (Derecho & Straight-line Winds, High Winds, Strong Wind)	22	Medium High
Earthquake	14	Medium Low
Climate Adaptation (Erosion & Sea Level Rise)	19	Medium
Emerging Infectious Diseases	27	High

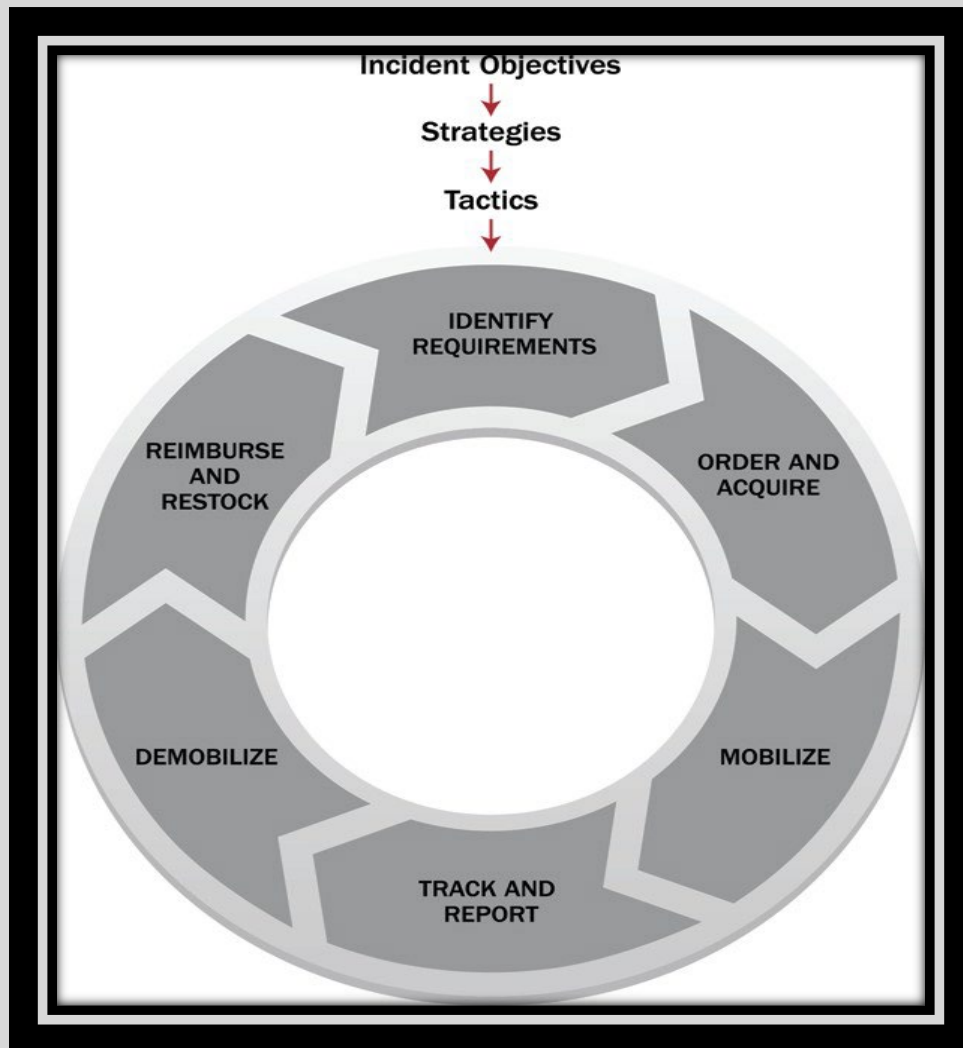
Kent County Threats

In addition to the Regional THIRA, Kent County has identified the following threats:

Figure 1: County Threats

NATURAL HAZARDS	MAN-MADE HAZARDS	
	INTENTIONAL	TECHNOLOGICAL
Animal/Plant Disease Drought Earthquake Flood Hurricane/Tropical Storm Pandemic Lightning Severe Winter Storm Solar Storm Tornado Windstorm	Active Assailant Biological Attack Chemical Attack Civil Unrest Cyber/Communications Attack Explosives Nuclear Blast Radiological Attack Terrorist	Accidental Hazard Release Dam Failure Infrastructure Failure Structural Fire Transportation Hazard Utility Disruption

During the Incident



IV. Organization and Assignment of Responsibilities:

A. General:

- 1) This portion of the basic plan addresses the broad organizational framework for emergency management planning, response, and recovery in the county. Most of the departments and offices within Kent County Government have emergency functions in addition to their normal duties. Each agency is responsible for developing and maintaining its own emergency management procedures.
- 2) Recommended training for all employees to take is ICS 800 and 100 for brief introductions to emergency response.
- 3) Kent County agencies and departments will continue to function in their respective normal roles but varying routines, emphasis, actions, and priorities to meet the exigencies of the situation, and to carry out

any additional emergency functions which may be assigned. Each department's Continuity of Operations Plan (COOP) has details of policies and procedures to be followed in unusual circumstances.

B. The National Incident Management System:

1) The National Incident Management System (NIMS) was created by the Department of Homeland Security (DHS) pursuant to Homeland Security Presidential Directive 5 (HSPD-5). HSPD-5 requires that all federal departments and agencies make the adoption of NIMS a prerequisite for state and local governments to receive federal preparedness assistance.

2) NIMS is intended to provide a consistent, flexible, and adjustable incident management framework for Federal, state, local, and tribal governments, as well as private sector entities and non-governmental organizations. This framework will enable these groups to work together effectively and efficiently to prepare for, prevent, respond to, and recover from emergencies regardless of cause, size, or complexity. Based upon this goal, NIMS consists of the following components:

- A. Preparedness
 - 1. Planning
 - 2. Training
 - 3. Exercises
- B. Communications and Information Management
- C. Resource Management
- D. Command and Management
 - 1. Public Information
 - 2. Multi-Agency Coordination Systems
 - 3. Incident Command System
- E. Ongoing Management and Maintenance
- F. Supporting Technology

Suggested coursework for all Kent County Government employees: ICS 100, 200, 700, 800.

- 1) The steps required to achieve NIMS compliance include but are not limited to:
- A. Incorporating NIMS into existing training programs and exercises.
 - B. Ensuring that Federal preparedness funding supports NIMS implementation at the state and local levels.
 - C. Incorporating NIMS into EPP's/SOP's
 - D. Promotion of intrastate mutual aid agreements
 - E. Coordinating and providing technical assistance to local entities regarding NIMS.
 - F. Institutionalizing the use of the Incident Command System (ICS)

"The President of Kent County Commissioners issued an Executive Order that officially adopts NIMS as the standard for incident management in Kent County". This Executive Order also states that all Kent County departments and agencies with an emergency management function will adopt this system as a basis for command and control of emergency incidents. The Office of Emergency Services, in consultation with all Kent County agencies, will coordinate and facilitate an aggressive ICS/NIMS training program, utilizing a multi-disciplinary, all hazards approach".

C. Emergency Organization:

- 1) Should a major emergency threaten or occur, the official in charge is the Kent County Administrator unless delegated to another competent official. The Fire Chiefs, Chief of Police and other agency heads command the operations of their forces. Hospital and medical personnel, American Red Cross, and communications volunteers such as RACES, local news media staff, and other non-county government agencies perform their emergency functions in cooperation and coordination with the operations of county government, under the policy set by the Kent County Administrator.
- 2) Depending on the situation, other organizational or agency personnel with responsibilities under the EOP will be directed to report to the EOC or alerted and placed on a stand-by status. It is possible through WebEOC (a web enabled crisis management application) that some Representatives can work either in their home or office prior to reporting to the EOC. See Annex 5 for EOC organization chart.

D. Direction and Control:

- 1) The Incident Command System (ICS), as a part of NIMS, will enable effective and efficient incident management by integrating a combination of facilities, equipment, personnel, procedures, and communications operating with a common organizational structure. All on-scene management of incidents will be conducted using the Incident Command System.
- 2) The magnitude and severity of a particular event will dictate the scope of emergency response and recovery operations. In the case of an emergency, Kent County Office of Emergency Services (OES) will:
 - A. Coordinate the emergency response effort within its political jurisdictions.
 - B. Coordinate local evacuations, shelter activation, and request outside assistance when necessary.
 - C. Activate mutual aid agreements with neighboring counties when necessary.
 - D. Recommend that the County Commissioners of Kent County President declare a local state of emergency (Md. Code Ann. PUBLIC SAFETY § 14-111) and make a formal request for State assistance if necessary.

E. EOC Activation Policies:

The County EOC is activated when field response agencies need (or potentially will need) support. The following list depicts the circumstances under which the Kent County EOC should be activated:

- 1) Planned events that could require multi-agency coordination, such as political events or large public gatherings.
- 2) Kent County has declared a local emergency.
- 3) The County Commissioners of Kent County President has requested a Governor's Declaration of a State of Emergency, as defined in the Md Code Ann., PUBLIC SAFETY § 14-303.
- 4) A State of Emergency for Kent County is proclaimed by the Governor.
- 5) Kent County is requesting resources from outside its boundaries, except those resources used in normal day-to-day operations which are obtained through existing agreements (such as fire or law enforcement mutual aid).

***Kent County Emergency Preparedness Plan
Basic Plan & ESFs***

6) Kent County has received resource requests from outside its boundaries beyond those resources used in normal day-to-day operations which are obtained through existing agreements such as fire or law enforcement mutual aid.

7) The activation of the Kent County EOC must be authorized. Activation of the EOC can be authorized by the Kent County Commissioners, County Administrator, the Director of Emergency Services, or a competent designee. The Kent County departmental directors and/or deputy directors/executive officers can make the request for an activation during a crisis.

8) Levels of activation and the specific staff that will be directed to report to the EOC will be determined by the type and severity of the incident. The EOC Director will notify agency heads responsible for staffing the EOC. To optimize coordination and communications, EOC activation and staffing will be at the lowest level necessary to adequately respond to a hazardous event. The following EOC activation levels in Kent County are defined as:

Kent County Emergency Operations Center

A. EOC Section Functions:

Specific position responsibilities referenced in the groups below are described in ESF 5- Emergency Management. Communications between the EOC Sections listed below managed and maintained by the Office of Technology (OIT) department and supported by the Radio Amateur Civil Emergency Services (RACES), which is composed of Kent Radio Club, Maryland Mobile Radio Club, HAM radio personnel, etc., and can be augmented with personnel from the 9-1-1 Communications Center. Refer to ESF 2, Communications, for additional information about Kent County emergency communication systems.

Kent County Emergency Operations Center Levels of Activation

Level	Scope	Example
1	Normal day-to-day activities	Normal Business Day, presence of OES staff with access to EOC
2	Office of Emergency Services (OES) staff on watch or following an event of potential nature.	Watching impending weather events. Conferencing occurring with staff, and/or agencies and with MEMA
3	Partial activation of the Emergency Operations Center (EOC), only the EOC sections requested will report to the EOC	Ice Storm, mostly will be a short-term operations event involving limited agencies, such as, DPW Highways, Fire & Police.
4	Full activation of the EOC	Hurricane, County damaged throughout. All agencies assisting in response, Citizens in need of assistance/sheltering, recovery will be long term.

1. Executive Section:

The ultimate authority for management of emergency operations in Kent County resides with the County Commissioners of Kent County. The Executive Section:

INCLUDES: County Commissioners County Administrator Finance Officer Director of Emergency Operations County Attorney
Exercises broad control over emergency operations, sanctions, goals and strategies per incident. Gives guidance on matters of basic policy. Approves official information and instructions to the public.

2. Operations Section:

The Operations Section implements the decisions and plans of the Executive Section and coordinates the use of resources within the EOC.

INCLUDES: Law Enforcement Volunteer Fire Companies Department of Public Works (Roads & Wastewater Management) Parks & Recreation (KPS) Health Department.
Communicates with field forces. Coordinates field forces' operations. Keeps a record of field forces' status. Analyzes all available information on the situation. Develops, refines, and implements the joint response and recovery strategy. Oversees the deployment of response and recovery resources to ensure resources are sufficiently staged and allocated at locations. Ensures that various departments/agencies work in a mutually supportive way.

3. Planning Section:

The Planning Section analyzes the situation and evaluates the next steps, potential contingencies, alternative strategies, and demobilization steps.

INCLUDES: Emergency Planner Planning & Zoning Information Technology (IT).
Drafts the Incident Action Plan. Conducts resource management (staffing). Maintains the Kent County Situational Report (SITREP). Compiles data for individual assistance and public assistance. Prepares preliminary damage assessment reports and allied reports required for requesting federal assistance.

4. Logistics Section:

The Logistics Section coordinates with governmental and private agencies to ensure the maximum availability of resources (personnel, supplies & materials, vehicles, communications, and facilities, etc.) for emergency needs.

INCLUDES: Public Works | IT | KCPS | Agriculture Extension Office

Responsible for logistical support pertaining to the transportation of supplies and personnel.

Performs maintenance of vehicles and facilities.

Provides feeding and housing for the responders.

Responsible for documentation of all acquisition activities.

5. Finance/Administration Section:

The Finance Section is responsible. This section is staffed by the Office of the Budget, the Office of Finance, and Personnel.

INCLUDES: Department of Finance | Department of Human Resources

Responsible for all Kent County wide financial, administrative, and cost analysis aspects during an activation incident.

Individual agencies will be responsible for capturing all the above data for the Finance Section and reimbursement process.

6. Communications Section:

The Communications Section. At the request of the Director of Emergency Management.

INCLUDES: Kent RACES | 9-1-1 Communications Staff

Operates and ensures capability of EOC communications during and incident, Section Chief is Emergency Services Communications Chief.

The Director of Emergency Services will activate RACES and facilitate communications.

In ICS terms, RACES is a branch under the Director of Emergency Services and is therefore accountable to the County.

7. Liaison Section:

INCLUDES: Agencies | Jurisdictions | NGOs that are Stakeholders in the incident

Could include towns of Kent County, State Police, Delmarva Power, Choptank Electric, and others depending on the nature of the incident.

Section Chief is the Emergency Services Communication Chief.

Liaison Representatives' function is to be a point of contact representing their assisting and/or cooperating agencies/jurisdictions.

V. Continuity of Government:

A. Line of Succession:

County Administrator

A) According to Section 3-14 of the Kent County Code of Public Laws, the County Commissioners of Kent County, during temporary disability or absence from the county, may designate in writing the head of one of the county departments or offices as acting Kent County Administrator to perform the duties of the office. (See COOP for Kent County Administration).

B) If the County Commissioners of Kent County fail to provide such writing, the Line of Succession is as follows during an emergency:

- 1) Director of Emergency Services
- 2) Finance Officer unless the Commissioners designate the head of another department or office of the county government.
- 3) The acting Kent County Administrator shall have the same rights, duties, powers, and obligations as an elected incumbent in said office except the power to veto.

In the Md Ann. Code, PUBLIC SAFETY Article §14-109.

Local Organizations for Emergency Management stated that the Governor shall appoint a Director of Emergency Services for each Local Organization. Subsequently, the Director of Emergency Services is provided with the authority to organize and operate the local office of emergency management. The line of succession to the Director of the Office of Emergency Services is:

Office of Emergency Services – Acting Director or Designee

Sheriff's Office – Sheriff or Designee

In the case of a vacancy or temporary absence, the County Commissioners of Kent County may designate any person to serve as acting head of any office or department until the appointment of a successor. According to the Kent County Code Public Laws.

The line of succession

A. In each department or agency head is according to the Kent County's internal Continuity of Operations Procedures. All additional continuity of government issues will be addressed in greater detail in each agency's respective Continuity of Operations Plan (COOP).

B. EOC Continuity of Operations:

1) Slowly Developing Disasters: If it is determined that the Kent County EOC will become unusable, operations will be shifted to the back-up EOC located in the break room at the Kent County Department of Public Works on Morgnec Road, Chestertown. If time permits, this will be a phased relocation with the off-duty shift moving to a safer location, preparing, and assuming control from that site so that the personnel remaining at the primary EOC can evacuate.

2) Disaster with Immediate Onset: If the Kent County EOC is destroyed, severely damaged, or isolated by the loss of communications, all departments will utilize the virtual EOC by use of the WebEOC application and/or utilize their departments' operational centers if available. Alternate sites could include the Kent County Community Center, local fire department, a school building or other local government building.

B. Preservation of Records:

To provide normal government operations after a disaster, vital records must be protected. It is the responsibility of all levels of the Kent County Government and agencies/departments included in this Plan to protect and preserve legal documents and vital records. Each Kent County department/agency that supports the county emergency operations is responsible for the preservation of vital records to ensure their departmental Continuity of Operations Plan (COOP). Kent County departments/ agencies are responsible to make necessary preparations to ensure the survival of vital records.

VI. Administration and Logistics:

Administration must facilitate and enable disaster response operations, as outlined below.

Emergency Authority:

- 1) Provisions for Kent County government emergency powers are found in: Md. Code, Ann. PUBLIC SAFETY §14, of the Maryland Annotated Code. Relevant sections include:
 - §14-101 et. Seq. Definitions
 - §14-106 Emergency Powers of the Governor
 - §14-109 Local Organizations for Emergency Management
- 2) Each political subdivision shall establish a local emergency management organization.
 - §14-110 Local Emergency Plans
 - §14-111 Local State of Emergency

Declaration of a Local State of Emergency (Md. Code Ann. PUBLIC SAFETY § 14-111):

- 1) Under State law, only the County Commissioners of Kent County President may declare a local state of emergency. Md. Code Ann. PUBLIC SAFETY § 14-111 (a).
- 2) Duration: Except with the consent of the governing body of the political subdivision, a local state of emergency may not continue or be renewed longer than 7 days. MD. Code Ann. PUBLIC SAFETY §14-111(b)(1); An order/proclamation that declares, continues, or terminates a local state of emergency shall be:
 - a. Given prompt and general publicity; and
 - b. Filed promptly with the chief local records-keeping agency.
- 3) Effect of a local state of emergency declaration: Md. Code Ann. PUBLIC SAFETY §14-111(c).
 - a. Activates the response and recovery aspects of any applicable local state of emergency plan, such as the EOP and/or Radiological Incident Response Plan.
 - b. Authorizes the provision of aid and assistance under the EOP.

A declaration of a Civil Emergency must be in writing:

The President of the Kent County Commissioners may order:

- 1) A general curfew applicable to limited defined geographical areas of the county or to the county, and applicable during the hours of the day or night that is deemed necessary.
- 2) The closing of any or all retail and wholesale taverns liquor establishments, or other public or private business establishments or clubs selling or permitting the consumption of alcoholic beverages.
- 3) The discontinuance of the selling, distributing, or giving away of gasoline or other liquid flammable or combustible products in any container other than a gasoline tank properly affixed to a motor vehicle.
- 4) The temporary closing of any and or all gasoline stations or other establishments whose chief activity is the sale, distribution, or dispensing of liquid flammable or combustible products.
- 5) The discontinuance of selling, distributing, or dispensing, or giving away of any firearms or ammunition.
- 6) The temporary closing of any, and all establishments whose principal business is the sale, distribution, dispensing, or giving away of firearms or ammunition.
- 7) The closing of any road or vehicle parking area to motor vehicle and pedestrian traffic; and any other measures imminently necessary for the protection of life and property of Kent County.

The Governor of Maryland's Emergency Powers:

- 1) If the Governor declares a State of Emergency, the Governor has extended powers if necessary to protect the public's health, welfare, safety, or the protection of property.
- 2) These extended powers are enumerated in the Maryland Emergency Management Act. These powers include the Governor's ability to:
 - A. Suspend the effect of any statute, rule, or regulation of an agency of the State or a political subdivision;
 - B. Direct and compel the evacuation of all or part of the population from a stricken or threatened area in the State;
 - C. Set evacuation routes and the modes of transportation to be used during an emergency;
 - D. Direction and control of ingress to an egress from an emergency area, the movement of individuals in the area, and the occupancy of premises in the area;
 - E. Authorize the use of private property, in which the event the owner of the property shall be compensated for its use and for any damages incurred during the use of such property;
 - F. Provide for temporary housing;
 - G. Authorize the clearance and removal of debris and wreckage;
 - H. Refer to Md Code Ann. PUBLIC SAFETY § 14-107(d) and § 14-106 for any further information, authorities, and references.

Financial Management

- 1) To cover expenditures, including those during an emergency, the Kent County Commissioners, upon the recommendation of the Kent County Administrator, may by ordinance, make additional, supplementary, or emergency appropriations from contingent funds, from revenues received from anticipated sources in excess of budget estimates therefore, or from revenues received from sources not anticipated in the budget for the current fiscal year; provided that the Budget Officer shall first certify in writing that such funds are available for such appropriation. No supplemental appropriation shall exceed the amount of the funds so certified.
- 2) To the extent that there may be no available revenues to meet such emergency appropriations, the Kent County Commissioners may, by ordinance, authorize the issuance of emergency notes.
- 3) All agencies should be familiar with FEMA reimbursement procedures and their forms to facilitate a successful reimbursement process. **Failure to do this is the leading cause of non-receipt of FEMA reimbursement.**
4. All participating departments and agencies will keep accurate records to differentiate between disaster related expenditures and obligations from programs and activities.

Emergency Procurement

Under the Md Code Ann. PUBLIC SAFETY § 14-101, the definition is as follows:

- 1) A hurricane, tornado, storm, flood, high water, wind-driven water, tidal-wave, earthquake, landslide, mudslide, snowstorm, drought, fire, explosion, and any other natural disaster in any part of the State that requires State assistance to supplement local efforts to save lives, protect public health, safety, and protect property.
- 2) An enemy attack, act of terrorism, or any other public health catastrophe.

The authority of the Director of Emergency Services is provided for in § 14-109(b)(2), which states that “each Director of a local organization for emergency management is directly responsible for the organization, administration, and operation of the local organization for emergency management”.

- 3) If an emergency requires an immediate purchase of supplies or contractual services (equipment, materials, rentals, etc.) the Kent County Code provides for rapid response. During a declared emergency, the Kent County Purchasing Agent and the Director of Emergency Services are both authorized to secure, at a reasonable price, by open market purchase or from a single source, any supplies, equipment, and or services needed when such purchases are necessary to prevent delays which could affect the life, health, or general welfare of county citizens. **Kent County Code of Public Laws Chapter 49.**
- 4) When a credit card cannot be used, upon receipt of logistical or service requests (either verbally or in writing) the Kent County Purchasing Agent has primary authority to order required supplies and services. However, in emergency situations service requests can also be made by the Director of Emergency Services, the Finance Officer, or the Kent County Administrator. This authority will only be used when there is an immediate necessity for the continued operation of a department, or for the preservation of life and property, or when such purchase is required for the health, safety, and welfare of the people or for the protection of property, provided there is a present, immediate, and existing emergency.

- 5) The Purchasing Agent (or his/her staff) will provide the vendor with a purchase order number for confirmation later. The vendor will provide the items ordered and make billing against the purchase order number assigned at the time the order was placed.
- 6) Requisition and delivery records for emergency purchases must be documented to explain the necessity of the emergency purchase and to provide accurate data to the Office of Finance.
- 7) At the conclusion of the emergency, the Kent County Purchasing Agent will obtain account codes and funds certification. The department with either the primary need for the services requested or primary control of the usage of the item or service purchased will enter a necessary commitment into the Finance system. Purchasing will prepare and distribute confirmation purchase orders so that vendors can be paid for supplies, equipment, and services furnished during an emergency.
- 8) The Md Code Ann. PUBLIC SAFETY § 14-112, provides for the ability of a local government to request/receive gifts, grants, and loans. If the Federal Government, another State, or an agency or officer of the Federal Government or another State offers it, the State or a political subdivision service, equipment, supplies, materials, or money by way of a gift, grant, or loan for the purposes of emergency management, the State acting through the Governor, or the political subdivision acting with the consent of the Governor and through its executive officer or governing body, may, accept the offer and authorize an officer of this state or political subdivision to receive the service, supplies, equipment, materials or money.

Agreements and Understandings

1. Should local government resources prove to be inadequate during an emergency operation, requests will be made for assistance from other local jurisdictions, higher levels of government, and other agencies in accordance with existing or emergency mutual aid agreements and understandings. Such assistance may take the form of equipment, supplies, personnel, or other available capabilities.

2. All agreements and understandings will be entered into by the duly authorized officials and will be formalized in writing whenever possible. The establishment of contracts before the onset of an emergency is encouraged so that implementation can take place immediately and no additional negotiations must take place. **DRHMAG and MIEMAC are sources with which agreements are understood and to whom we can turn for resources quickly.**

Reports and Records

1. During declared emergencies each agency is responsible for capturing and recording all costs pertaining to their response. Reports are required to provide elected officials, the Director Emergency Services, and other government officials with information concerning the nature, magnitude, and impact of a disaster, and for use in evaluating and providing the most efficient and appropriate response.

2. Reports may include, but are not limited to:
 - a. Situation Reports
 - b. Declaration of Emergency
 - c. Requests for assistance
 - d. Damage assessment reports

Relief Assistance

1. All individual relief assistance will be provided in accordance with the policies set forth in state and federal provisions.
2. Nondiscrimination: There will be no discrimination on grounds of race, color, religion, nationality, sex, age, economic, or disability status in the execution of emergency management functions and Kent County policies and procedures.

VII. TRAINING AND EXERCISES

Purpose

Training and training exercises are important functions in the Kent County emergency management program. Through comprehensive individual and team training, all potential responding personnel must develop the necessary knowledge and skills to effectively prepare for crisis situations. See Support Annex #6 to the Basic Plan for description of various training levels.

Training

OES will provide training for EOC representatives to prepare them for an EOC activation. OES also provides training programs throughout the year to increase response capability. While the emergency management staff coordinates emergency training, each department or agency is responsible for its own internal training requirements.

Exercises

1. Exercises are important to test plans, policies, processes, and procedures. Exercises provide opportunities to learn and to demonstrate the ability of the emergency agencies and their respective responders.
2. Exercises are both discussion-based and operations-based. Discussion-based exercises include tabletops, workshops, and orientation seminars. Operations-based exercises progress from drills to functional exercises to full-scale exercises. Agency/Departmental participation in such exercises allows for continual evaluation and updating of emergency plans as necessary when changes occur, as well as familiarity with other responders.
3. Kent County agencies and departments will comply with the **Homeland Security Exercise and Evaluation Program (HSEEP)**, which has established best practices which integrate NIMS concepts. The training involves all-hazards exercises and emergency management/response personnel from multiple disciplines and jurisdictions.
4. Pursuant to this objective.
 - A. The Kent County EOC shall be activated once a year for one of the exercise types to provide practical experience to those individuals who have EOC responsibilities.
 - B. EOC representatives will attend EOC training annually.

- C. All agencies and Emergency Support Function (ESFs) groups are encouraged to train yearly beginning with departmental training progressing to tabletop exercises leading up to a full-scale exercise.
- D. Specific training requirements for agencies and departments covered by this EOP will be described in the individual ESF's.
- E. After-Action Reports (AAR) should be developed so that lessons learned will be applied in the future.
- F. Corrective actions should be tracked and identified in the AARs.
- G. MDEM, in conjunction with HSEEP, requires AARs to be submitted to MDEM after training exercises.
- H. In Maryland, Section 4-343 which is a discretionary exception to its Public Information Act (PIA) provides that sensitive information may be redacted if it is contrary to the public interest to disclose it. Information that satisfies the requirements outlined in the exceptions section of the PIA can be legally protected from public disclosure.

VIII. PLAN DEVELOPMENT AND MAINTENANCE

Purpose

Each Kent County Department or agency included in this Plan has responsibility for developing and maintaining the ESF's that pertain directly to them. Overall coordination of the EPP maintenance process will be carried out by the Kent County Office of Emergency Services. The EPP will be viewed on a yearly basis during the month of October by the Office of Emergency Management and the Director of Emergency Services will provide his or her signature to indicate that the plan was reviewed.

Agency Responsibility

1. All agencies will be responsible for the development and maintenance of their respective ESF's in this Plan. Department Heads with EPP development and maintenance responsibility should review their portions of the plan annually for correctness and appropriateness.
2. Agency and Departmental SOP's will be reviewed by Department Heads on a yearly basis and changes relevant to the EPP will be submitted to OES and incorporated to the Plan in the month of October to coincide with the change submission schedule for the EOP.
3. Regulations governing various agencies and departments will be reviewed by Departmental Heads on a yearly basis to determine if there are any pertinent changes in the law.

Plan Development

1. The Director of Emergency Services coordinates development of the appropriate formal changes to the EPP for publication during the forthcoming calendar year. All changes shall be recorded on the Record of Changes page of this Plan by the relevant department or agency. Proposed changes will be submitted using the Change Submission Form to the Kent County Office of Emergency Services during the month

of October. Revisions of the EOP will be forwarded to all Kent County departments and agencies list in the Distribution Page of this Plan.

- a. EPP Basic Plan statistical data will be updated every five years by the Office of Emergency Services.
- b. The Office of Emergency Services SOP's will be reviewed by the Director of Emergency Services on a yearly basis.
- c. Position / Title Changes will be reviewed and incorporated into the EPP by the Office of Emergency Services on a yearly basis.

2.The contents of this Plan must be known and understood by those people responsible for its implementation. OES is responsible for briefing staff members and the county officials concerning their role in emergency management and the contents of this Plan in particular.

Plan Maintenance

1. Agencies assigned emergency management responsibilities should recommend changes at any time and provide information.
2. If part of this Plan, including assigned responsibilities and tasks, is found to be invalid for any reason, all valid parts that are severable from the invalid portion remain in effect.
3. No additional ESF will be added to the EPP without the approval of the OES Director. The OES director will assign a primary agency to any approved ESF.
4. This Plan will be tested annually in the form of a simulated emergency exercise (drill, tabletop, functional, or full-scale) to provide practical experience to the agencies and departments covered by this Plan.

EPP Support Annex A: Glossary of Terms

Addendum:

An addendum is sometimes referred to as an "annex" and is a supplemental addition to a given main work.

After-Action Report (AAR):

A tool to use following preparedness exercises and drills to document the performance of exercise-related tasks. An AAR contains recommendations for improvements.

Chain of Command:

A series of command, control, executive or management positions in hierarchical order of authority.

Continuity of Government (COG):

The principle of establishing defined procedures that allow the government (on a local level up to Federal) to continue its essential operations in case of disasters or other catastrophic events.

Continuity of Operations Plan (COOP):

Refers to the preparations and institutions maintained by the United States Governments, providing survival of government operations in the case of catastrophic events. COOP includes the activities of individual departments and agencies and their sub compartments to ensure that their essential functions are performed in the event of an emergency.

Crisis Management:

Crisis management is a relatively new field of management. Typically, proactive crisis management activities include forecasting potential crises and planning how to deal with them, for example, how to recover if your computer system completely fails. Hopefully, organizations have time and resources to complete a crisis management plan before they experience a crisis. Crisis management in the face of a current, real crisis includes identifying the real nature of a current crisis, intervening to minimize damage, and recovering from the crisis. Crisis management often includes a strong focus on public relations to recover any damage to public image and assure stakeholders that recovery is underway.

Declaration of Emergency:

A Declaration of Emergency is the formal announcement by the County Commissioners of Kent County President that a situation exists which requires extraordinary effort or procedures to counteract and overcome. It may apply to the county as a whole or to any part thereof. It may suspend or modify local law or procedures to the extent local law permits. It has the force and effect of law. If the emergency operations plan of Kent County has not been implemented, the Declaration of Emergency will implement that plan.

Departmental Operational Centers (DOC):

The physical location of an agency or department's operation center utilized to support incident management activities that normally take place at the agency or department.

Disaster:

Any hurricane, tornado, storm, flood, high water, wind driven water, landslide, mudslide, snowstorm, drought, fire, explosion, or other catastrophe which results in widespread damage to property, hardship, suffering, or possible loss of life.

Disaster Assistance:

Disaster assistance is money or direct assistance to individuals, families, and businesses in an area whose property has been damaged or destroyed and whose losses are not covered by insurance. It is meant to help you with critical expenses that cannot be covered in other ways. This assistance is not intended to restore your damaged property to its condition before the disaster. While some housing assistance funds are available through our Individuals and Households Program, most disaster assistance from the Federal government is in the form of loans administered by the Small Business Administration.

Disaster Recovery Center (DRC):

A Disaster Recovery Center (DRC) is a readily accessible facility or mobile office where applicants may go for information about FEMA or other disaster assistance programs, or for questions related to your case.

Emergency:

Any natural or manmade event or situation that has the potential for loss of property and/or lives and results in immediate protective actions.

Emergency Alert System:

The Emergency Alert System (EAS) is a national public warning system that requires broadcasters, cable television systems, wireless cable systems, satellite digital audio radio service (SDARS) providers and direct broadcast satellite (DBS) service providers to offer the communications capability to the President. This capability is meant to facilitate the President's ability to address the American public during a national emergency. The system also may be used by state and local authorities to deliver important emergency information such as AMBER alerts and weather information targeted to a specific area.

Emergency Operations Center (EOC):

The location at which the coordination of information and resources to support domestic incident management activities normally takes place. An EOC may be a mobile vehicle specially equipped, a temporary facility or a more permanently established facility.

Emergency Preparedness Plan (EPP):

The plan is maintained by various jurisdictional levels for managing a wide variety of potential hazards.

Emergency Support Function (ESF):

The grouping of governmental and certain private sector capabilities into an organizational structure to provide support, resources, program implementation, and services that are most likely needed to save lives, protect property and the environment, restore essential services and critical infrastructure, and help victims and communities return to normal following domestic incidents.

Field Command Post:

An on-site operations (police, fire, medical) location for the assembly of necessary staff and equipment. A field command post may be established, if appropriate, at or near the scene of the emergency by the responding supervisor or officer focusing initial efforts directly on control of the emergency. The field supervisor at the command post will identify resources needed at the scene and communicate these needs to the EOC.

First Responder:

Local, State, Federal and non-governmental participants such as police, fire and emergency personnel who, in the early stages of an incident, are responsible for the protection and preservation of life, property, evidence and the environment.

Hazard:

A situation which poses a level of threat to life, health, property or environment. Most hazards are dormant or have potential, with only a theoretical risk of harm, however, once a hazard becomes 'active', it can create an emergency situation.

Hazard Mitigation Grant Program (HMGP):

Provides grants to States and Local governments to implement long-term hazard mitigation measures after a major disaster declaration. The purpose of the HMGP is to reduce the loss of life after a major disaster declaration. The purpose of the HMGP is to reduce the loss of life and property due to natural disasters and to enable mitigation measures to be implemented during the immediate recovery from a disaster. The HMGP is authorized under Section 404 of the Robert T. Stafford Disaster Relief and Emergency Assistance Act.

HSEEP:

The Homeland Security Exercise and Evaluation Program (HSEEP) is a capabilities and performance-based exercise program that provides a standardized methodology and terminology for exercise design, development, conduct, evaluation, and improvement planning. The HSEEP is maintained by the Federal Emergency Management Agency's National Preparedness Directorate, Department of Homeland Security.

Incident Command Post (ICP):

The field location at which the first responder operations are performed on-site is based on the structure of the National Incident Management System.

Incident Command System (ICS):

A standardized on-scene emergency management construct specifically designed to provide for the adoption of an integrated organizational structure that reflects the complexity and demands of single or multiple incidents. ICS is the combination of facilities, equipment, personnel, procedures, and communication operating with a common operational structure designed to aid in the management of resources during incidents.

Incident Commander (IC):

The individual responsible for all incident activities including the development of strategies and tactics and the ordering and release of resources. The IC has overall authority and responsibility for conducting incident operations and is responsible for the management of all incident operations at the incident site.

Incident Management Team (IMT):

A comprehensive resource team which augments ongoing operations by providing infrastructure support or transitioning to an incident management function. This includes all components of a command and general staff. An IMT includes command and general staff members and support personnel, has statutory authority and/or formal response requirements and responsibilities, pre-designated roles, and responsibilities for members. An IMT is always available 24/7/365.

Joint Field Office (JFO):

A temporary federal facility established locally to provide a central point for federal, state, local and tribal executives with responsibility for incident oversight, direction, and/or assistance to effectively coordinate protection, prevention, preparedness, response, and recovery actions. The JFO will combine the traditional functions of the Joint Operations Center (JOC), FEMA, and the Joint Information Center (JIC) within a single federal facility.

Joint Information Center (JIC):

A facility was established to coordinate all incidents related to public information activities. It is the central point of contact for all news media at the scene of the incident. Public information officials from all participating agencies should congregate at the JIC.

Joint Information System (JIS):

A coordinated system that integrates incident information and public affairs into a cohesive message designed to provide consistent, coordinated, timely information to the public during a crisis or incident.

Joint Operations Center (JOC):

A center where the main players of the Operations Group can coordinate and collaborate on their objectives and strategies to mitigate or respond to an emergency. The purpose is to prevent redundancies of efforts and to identify additional needs.

Maryland Department OF Emergency Management (MDEM):

MDEM was created by the Maryland legislature to ensure that the state is prepared to deal with large-scale emergencies. MDEM is responsible for coordinating the Maryland state response in any major emergency or disaster. This includes supporting local governments as needed and coordinating assistance with the Federal Emergency Management Agency (FEMA) and other Federal partners.

Mitigation:

Activities designed to reduce or eliminate risk to persons or property or to lessen the actual or potential effects or consequences of an incident. Mitigation measures may be implemented prior to, during, or after an incident.

Mutual Aid Agreement:

A written agreement between agencies, organizations, and/or jurisdictions indicating that they will assist one another by furnishing personnel, equipment, and/or expertise in a specified manner.

National Warning System (NAWAS):

(NAWAS) is a comprehensive party line network of telephone circuits connecting state and Federal warning points throughout the United States. It is funded by the Federal Emergency Management Administration (FEMA). Although NAWAS is a national system, the day-to-day operation is under the control of individual states. Each state has its own plan for the use of NAWAS during weather emergencies. NWS offices should use this circuit only in accordance with individual state plans. Normally, all warnings and watches will be disseminated on the appropriate NAWAS by the issuing office.

National Incident Management System:

An incident management tool mandated by HSPD-5 that provides a consistent, nationwide approach for federal, state, local, private, and non-governmental organizations to work effectively together. This is a flexible management tool designed to address the simplest to the most complex incidents.

National Response Center:

A national communications center for activities related to oil and hazardous substance response actions. The National Response Center, located at DHS/US Coast Guard headquarters in Washington, DC, receives and relays notices of oil and hazardous substance releases to the appropriate federal on-scene coordinator. When there is a hazardous incident the Fire Department must report it to the National Response Center.

Non-Governmental Organization:

A non-profit entity that is based on the interests of its members, individuals, or institutions and is not created by a government but may work cooperatively with government.

Preparedness:

The range of deliberate, critical tasks and activities necessary to build, sustain and improve the operational capability to prevent, protect against, respond to and recover from domestic incidents. Preparedness is a continuous process involving efforts at all levels of government and between government and private-sector and Non-Governmental Organizations to identify threats, determine vulnerabilities, and identify required resources.

Private Sector:

Organizations and entities that are not part of any governmental structure. Includes for-profit and non-profit organizations.

Public Assistance Program:

The program administered by FEMA, which provides supplemental, federal disaster grant assistance.

Public Disaster Assistance (PDA):

Through the PA Program, FEMA provides supplemental Federal disaster grant assistance for debris removal, emergency protective measures, and the repair, replacement, or restoration of disaster-damaged, publicly owned facilities and the facilities of certain Private Non-Profit (PNP) organizations. The PA Program also encourages protection of these damaged facilities from future events by aiding hazard mitigation measures during the recovery process.

Public Information Officer:

A member of the command staff responsible for interfacing with the public and media or with other agencies with incident related information.

Radio Amateur Civil Emergency Service (RACES):

Amateur radio communications service in support of emergency management entities throughout the United States and its territories.

Recovery:

The development, coordination, and execution of service and site restoration plans for impacted communities and the reconstruction of government operations and services.

Response:

Activities that address the short-term, direct effects of an incident Response includes immediate actions to save lives, protect property and meet basic human needs.

Situational Report:

Report of an incident given at regular intervals describing the current situation.

Standard Operating Procedures (SOP):

A detailed, pre-established set of operational instructions which direct an agency's actions in response to an emergency.

Threat and Hazard Identification and Risk Assessment (THIRA)

Is a three-step risk assessment process that helps communities understand their risks and what they need to do to address those risks by answering the following questions. **1)What threats and hazards can affect our community. 2)If they occurred, what impacts would those threats and hazards have on our community. 3) Based on those impacts, what capabilities should our community have.**

Terrorism:

Any activity that involves an act that is dangerous to human life and/or potentially destructive, including acts that are intended to intimidate or coerce a civilian population and influence government policy.

Unified Command:

An incident command post where there is more than one agency representative with statutory responsibilities or when incidents cross political jurisdictions.

WebEOC:

WebEOC is the original web-enabled crisis information management system and provides secure real-time information sharing to help managers make sound decisions quickly.

EPP SUPPORT ANNEX B: LEGAL AUTHORITIES & REFERENCES

1. Legal Authorities

A. Federal:

1. Robert T. Stafford Disaster Relief and Emergency Assistance Act, (Pub. L. 100-707) November 23, 1988.
2. Superfund Amendments and Reauthorization Act of 1986, PL 99-499.
3. The Homeland Security Presidential Directive 5 (HSPD-5) *Management of Domestic Incidents*, (Pub. L. No. 107-296) February 28, 2003.

B. State:

1. Powers of Local Governing Body During Military or Warlike Catastrophe, Md. Code Ann., PUBLIC SAFETY § 14-405.
2. Local State of Emergency, Md. Code Ann., PUBLIC SAFETY § 14-111.
3. Local Organizations for Emergency Management, Md. Code Ann., PUBLIC SAFETY § 14-109.
4. Emergency Expenditures; Use of Existing Resources, Md. Code Ann., PUBLIC SAFETY § 14-112.
5. Maryland Emergency Management Act, Md. Code Ann., PUBLIC SAFETY § 14-101, et seq.
6. Maryland Emergency Management Agency Act; Local State of Emergency Md. Code Ann., PUBLIC SAFETY § 14-101.
7. Maryland Emergency Management Agency Act; State of Emergency Declaration by Governor, Md. Code Ann., PUBLIC SAFETY § 14-107.
8. Governor's Emergency Powers, Md. Code Ann., PUBLIC SAFETY § 14-301, et seq.
9. Maryland Emergency Management Assistance Compact, Md. Code Ann., PUBLIC SAFETY § 14-701 et seq.
10. Maryland Emergency Management Agency Act; Local Organizations for Emergency Management, Md. Code Ann., PUBLIC SAFETY § 14-109.
11. Executive Order 01.01.1991.02, State of Maryland.

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12. Health, Md Code Ann., INDIVIDUALS SUBJECT TO ISOLATION OR QUARANTINE § 18-905 and COMAR 10.06.01.06, Communicable Diseases and Related Conditions of Public Health Importance.
13. Transportation Article Registration of School Vehicles, Md. Code Ann., TRANSPORTATION TITLE 13 VEHICLE LAWS §13-420.
14. Catastrophic Health Emergency Act (CHEA), Md. Code, PUBLIC SAFETY §14-3A-01(b).
15. Maryland Good Samaritan Act, Maryland Law: Md. Code Ann., COURTS, AND JUDICIAL PROCEEDINGS §5-309(a-c).
16. Environmental Article, Md. Code Ann, MAINTENANCE OF WATER AND SEWER PLANS §9-503 & 9-505.
17. State Government Article, Md. Code Ann., IMMUNITY AND LIABILITY MARYLAND TORT CLAIMS §12-101.
19. Criminal Procedure Article, Md. Code Ann., LAW ENFORCEMENT PROCEDURES; ARREST PROCESS, GENERAL PROVISIONS §2-102(b)(3).
20. Criminal Procedure Article, Md. Code Ann., LAW ENFORCEMENT PROCEDURES, ARREST PROCESS GENERAL PROVISIONS §2-105 and JUDICIAL PROCEEDINGS §5-612.
21. Maryland Public Information Act, Md. Code Ann., STAT GOVERNMENT ARTICLE, GOVERNMENT PROCEDURES, RECORDS §10-615-618(j).

References

1. Federal Emergency Management Agency. Disaster Operations – A handbook for Local Government, CPG 1-6, Washington: FEMA July 1981.
2. Federal Emergency Management Agency, Guide for the Development of State and Local Emergency Operations Plans, CPG 1-8. Washington: FEMA, September 1990.
3. Department of Homeland Security, National Response Framework, January 2008.
4. Federal Emergency Management Agency, National Incident Management System (NIMS), IS-700, Self-Study Guide, August 2004.
5. Federal Emergency Management Agency, The Homeland Security Exercise and Evaluation Program (HSEEP), Volumes I-IV.

EPP Support Document #3: Agency Responsibilities in Reference to ESF's

P = Primary Lead Agency

S = Supporting Agency

<u>Agencies</u>	ESF 1 Transportation	ESF 2 Communications	ESF 3 Public Works	ESF 4 Fire Fighting	ESF 5 Emergency Management	ESF 6 Mass Care & Sheltering	ESF 7 Logistics Management	ESF 8 Health & Medical	ESF 9 Search & Rescue	ESF 10 Hazardous Materials	ESF 11 Food	ESF 12 Utilities & Energy	ESF 13 Law Enforcement	ESF 14 Debris Management	ESF 15 Donation & NGO Management	ESF 16 Animal Protection
Aging & Disabilities	P				S	S										
Animal Control	S				S	S										P
Central Services		S	S		S	S	P	S			P			S	S	
Detention Facility							S									
Emergency Management	S	S	S		P	S		S		S		S		S	P	
Finance, Office of					S										S	
Vol. Fire Rescue Depts	S	S		P	S	S		S	P	P			S	S	S	
Health, Department of				S	S	S		P	S	S	S	S	S	S	S	S
Information Technology		P			S		S					S		S	S	
Inspections & Permits			S		S									S		
County Attorney					S								S			
Human Resources					S		S						S			
Planning & Zoning			S		S									S		
Local Police Depts.	S	S	S	S	S	S		S	S	S			P	S	S	S
Public Information (PIO)	S	S	S		S	S		S				S		S	S	S
Public Schools, KCBE	S				S	S	S	S			S					S
Public Works	P		P	S	S		S	S	S	S		P	S	P		S
RACES		S			S	S										
Red Cross					S	S		S			S				S	S
Parks & Recreation	S				S	S					S		S	S		S
Sheriff's Office					S			S					S	S		S
Social Services (DSS),					S	P									S	S
Soil Conservation District – Kent Co.			S											S		
Volunteers						S	S								S	S
MD State Assistance	S											S				
Agriculture, MD Dept. of					S			S		S				S		S
Environment, MD Dept.				S				S		S				S		
MD Health & Mental Hygiene						S		S								
MIEMSS				S		S		S								

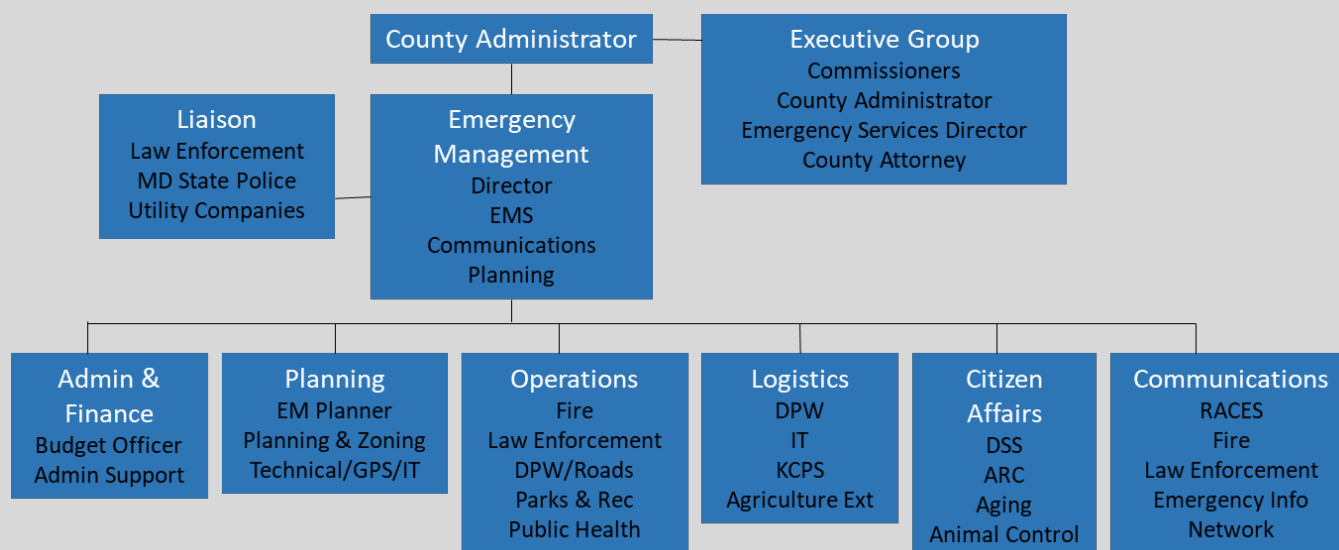
EPP Support Document #4: Disaster Types Compared to ESF's

P– Primary Considerations

S- Secondary Considerations

<u>Disaster Types</u>	ESF 1 Transportation	ESF 2 Communications	ESF 3 Public Works	ESF 4 Fire Fighting	ESF 5 Emergency Management	ESF 6 Mass Care & Sheltering	ESF 7 Logistics Management & Resource Support	ESF 8 Health & Medical	ESF 9 Search & Rescue	ESF 10 Hazardous Materials	ESF 11 Food	ESF 12 Utilities & Energy	ESF 13 Law Enforcement	ESF 14 Debris Management	ESF 15 Donation & Non-Governmental Organization (NGO) Management	ESF 16 Animal Protection
Natural Hazards																
Drought - Heat wave		S	P	P	S		S	P			S	P				
Epidemic		P		P	P		S	P			S	P	S		S	
Floods-Tidal & Inland	P	P	P	S	P	S			S				S	S		S
Hurricane	P	P	P	P	P	P	S	S	P	S	S	P	P	P	S	P
Tornado	P	S	P	P	P	S		S	P	P		P	P	P	S	S
Wildfire	S			P	S	S	S						P			S
Winter Weather	P	S	S	P	P	S	S	S			S	P		P		S
Earthquake	P	P	P	P	P	S	S		P	P	S	P	P	P	S	S
Landslide	P		S	S	S				P	S		S	P	P		
Sink Hole	S		S		S				S	S		S	P			
Technological Hazards																
Airplane Crash	P		S	P	S		S	P	P	P	S	S	P	S		
Dam failure	P	P	P	P	P	P			P	S			P	S		P
Haz-Mat Incident	P	S		P	S	S		S	S	P			P			S
Power Failure	S	S	P		S	S						P	S			S
Radiological Event	P	P	P	P	P		S	P	S	P	S		P			
Train Derailment	P			P	S		S	P	P	P	S		P			
Urban Conflagration	P	S	S	P	S	S	S		P	S	S	P	P	S	S	S
Maritime Disasters	S	S	S	P	S			S	P	P			S	S		
Structural Collapse	S	S	P	P	S	S	S	S	P	P	S	S	P	S		S
Technological Failure, Communication, etc.		P		S	S		S	S		S		S	P		S	
Man-Made Hazards																
Civil Disturbance	S	S		P	P					S		S	P	S		
Domestic Terrorism	S	S	S	P	P		S	S	P	P	S	S	P	S		
Terrorist Act	S	S	S	P	P	S	S	S	P	P	S	S	P	S	S	S
Bioterrorism		P	S	P	P	S	S	P	S	S	S		P			S
Water Contamination		P	P	P	P		P	P		S	P		P			

EPP SUPPORT ANNEX E: EOC INCIDENT COMMAND CHART



EPP SUPPORT ANNEX F: Seven Levels of Homeland Security Exercise & Evaluation Program (HSEEP) Exercise Types

HSEEP

The Homeland Security Exercise and Evaluation Program (HSEEP) is a capabilities and performance-based exercise program that provides a standardized methodology and terminology for exercise design, development, conduct, evaluation, and improvement planning. HSEEP constitutes a national standard for all exercises. Through exercise the Nation Exercise Program, supports organizations to achieve objective assessments of their capabilities and strengths, and areas for improvement are identified, corrected, and shared as appropriate prior to a real incident. The HSEEP is maintained by the Federal Emergency Management Agency's National Preparedness Directorate, The Department of Homeland Security.

Pursuant to HSEEP guidelines, there are seven different levels of exercises, some of which are discussion-based and others that are operational. It is important to execute each level in successive order, making sure you master each level before moving on to the next. The seven levels are as follows:

Seminar:

This is a low-stress, informal discussion in a group setting with little or no simulation. The seminar is used to provide information and introduce people to the policy, plans, and procedures in the organization's Comprehensive Emergency Management Plan.

Workshop:

After seminars, are workshops, which represent the second tier of exercises in the HSEEP building-block approach. They differ from seminars in two important respects: Participant interaction is increased, and the is on achieving or building a product (such as a draft plan or policy). Workshops are often employed in conjunction with exercise development to determine objectives, develop scenarios, and define evaluation criteria. A workshop may also be used to produce new Standard Operating Procedures (SOP's), Emergency Preparedness Plans (EPP's), MAA's, multi-year plans, or improvement plans. To be effective, workshops must be highly focused on a specific issue, and the desired outcome or goal must be clearly defined.

Tabletop Exercise:

This is a facilitated group analysis of an emergency in an informal, stress-free environment. The Tabletop Exercise is designed for examination of operational plans, problem identification, and in-depth problem solving.

Games:

A game is a simulation of operations that often involves two or more teams and uses rules, data, and procedures to depict an actual or assumed real-life situation. The goal of a game is to explore decision-making processes and the consequences of those decisions. A game does not require the use of actual resources, and the sequence of events affects, and is in turn affected by, decisions made by players. With the evolving complexity and sophistication of current simulations, opportunities to provide enhanced realism for game participants have increased. Computer-generated scenarios and simulations can provide a more realistic and time-sensitive method of introducing situations or analysis. Internet-based, multi-player games offer many additional benefits, such as saving money by reducing travel time, offering more frequent training opportunities, and taking less time away from the primary functions. They also provide a collaborative environment that reflects realistic occurrences.

Drill:

A drill is a coordinated, supervised activity usually employed to validate a single, specific operation or function in a single agency or organizational entity. Drills are commonly used to provide training or new equipment, develop, or validate new policies or procedures, or practice and maintain current skills. Typical attributes of drills include: a narrow focus, measured against established standards; immediate feedback; a realistic environment; and performance in isolation.

Functional Exercise:

The Functional Exercise is a fully simulated interactive exercise that tests the capability of an organization to respond to a simulated event. This exercise focuses on the coordination of multiple functions or organizations and takes place in an Emergency Operations Center. The Functional Exercise strives for realism, short of actual deployment of equipment and personnel.

Full-Scale Exercise:

The Full-Scale Exercise is a simulated emergency event, as close to reality as possible. It involves all emergency response functions and requires full deployment of equipment and personnel. Typically, in a business setting this exercise should include fire, law enforcement, emergency management and other agencies and organizations as identified in the scenario.

EPP Support Document #7: County Emergency Declaration

KENT COUNTY OFFICE OF EMERGENCY SERVICES

DECLARATION OF LOCAL STATE OF EMERGENCY

AUTHORITY:

Declaration of a Local State of Emergency, Md. Code Ann. PUBLIC SAFETY § 14-111

DEFINITIONS:

EMERGENCY: Md. Code Ann. PUBLIC SAFETY § 14-101- The occurrence of a hurricane, tornado, storm, flood, high water, wind-driven water, tidal wave, earthquake, landslide, mudslide, snowstorm, drought, fire, explosion, and any other disaster in any part of the State that requires State assistance to supplement local efforts in order to save lives and protect public health and safety; or an enemy attack, act of terrorism, or public health catastrophe.

EMERGENCY MANAGEMENT: Md. Code Ann. PUBLIC SAFETY § 14-101- The preparation for and carrying out of functions in an emergency to save lives and to minimize and repair injury and damage that result from emergencies beyond the capabilities of local authorities.

CIVIL EMERGENCY: riot or unlawful assembly characterized by the use of actual force or violence, or any threat to use force without the authority of law; or a natural disaster or human-made calamity, including flood, catastrophe, cyclone, tornado, earthquake, snowfall, or explosion, within the limits of Kent County resulting in the death or injury of persons, or the destruction of property so that extraordinary measures must be taken to protect the public health, safety, and welfare.

DECLARATION PROCESS:

- 1) The County Commissioners of Kent County President or the Director of the Office of Emergency Services are the two individuals who declare a local state of emergency to exist. The process to declare a Civil Emergency (also known as a local State of Emergency in the Maryland Code) is that the Kent County Administrator proclaims, in writing, that a Civil Emergency exists.
- 2) The Kent County Administrator and the Director of Emergency Services shall confer when contemplating a declaration of a local state of emergency.
- 3) When it becomes apparent that a declaration of a local state of emergency may become necessary, the Kent County Administrator shall consult with the Kent County Office of Emergency Services.
- 4) Upon issuing a declaration of a local State of Emergency, the County Commissioners of Kent County President or the Director of the Office of Emergency Services will have complete authority to issue such orders as may be necessary to carry out emergency management operations and to protect the health and safety of the citizens of Kent County. When there exists a declared a local state of emergency, this activates the Emergency Operations Plan of that jurisdiction. Mutual Aid plans may also be applicable, including those with MDEM.
- 5) Note that the County Commissioners of Kent County President may declare a local State of Emergency/Civil Emergency to exist regardless of whether the Governor of the State of Maryland has declared a State of Emergency to exist in Maryland.

- 6) The County Commissioners of Kent County Office shall forward a copy of the declaration of a local State of Emergency to the Maryland Department of Emergency Management.

CONTENTS OF A LOCAL STATE OF EMERGENCY:

The contents shall contain but not be limited to the following information:

DATE & TIME of the declaration
GEOGRAPHIC AREA included in the declaration.
SPECIAL ORDERS are associated with the declaration.
REASON for the declaration

SITUATIONS THAT MIGHT REQUIRE A DECLARATION:

Examples of disaster situations which may necessitate a declaration of a local State of Emergency include but are not limited to snowstorm, ice storm, hurricane, tornado, epidemic, dam failure, hazardous materials incident, radiological incident, maritime disaster, terrorist act, bioterrorism, and water contamination.

The applicable situation should be listed under reason for the declaration.

GEORGRAPHIC AREA EXAMPLE:

Can exist within the entire county or within a specific area of the Kent County (such as Rt. 20 in Rock Hall, MD)

SPECIAL ORDERS EXAMPLES:

The County Commissioners of Kent County President may order:

- (1) A general curfew applicable to limited defined geographical areas of the county or to Kent County as a whole, and applicable during the hours of the day or night that the Administrator finds necessary;
- (2) The closing of any or all retail and wholesale taverns, liquor establishments, or other public or private business establishments or clubs selling or permitting the consumption of alcoholic beverages;
- (3) The discontinuance of the selling, distributing, or giving away of gasoline or other liquid flammable or combustible products in any container other than a gasoline tank properly affixed to a motor vehicle;
- (4) The temporary closing of any or all gasoline stations or other establishments whose chief activity is the sale, distribution, or dispensing of liquid flammable or combustible products;
- (5) The discontinuance of selling, distributing, dispensing, or giving away of any firearms or ammunition;
- (6) The temporary closing of any, and all establishments whose principal business is the sale, distribution, dispensing, or giving away of firearms or ammunition;
- (7) The closing of any road or vehicle parking area to motor vehicle and pedestrian traffic; and
- (8) Any other measures imminently necessary for the protection of life and property in the county.

DURATION:

A proclamation of a civil emergency made by the County Commissioners of Kent County President may be effective for as long as the emergency lasts.

RESCINDING DECLARATION OF EMERGENCY:

When the situation stabilizes and there is no longer a need to have the special orders in effect, the declaration of a local state of emergency may be rescinded by the County Commissioners of Kent County President. Upon rescinding, the Kent County Office of Emergency Services shall be notified.

KENT COUNTY OFFICE OF EMERGENCY SERVICES:

Contact Information:

Main Phone Number: 443.480.2884

Fax Number: 410.778.4601

EOC Phone Number: 410.778. 4691

Email: BPEARSALL@KENTGOV.ORG

Kent County OES Phone Extensions:

Pete Landon, Director- 410.778.7458 / Cell 443.480.9886

Brad Russum, Communications Chief – 410.222.0604 / Cell 443.282.6406

Logan Quinn, EMS Chief – 410.778.3758 / Cell 443.282.6401

Brian Pearsall, Emergency Management Planner- 443.480.2884 / Cell 443.786.3364

Kent County, GIS Specialist – 410.778.7474

IT Department: 410.778.5315



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

KENT COUNTY

OFFICE OF THE COUNTY COMMISSIONERS

Date:

Time:

DECLARATION OF EXISTENCE OF A STATE OF EMERGENCY

WHEREAS Maryland Emergency Management Law (Md Code Ann. PUBLIC SAFETY §14-101 et. seq.) empowers the Kent County Administrator to proclaim the existence or threatened existence of a local emergency when Kent County is affected or likely to be affected by a public calamity; and

WHEREAS the County Commissioners of Kent County President does hereby find:

*That conditions of extreme peril to the safety of person and property have arisen within said county, along low-lying bay, river, and creek areas, caused by Hurricane (name) and its associated flood waters and high velocity winds; **

NOW, THEREFORE, IT IS HEREBY PROCLAIMED that a local emergency now exists in said county; and

IT IS FURTHER PROCLAIMED AND ORDERED that during the existence of said local emergency the powers, functions, and duties of the emergency organization of this county shall be those prescribed by State law, by ordinances and resolutions of this county, and by the Kent County Emergency Operations Plan.

President, Kent County Commissioners
Kent County, Maryland

**This portion is variable depending on the potential or actual Disaster type affecting the County, necessitating a local Declaration of a State of Emergency*

EPP Support Document #8: Commonly Utilized Kent County Emergency Mutual Aid Agreement Options

Emergency Management Assistance Compact (EMAC):

Provides the legal mechanism for states to assist each other in times of disaster. This mutual aid compact provides liability protection to individuals who travel to another jurisdiction to render aid during an emergency; members are all 50 states, DC, Puerto Rico, and US Virgin Islands.

Maryland Intrastate Emergency Management Assistance Compact (MIEMAC):

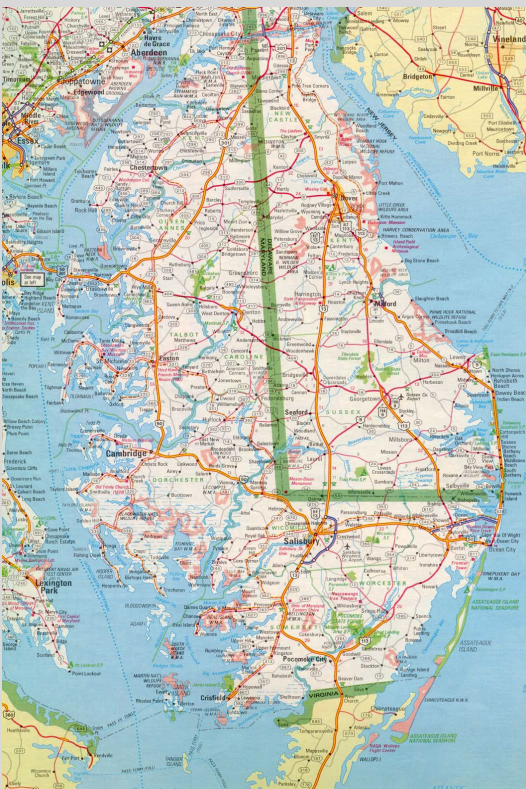
Authorizes certain jurisdictions to adopt the Compact for the purpose of providing intrastate mutual aid between jurisdictions in Maryland during an emergency. Also, provides liability protection to Maryland employees sent to other jurisdictions within the State during an emergency.

Delmarva Regional Health & Medical Mutual Aid Group (DRHMAG):

Provides mutual aid assistance among many county agencies within nine member MD jurisdictions and three member DE jurisdictions in managing a state of emergency in Maryland.

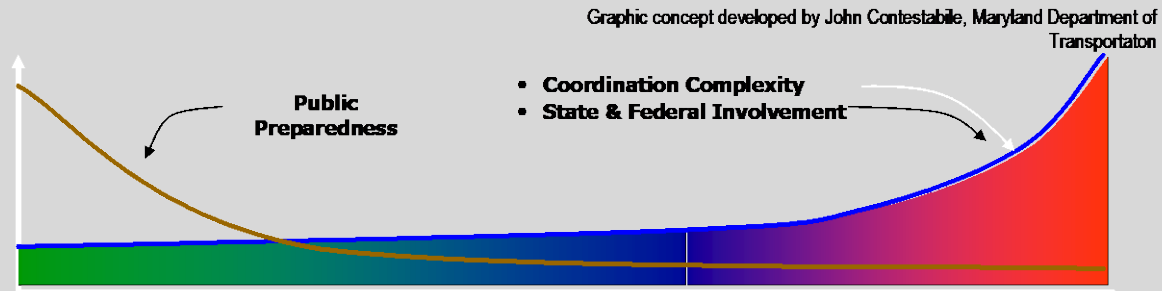
Intrastate Mutual Aid System (IMAS):

The purpose of this is to enhance (not replace) existing mutual aid agreements established by the Baltimore Metro Chiefs' Council and the Metropolitan Washington Council of Governments Chiefs' Council, as well as existing mutual aid agreements between individual counties and DC. This plan is designed to provide for the mobilization, deployment, organization and management of fire service resources to assist local agencies in major fires/major emergency situations.



EPP Support Document #9: Incident Scale and Public Preparedness

Incident Scale/ Public Preparedness

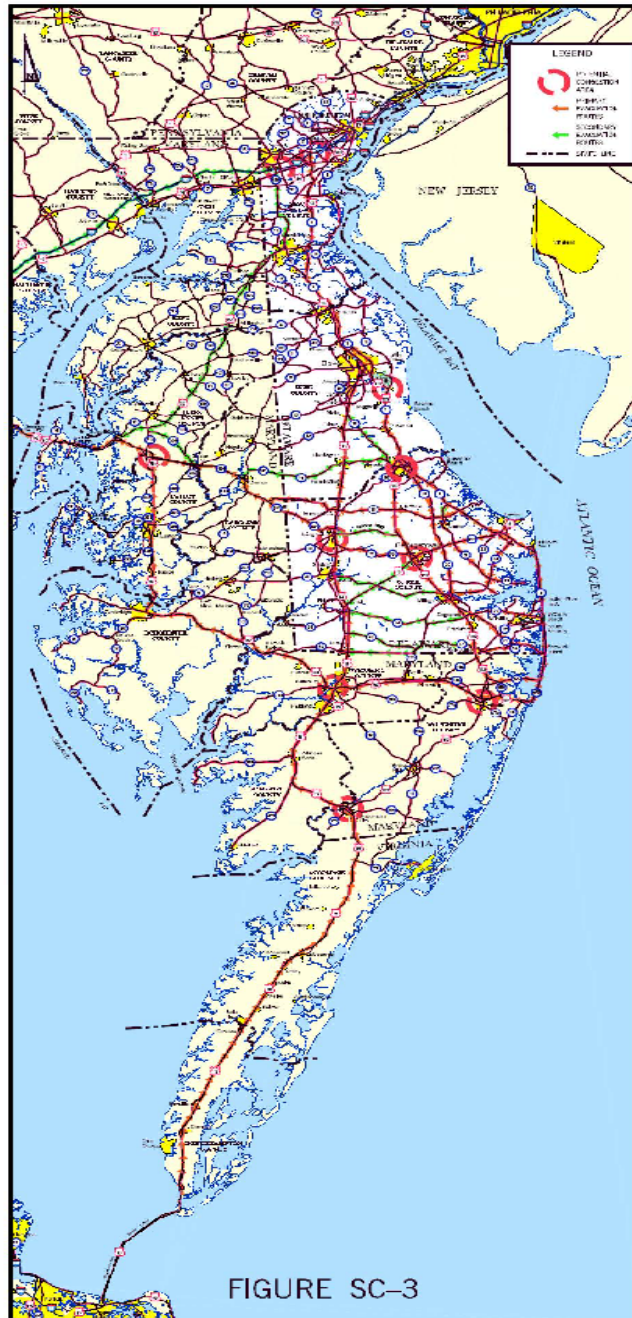


Classification	LOCAL	REGIONAL	STATE		NATIONAL
EXAMPLES	• Minor Traffic Incidents • Minor Load Spills • Vehicle Fires • Minor Train/Bus Accidents • Accidents w/ Injuries but No Fatalities	• Train Derailment • Major Bus/Rail Transit Accidents • Major Truck Accidents • Multi-vehicle Crashes • Hazmat Spills • Injuries & Fatalities	• Train Crashes • Airplane Crashes • Hazmat Incidents • Multi-vehicle Accidents • Tunnel Fires • Multiple Injuries & Fatalities • Tomadoes	• Port/Airport Incidents • Large Building Fire or Explosion • Industrial Incidents • Major Tunnel/ Bridge Closure	• Terrorist Attack/WMD • Floods, Blizzards • Transportation Infrastructure Collapse • Extended Power/Water Outage • Riots • Mass Casualties
EXPECTED EVENT DURATION	• 0 - 2 HOURS	• 2 - 24 HOURS	• DAYS	• DAYS	• WEEKS

EPP Support Document #10: Critical Access Routes -Kent County OES

Primary Evacuation Routes for the Delmarva Peninsula with Potential Congestion Points Identified

Map A



EPP Support Document #11: Continuity of Operations Plan (COOP)

Description of COOP

The Continuity of Operations Plan (COOP) is the effort to ensure that the essential Continued Operation of Government (COG) functions will be sustained during a wide range of possible emergencies. Whether the hazard is the result of a natural or man-made event, an “all-hazards” approach coupled with catastrophic-event-preparedness-training assures that essential functions will continue.

Training and After-Action Reports

COOP and EPP training are an essential aspect of emergency preparedness. There are seven categories of exercises for agencies to test and familiarize their personnel with COOP and EOP (see **EPP Support Annex #6 Seven Levels of Homeland Security Exercise and Evaluation Program (HSEEP) Exercise Types** for a description of each). These exercise types increase in level of involvement and include seminars, workshops, tabletop exercises, games, drills, functional and full-scale exercises. These training exercises provide operational and discussion-based formats with which to test the plans. After Action Reports (AAR) are prepared after the exercise has taken place and are based on participant and evaluator feedback from the training exercise. Recommendations to improve the plans, such as the EPP and COOP, as well as the agencies’ execution of these plans are also presented in the AAR.

COOP Development and Review Requirements

The National Security Presidential Directive-51/Homeland Security Presidential Directive-20, titled the “National Security Policy” was issued by the President to establish and maintain effective national continuity capability. It is highly recommended by both federal and state authorities that COOPs also be developed at the local level. The following are Kent County agencies/departments that are required by the Kent County Administrator of the Executive Branch to develop COOPs: Department of Aging and Disabilities, Office of the Budget, Central Services, Office of Finance, Fire Department, Department of Health, Office of Information Technology, Personnel Office, Planning and Zoning, Police Department, Department of Public Works, Department of Social Services, and Recreation and Parks. The COOPs must be reviewed on a yearly basis. Additionally, each Kent County agency listed in the EOP is required to review their role in the EPP and submit changes to the Kent County Office of Emergency Services by October for yearly review.

Repository for Agency COOPs

Copies of all agency COOPs as well as the Kent County EPP are in the Office of Emergency Services and the Kent County Emergency Operations Center (EOC), both located at 104 Vickers Drive, Unit 4, Chestertown, MD 21620.

EPP Support Document#12: Federal Financial Assistance for Disaster Recovery

From the FEMA Website, January 6, 2006.

INDIVIDUAL ASSISTANCE

The Individuals and Households Program can assist those affected by the hurricanes by providing temporary help with alternative housing and/or financial assistance with other needs.

Housing Assistance can provide funding for:

- Temporary residence (rental assistance).
- Repairs to make the home safe, sanitary, and functional.
- Replacement money to homeowners to replace destroyed homes.
- Government provides a housing unit (travel trailer/mobile home when rental resources are not available).

United States Small Business Administration (SBA):

SBA disaster assistance is low interest, long-term disaster loans which are the primary source of money for the repair or replacement of privately owned disaster damaged property for homeowners, renters, businesses of all sizes and private, non-profit organizations. SBA disaster loans are a critical source of economic stimulation in disaster-ravaged communities and are the primary form of federal assistance for the repair and rebuilding of non-farm, private-sector disaster losses that are not fully covered by insurance or other recoveries. Furthermore, they help spur employment and stabilize tax bases by protecting jobs and are the only form of SBA assistance not limited to small businesses.

SBA can provide funding for:

- Disaster losses not fully covered by insurance.
- Ongoing small business expenses.
- Property damage.
- Other expenses.

Other Needs Assistance may include funding for:

- Medical, dental, and funeral expenses
- Personal property
- Transportation
- Other expenses

Individual assistance can also be in the form of disaster unemployment assistance, crisis counseling assistance, disaster legal services and low-interest disaster loans from the U.S. Small Business Administration (SBA) for individuals and all sizes of businesses.

PUBLIC ASSISTANCE

Under the Public Assistance (PA) Program, FEMA awards grants to assist state and local governments and certain private nonprofit entities with the response to and recovery from disasters. Specifically, the program aids with debris removal, implementation of emergency protective measures, and permanent restoration of infrastructure. The program also encourages protection from future damage by aiding hazard mitigation measures during the recovery process.

The PA program is based on a partnership between FEMA, state, and local officials. FEMA is responsible for managing the program, approving grants, and providing technical assistance to the state and applicants.

The state educates potential applicants, works with FEMA to manage the program, and is responsible for implementing and monitoring the grants awarded under the program. Local officials are responsible for

identifying damage, providing information necessary for FEMA to approve grants, and managing the projects funded under the PA program.

If eligible properties are insured, the insurance proceeds and salvage are deducted from the grant when applicable.

HAZARD MITIGATION GRANT PROGRAM

Reference: <http://www.fema.gov/government/grant/hmgrp/index.shtm>

The Hazard Mitigation Grant Program (HMGP) provides grants to State and Local governments to implement long-term hazard mitigation measures after a major disaster declaration. The purpose of the HMGP is to reduce the loss of life after a major disaster declaration. The purpose of the HMGP is to reduce the loss of life and property due to natural disasters and to enable mitigation measures to be implemented during the immediate recovery from a disaster. The HMGP is authorized under Section 404 of the Robert T. Stafford Disaster Relief and Emergency Assistance Act.

EPP Support Document #13: (ESF) Support Functions

ESF #1 Transportation:

- Provides coordination, control, and allocation of transportation assets in support of the movement of emergency resources including the evacuation of people and the redistribution of food and fuel supplies.
- Correlates directly with the Federal ESF #1 – Transportation.
- Includes: **Primary Agency: Maryland Department of Transportation (MDOT)**, local EMS, MIEMMS, Ambulance Services, KCPS Bus Usage during Emergencies

ESF #2 Communications and Alerting:

- Provides a coordinated use of the State's communications resources by facilitating the procurement of communications related goods and services; identifying and redistributing existing goods and services; providing recommendations on the level of communications needs to respond to a request; identifying and redistributing qualified personnel to support the resolution related to the requests.
- Correlates directly with the Federal ESF #2 – Communications and Alerting.
- Includes: **Primary Agency: Maryland Department of Information Technology (MDOIT)**, Kent County Office of Technology, RACES, JIC Plan for UES

ESF #3 Public Works and Engineering

- Provides for road, highway and bridge repairs, engineering, construction, repair and restoration of essential public works systems and services, and the safety inspection of damaged public buildings.
- Correlates mostly with the Federal ESF #3 – Public Works and Engineering except where Maryland places the debris management mission into its own ESF: ESF #14 – Debris Management
- Includes: **Primary Agency: Department of Public Works** (Kent County Roads, Water & Wastewater Management, & Environmental Operations).

ESF #4 Fire Fighting

- Provides for mobilization and deployment and assists in coordinating fire detection and suppression resources and services necessary to support an emergency response or recovery effort or other disaster command and control operations.
- Correlates directly with the Federal ESF #4 – Fire Fighting
- Includes: **Primary Agency: Department of Natural Resources (DNR)**, local fire companies, EMS, MIEMMS

ESF #5 Information and Planning

- Collects, analyzes, and disseminates critical information on emergency operations for decision making purposes. Identifies the roles and responsibilities of State government in coordinating Federal assistance to local government.
- Correlates with one mission under Federal #5 – Emergency Management
- Includes: **Primary Agency: Maryland Department of Emergency Management (MDEM)**, Kent County government PIO's, emergency management, law enforcement & fire PIO's.

ESF #6 Mass Care, Sheltering, Feeding, Housing and Emergency Assistance

- Manages and coordinates the delivery of mass care to include sheltering, feeding and emergency first aid and disaster welfare information for disaster victims. Provides temporary housing, food, clothing, voluntary agency coordination, donated goods, and services coordination and special human services including case management, crisis counseling and support for special needs populations. Ensures coordination of mass care services for household pets and service animals with ESF #16 – Agriculture and Animal Welfare.
- Correlates directly with the Federal ESF #6 – Mass Care, Emergency Assistance, Housing and Human Services.
- Additionally correlates with one mission with ESF #11 – Agriculture and Natural Resources
- Includes: **Primary Agency: Maryland Department of Human Resources**, Kent County Department of Social Services, The Animal Care Shelter for Kent County, Kent County Health Department, and Kent County OES.

ESF #7 Resource Support

- Secures resources through mutual aid agreements and procurement procedures for all ESFs, as needed. Provides for coordination and documentation of personnel, equipment, supplies, facilities, and services used during disaster response and initial relief operations.
- Correlates directly with the Federal ESF #7 – Logistics Management and Resource Support
- Includes: **Primary Agency: Maryland Department of General Services (MDGS)**, Kent County Department of Public Works, Emergency Services, Information Technology, Kent County Public Schools, and the Maryland Department of Agriculture Extension Office.

ESF #8 Health and Medical Services

- Provides care and treatment for the ill and injured. Mobilizes trained health and medical personnel and other emergency medical supplies, materials, and facilities. Provides public health and environmental sanitation services, disease and vector control and collection, identification and protection of human remains.
- Correlates directly with the Federal ESF #8.
- Includes: **Primary Agency: Maryland Department of Health**, Kent County Health Department, Office of Medical Examiner, University of Maryland Shore Medical Center at Chestertown, OES, funeral homes.

ESF #9 Search & Rescue

- Provides resources for ground, water, and airborne activities to locate, identify and remove from a stricken area, persons lost or trapped in buildings and other structures. Provides specialized emergency response and rescue operations.
- Correlates directly with the Federal ESF #9 – Search and Rescue
- Includes: **Primary Agency: Maryland State Police (MSP)**, Kent County Fire and EMS Stations, Kent County law enforcement departments.

ESF #10 Oil and Hazardous Materials

- Provides response, inspection, containment and cleanup of oil and hazardous materials accidents or releases.
- Correlates directly with the Federal ESF #10 – Oil and Hazardous Material
- Includes: **Primary Agency: Maryland Department of Energy (MDE)** Kent County Fire and Law enforcement HazMat teams.

ESF #11 Consumer Food Safety and Security

- Ensure the safety and security of the commercial food supply. Provide for the execution of food safety inspections and other services to ensure the safety of food products that enter commerce through distribution and retail sites and import facilities at ports of entry; laboratory analysis of food samples; control of products suspected to be adulterated; plant closures; food borne disease surveillance; and field investigations.
- Correlates with one mission under the Federal ESF #11 – Agriculture and Natural Resources.
- Includes: **Primary Agency: Maryland Department of Health**, Kent County Department of Health, and the Maryland Farm Extension Office.

ESF #12 Energy

- Coordinates with the private sector the emergency repair and restoration of critical public energy utilities (i.e., gas, electricity, etc.) Coordinates the rationing and distribution of emergency power and fuel.
- Includes: **Primary Agency: Maryland Department of Health**, Kent County Department of Health, Department of Aging, long term care & assisted living facilities, Delmarva Power, Choptank Electric.

ESF #13 Law Enforcement and Security

- Provides for the protection of life and property by enforcing laws, orders, and regulation, including the movement of persons from threatened or hazardous areas. Provides area security, traffic, and access control.
- Correlates directly with the Federal ESF #13 – Public Safety and Security
- Includes: **Primary Agency: Maryland State Police (MSP)**. Kent County law enforcement, Sheriff's Office, MSP, and DNR.

ESF #14 Debris Management

- Coordinate the collection and disposal of debris after a disaster event. Debris Management support entails removing debris from public property and rights-of-way, enabling vehicle access and re-instituting traffic patterns, minimizing health risks that might result from disaster debris, and disposing of debris in the most efficient, effective, and permissible manner.
- Correlates with one mission of the Federal ESF #3 – Public Works and Engineering
- Includes: **Primary Agency: Maryland Department of Energy (MDE)**, Kent County Public Works, County Roads, Water and Wastewater Services, Environmental Operations

ESF #15 Donations and Volunteer Management

- Facilitates the delivery of donated goods and volunteer services to support response operations and relief efforts in a disaster.
- Correlates with one mission of the Federal ESF #6 – Mass Care, Emergency Assistance, Housing, and Human Services
- Includes: **Primary Agency: Governor's Office of Volunteer Services (GOVS)**, locally local DSS, Animal Control & The Animal Care Shelter for Kent County, Public Health, EMS, public health

ESF #16 Agriculture and Animal Welfare

- Provides a framework that facilitates the prevention of, preparation for, response to, and recovery from emergencies that affect agriculture, food, and animals.
- Correlates with two of the missions under Federal ESF #11 – Agriculture and Natural Resources
- Includes: **Primary Agency: Agriculture and Natural Resources**, locally Maryland Extension Office, The Animal Care Shelter for Kent County, Animal Control

SM | SURGE MAPS BY CATEGORY

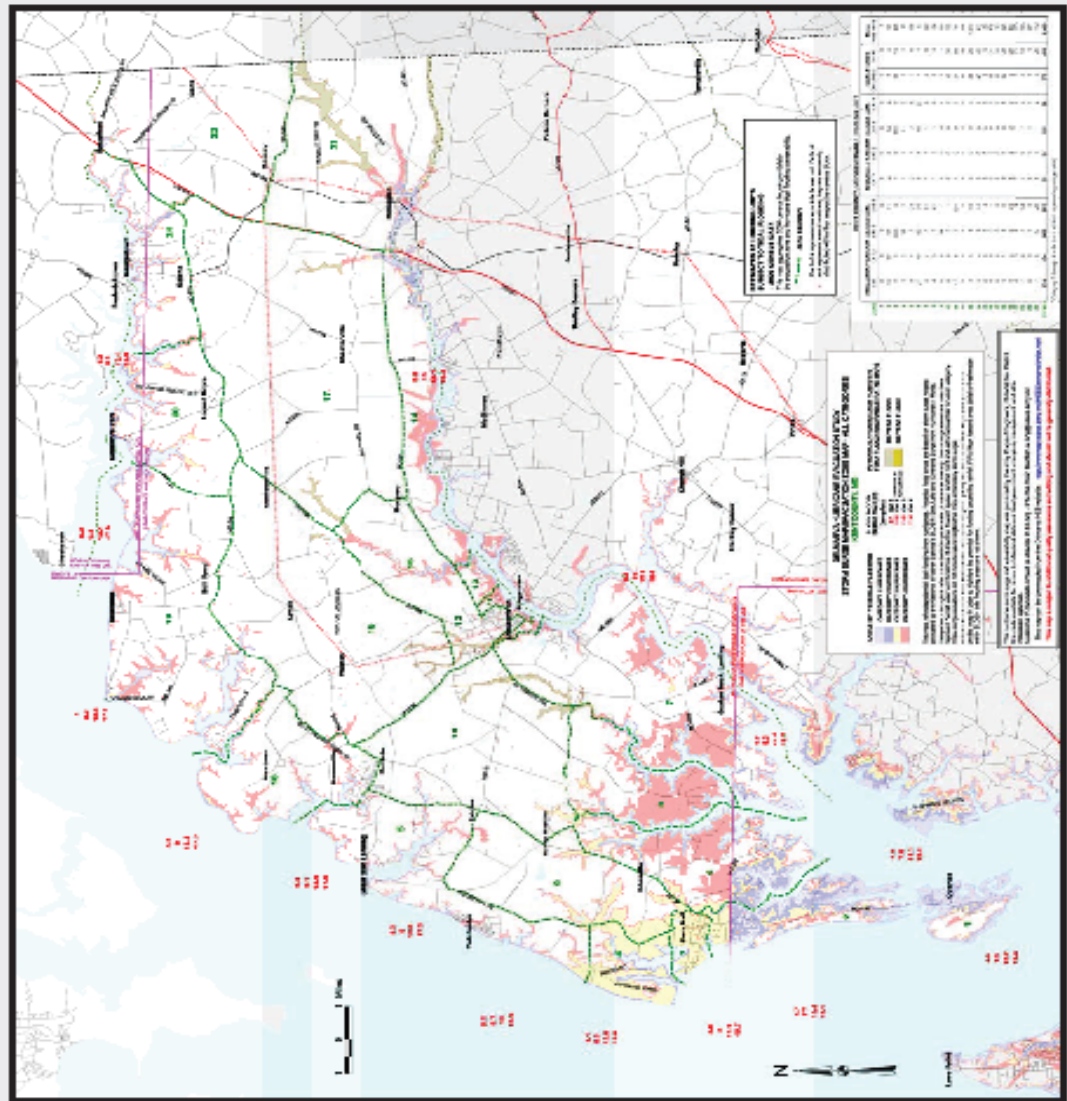
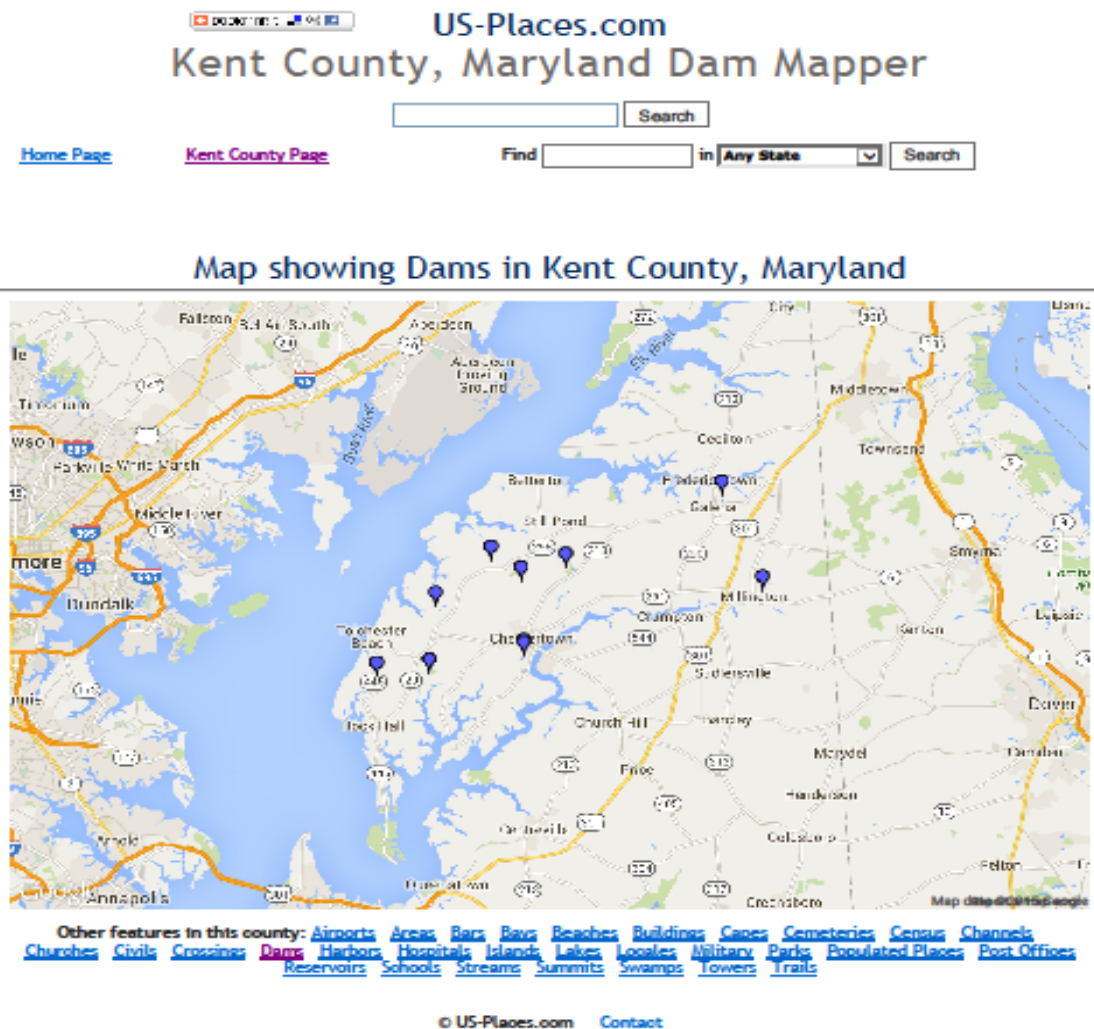
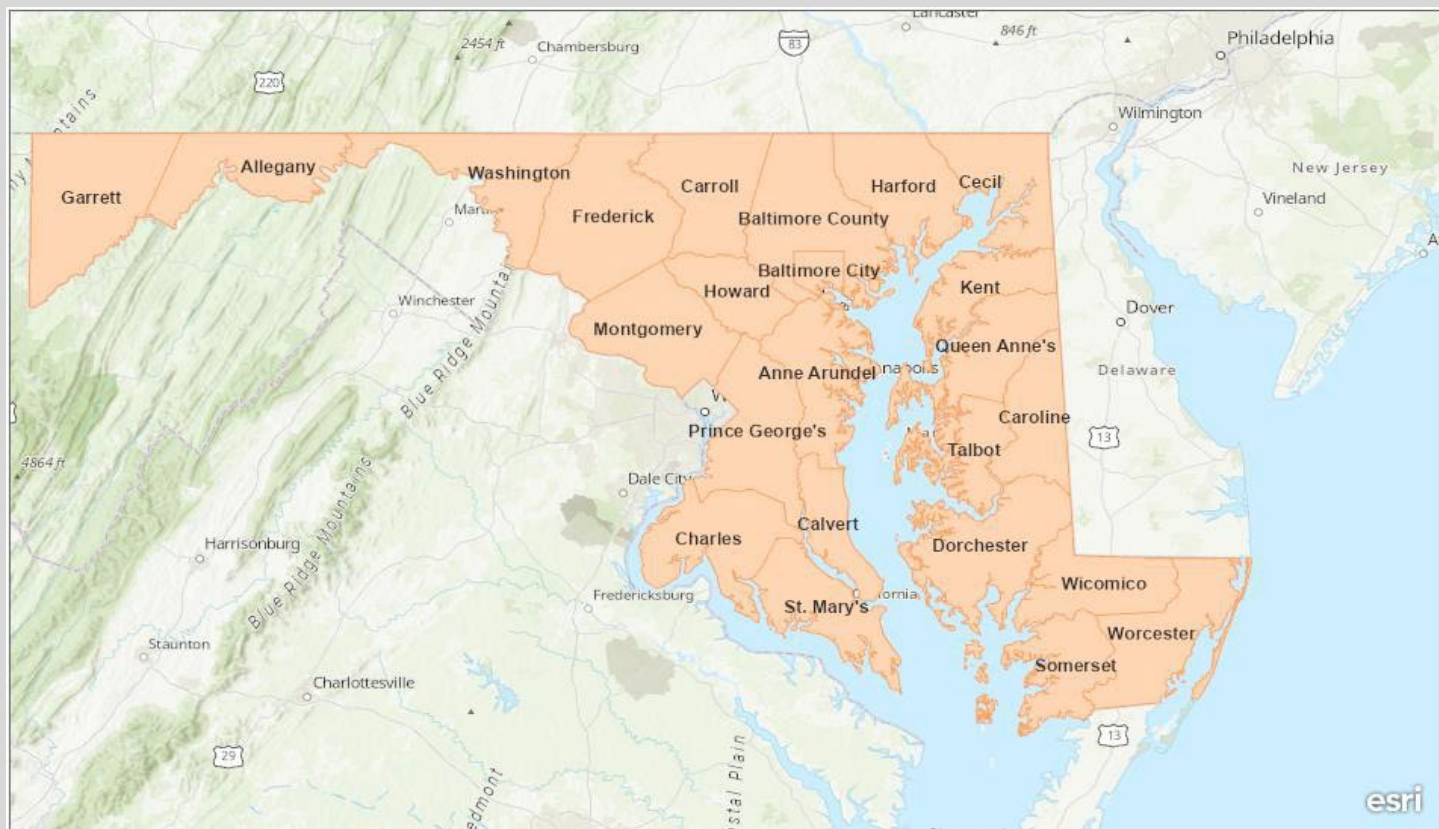


Figure SM-25: Evacuation Zones—All Surge—Kent County, Maryland

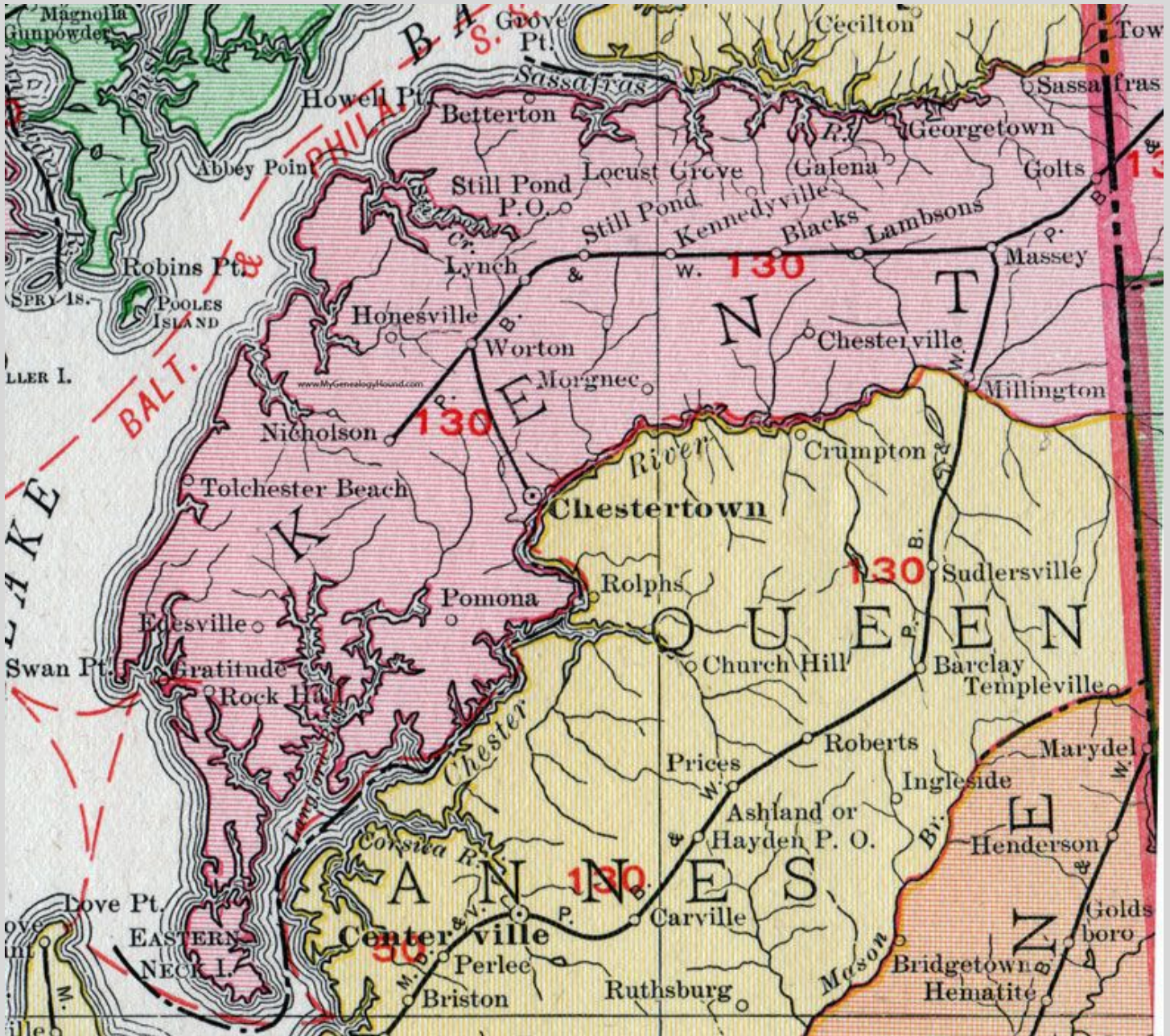


MARYLAND COUNTIES



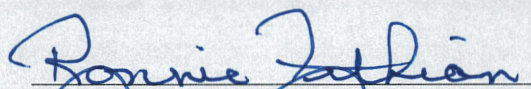
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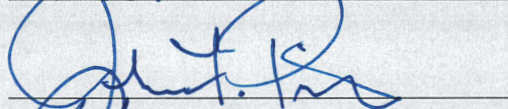
KENT COUNTY, MARYLAND

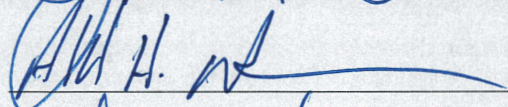


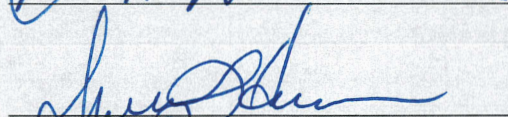
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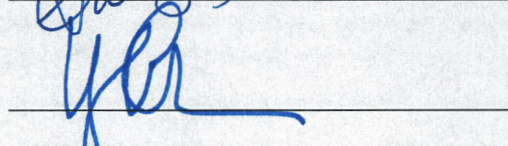
County Commissioners of Kent County & Pertinent Personnel

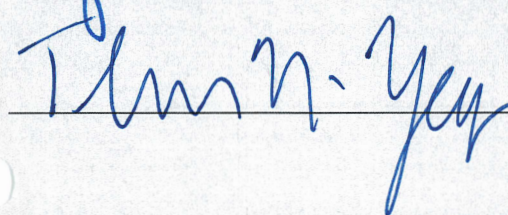
 Ronald Fithian, President

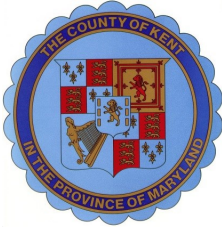
 John Price, Member

 Albert Nickerson, Member

 Shelley Heller, Kent County Administrator

 Walter F. "Pete" Landon, Director,
Kent County Office of Emergency Services

 Thomas N. Yeager, Kent County Attorney



**Rosemary Ramsey Granillo, Director Kent County Local Management
Board
9/12/2023
County Commissioners Meeting**

Item Summary:

FY2024 Safe Summers Grant Award Agreement

ATTACHMENTS:

Description

09.12.23 Safe Summer 2024 Kent County, Grant Award and Acceptance Form, Grant Award No. SUMR-2024-0010



GOVERNOR'S COORDINATING OFFICES

Community Initiatives • Service & Volunteerism • Performance Improvement
Crime Prevention, Youth, & Victim Services • Small, Minority, & Women Business Affairs
Banneker-Douglass Museum • Volunteer Maryland • Deaf & Hard of Hearing

September 05, 2023

Ms. Rosemary Granillo
Director
Kent County Board of County Commissioners
400 High Street
Chestertown, MD 21620

RE: SUMR-2024-0010

Dear Ms. Granillo:

I am pleased to inform you that your grant application entitled, "**Safe Summer 2024 Kent County**," in the amount of \$68,000.00 has received approval under the Governor's Safe Summer Initiative program. Ronald H. Fithian has received the grant award packet containing information and forms necessary to initiate the project.

Enclosed are the Notification of Project Commencement, Special Conditions, programmatic forms, and Budget Notice. The General Conditions for all of our awards are also located online, at www.goccp.maryland.gov. A copy of the grant award letter is also included.

It is essential, as the project director, that you submit the **Notification of Project Commencement** to indicate the starting date of your project **within 30 calendar days** after receiving your grant award packet. **No financial forms can or will be processed** unless the Notification of Project Commencement has been signed and uploaded to the Grants Management System.

Please be sure to review the grant award. As the project director you are responsible for the operation, administration, and the completion of the forms necessary to initiate and report project activities and comply with the special conditions. It is important that you understand all the Special Conditions attached to this award, as they are specific to your funding source. One General Condition that must be emphasized is that none of the principal activities of the project may be sub-awarded to another organization without written prior approval by the Governor's Office of Crime Control and Prevention.

Sample copies of your programmatic reporting questions are included with this award package, but you are required to complete **all** reporting electronically, using our web-based Grants Management System (GMS, https://grants.goccp.maryland.gov/BLIS_GOCCP). Training videos and a downloadable GMS user's guide are available online at www.goccp.maryland.gov.

Electronic programmatic reports must be submitted within 15 calendar days after the end of each quarter. Electronic financial reports must be submitted within 30 calendar days after the end of each quarter. Submitted reports that have not yet been approved may be sent back to you electronically for edits if requested.

Approved electronic financial reports may only be revised manually, not electronically, by submitting a revised financial report as a paper hard copy or a scan of the paper document. Revisions are allowed to be submitted up to 60 days after the end date of each quarter. These revisions are only accepted if the initial quarterly report was submitted within the mandatory time frame noted above.

Any request for changes or modifications to the project as awarded must be made online using the Grants Management System.

If the purchase of furniture/equipment is part of this grant project and you are a governmental agency, it is required that such purchases are made by competitive bid or through your approved governmental procurement process and that inventory records be maintained.

Should you have any questions or need any clarification regarding this award, **please have your award number when you call** so that you can be referred to the appropriate program manager (**Mary Abraham**) or fiscal team member (**Dana Maddox**). This will enable us to provide you with technical assistance and information in a timely manner.

Sincerely,

Christina Drushel Williams

Funding Manager

cc: The Honorable Ronald H. Fithian



9/5/2023

Governor's Office of Crime Control and Prevention



Control Number:

46710

Regional Monitor:

Abraham, Mary

Fiscal Specialist:

Maddox, Dana

Grant Award & Acceptance Form

Grant Award Number: SUMR-2024-0010

Sub-recipient: Kent County Board of County Commissioners

Project Title: Safe Summer 2024 Kent County

Implementing Agency: Kent County Local Management Board (LMB)

Award Period: 07/01/2023 - 06/30/2024

CFDA: 21.027

Funding Summary	Grant Funds	100.0 %	\$68,000.00
	Cash Match	0.0 %	\$0.00
	In-Kind Match	0.0 %	\$0.00
	Total Project Funds		\$68,000.00

This Grant Award is hereby made for financial assistance by the Governor's Office of Crime Control and Prevention in accordance with the

PASS THRU LMB-ARPA DBM US Treasury Department

This Grant Award is subject to the General Conditions and any Special Conditions attached to this award, as well as all statutes and requirements of the State of Maryland.

This Grant Award incorporates all the information, conditions, representations and Certified Assurances contained in the grantee's application.

The Grant Award shall become effective as of the start date of the award, unless otherwise specified, and upon submission to the Grants Management System, within twenty-one (21) calendar days, of a fully executed original of this document signed by the duly authorized official of the sub-recipient unit of government or sub-recipient agency receiving this Grant Award. Copies and faxes are not acceptable.

FOR THE STATE OF MARYLAND:

Director, Grants Administration

Governor's Office of Crime Control and Prevention

SUB-RECIPIENT ACCEPTANCE:

Signature of Authorized Official

Ronald H. Fithian, President

Typed Name And Title

9-12-23

Date

To submit, sign in blue ink and scan and upload the document to the grant award Documents section in the Grants Management System.

SLFRP3591



GOCCP Regional Monitor:
GOCCP Fiscal Specialist:

Abraham, Mary
Maddox, Dana

Governor's Office of Crime Control and Prevention

Grant Award - General Conditions

Grant Award Number:	SUMR-2024-0010	Sub-Recipient:	Kent County Board of County Commissioners
Award Period:	07/01/2023 - 06/30/2024	Implementing Agency:	Kent County Local Management Board (LMB)
Project Title:	Safe Summer 2024 Kent County		

1 Award Period of Performance

Approved by the Governor's Office of Crime Prevention, Youth, and Victim Services (Office) of the submitted application, and the subaward that it has generated, is for the time period stated in this Subaward Package and constitutes no commitment for funding prior to the time period nor the continuation of funding beyond that time period. The subaward may be terminated by one or both parties with written notice. If the subaward is terminated before the end of the funding period, an accounting of the current quarterly and year to date expenses must be provided within 60 calendar days. Also see the General Condition related to Termination of the Subaward.

2 Statutes and Requirements of State and Federal Funds

This sub-award is subject to all State of Maryland and Federal statutes and requirements that apply to the relative funding source.

3 General and Special Conditions (POST AWARD INSTRUCTIONS)

This subaward is subject to the Special Conditions contained in your award packet and General Conditions (Post Award Instructions) referenced on the Office website, as accepted by the Authorized Official on the official Award Acceptance document. The Office retains the right to add Special Conditions, if and when needed, during the award period of performance. General Conditions (<http://www.goccp.maryland.gov/grants/general-conditions.php>) are the Post Award policies, procedures, guidelines, and business rules from the Office for grant funds, irrelevant of the funding source.

4 Sub-award Acceptance Document

The original Award Acceptance document containing the original signature of the Executive Director of the Office must be signed (electronic signature is acceptable) by the Authorized Official noted on the submitted application. This signed document must be uploaded in the Grants Management System (GMS) WITHIN 21 CALENDAR DAYS of receipt of the award package. Late submission will be accepted on a case by case basis and may result in an increased risk/monitoring level of the subaward, a delay in the project activity and related reimbursement, and/or termination of the subaward. Acceptance of this subaward constitutes a commitment. The Authorized Official on the submitted application is the County Executive, Duly Authorized Official of the local unit of Government, Mayor, Commissioner, Town Administrator (if confirmed), President (if confirmed), or if agencies are permitted to apply directly, the head of the agency receiving the subaward.

5 Notification of Project Commencement Form

The Notice of Project Commencement/Delay form must be initialed in the Award Information Verification Section, AND signed at the bottom (electronic signature is acceptable) preferably by the Project Director. Alternatively, if the Project Director is unavailable, the Fiscal Contact or Authorized Official may sign. The signed document must be uploaded in the Grants Management System (GMS) within 30 calendar days of the receipt of the award package. Late submission will be accepted on a case by case basis and may result in an increased risk/monitoring level of the subaward, a delay in the project activity and related reimbursement, and/or termination of the subaward. Please be advised online reporting is not accessible until the signed Award Acceptance and Project Commencement documents have been received by the Office. NOTE: If the project will not commence within 45 calendar days of the start date of the period of performance, you may submit Grant Adjustment Notice (GAN) within the GMS for review and approval. Any delay to the start date of this project does not warrant, or necessarily allow, an extension to the end date.



GOCCP Regional Monitor: Abraham, Mary
GOCCP Fiscal Specialist: Maddox, Dana

Governor's Office of Crime Control and Prevention

Grant Award - General Conditions

Grant Award Number:	SUMR-2024-0010	Sub-Recipient:	Kent County Board of County Commissioners
Award Period:	07/01/2023 - 06/30/2024	Implementing Agency:	Kent County Local Management Board (LMB)
Project Title:	Safe Summer 2024 Kent County		

6 Special Conditions

It is important that you review all conditions attached to this subaward including general and special conditions. Each Special Condition page must be initialed by the Authorized Official* on the bottom right hand corner (electronic signature is acceptable). The initialed Special Condition pages must be uploaded in the Grants Management System (GMS) within 21 calendar days of receipt of the award package. Late submission will be accepted on a case by case basis and may result in an increased risk/monitoring level of the subaward, a delay in the project activity and related reimbursement, and/or termination of the subaward. *See General Conditions below related to the Authorized Official.

7 Subrecipient Organizational Capacity Questionnaire

This questionnaire (<http://goccp.maryland.gov/subrecipient-organizational-capacity-questionnaire/>) is used as an assessment tool post award for the purpose of determining the appropriate subrecipient monitoring and technical assistance level. Please note, this document assessment is not part of the criteria used in making award decisions. This completed questionnaire is required post-award and must be submitted with your Award Acceptance Document and Notification of Project Commencement. Please note, this questionnaire must be completed by the Applicant Agency. For government agencies, it may be necessary to coordinate with the State or County directly and the agency, unit or division implementing the project.

8 Civil Rights Federal Reporting Requirements

Recipients as well as subrecipients of Federal Financial Assistance through the Office of Justice Programs are subject to various Federal Civil Rights Laws such as those related to discrimination on the basis of race, color, national origin, sex, religion or disability.

The U.S. Department of Justice, Office of Justice Programs (OJP), Office for Civil Rights (OCR) developed the Equal Employment Opportunity Reporting tool to help recipients receiving funding (Safe Streets Act which authorizes VAWA, VOCA or JJDPA) comply with the Equal Employment Opportunity Plan (EEOP). The EEOP Reporting Tool is accessed online at <https://ojp.gov/about/ocr/eeop.htm>

New users will need to register for an account. Prior to registering for a new account and/or completing your report, please know the source of grant and from which year your award has been funded. Your grant number can be found on your award documents (for example: VOCA-17-XXXX would indicate VOCA 2017 funding).

Once you are registered, the EEOP Utilization Report tool will give you step-by-step guidance for preparing and submitting your EEO Utilization Report and/or certification form.

Upon submission/completion of your report, forward the confirmation email to your funding manager and include a cc: dlcivilrightscompliance_goccp@maryland.gov In your forwarded email, include in the subject line: Civil Rights/EEOP reporting and your award number so the Office can update your organization's information. If you have any questions, please email your funding manager and cc: dcivilrightscompliance_goccp@maryland.gov.

9 Sub-award Budget Notice and New Personnel

The approved Budget Notice is included in your subaward packet. This Budget Notice may have been modified from the project budget submitted in the original application and represents approved expenses for the project. Any delays in hiring must be reported to your Program Fund Manager in writing within 30 calendar days of receipt of the subaward package. If project personnel are not hired within 45 calendar days, project personnel allocations may be deobligated at the discretion of the Office. Also see General Condition related to Key Personnel.



Governor's Office of Crime Control and Prevention

GOCCP Regional Monitor:
GOCCP Fiscal Specialist:

Abraham, Mary
Maddox, Dana

Grant Award - General Conditions

Grant Award Number:	SUMR-2024-0010	Sub-Recipient:	Kent County Board of County Commissioners
Award Period:	07/01/2023 - 06/30/2024	Implementing Agency:	Kent County Local Management Board (LMB)
Project Title:	Safe Summer 2024 Kent County		

10 Personnel Costs

Support of Salaries, Wages, and Fringe Benefits: Charges made to awards for salaries, wages, and fringe benefits must be based on records that accurately reflect the work performed and comply with the established policies and practices of the organization. 2 CFR §200.430 (Compensation - personnel services) and 2 CFR §200.431 (Compensation - fringe benefits)

The use of percentages is not allowable to claim personnel costs. Records to support claimed costs in this category need to include timesheets or time and effort reports that record actual time charged to allowable grant program activities and signed by a supervisor. When necessary and as an alternative, payroll records may reflect certified after the fact work distribution of an employee's actual work activities. The certification statement must reflect the dates and number of hours charged to the award and the specific activities that were completed. The certification statement must be dated and signed by the supervisor, and the grant number must also be included in the statement.

11 Consultant Rates

The threshold for consultant rates is \$650 per day. Rates above this threshold will be considered on a case by case basis, with sufficient budget justification. Advanced approval is required.

12 Supplanting

Supplanting is the use of grant funds to replace state or local funds which were previously appropriated/budgeted for, or otherwise would have been spent on, the specific purpose(s) for which this subaward has been awarded. Any line item paid for with Office grant funds must be used to supplement your organization's existing budget, and may not replace any funds that were already included in your entity's existing or projected budget.

13 Budgeted Match Above Standard Requirements

The subrecipient's acceptance of this subaward constitutes a commitment that the budgeted match (if applicable), as stated on the Award Acceptance Form, may be above the standard requirements and will remain so throughout the life of the award. The subrecipient agrees that the required match (if applicable) will be allotted and relative expenditures reported, for each quarterly reporting period in which they are expended. It is further agreed that the full amount of the budgeted match (if applicable and over match if submitted) will be reported regardless of any subsequent adjustments to the grant funds budgeted and/or any financial modifications to this subaward. Any requested change to this match (if applicable) must be submitted electronically in the GMS through a GAN request and is subject to prior approval by the Office.

14 Expended Grant Funds During Award Period

All grant funds related to the subaward project, as well as any required match funds (if and where applicable) must be encumbered, obligated (requisitions, purchase orders, or contracts, which are negotiated purchases) or expended (payment of an invoice) by the end of the subaward period or any pre-authorized extension thereof. Failure to expend encumbered funds within 30 calendar days following the End Date of the award period may jeopardize reimbursement and/or result in the deobligation of funds. In that event, remaining obligations will be the sole responsibility of the subrecipient.

15 Property Inventory Report Form

The submission of the Property Inventory Report Form (PIRF) is a requirement for each financial reimbursement request that includes equipment with acquisition costs of \$5,000 or more per unit, that is approved under this subaward. The form is included in the Project Director's award package. Body Armor subawards (BARM and BPVP) are additionally referred to their Special Conditions for the required PIRF, all other conditions remain the same.



GOCCP Regional Monitor:
GOCCP Fiscal Specialist:

Abraham, Mary
Maddox, Dana

Governor's Office of Crime Control and Prevention

Grant Award - General Conditions

Grant Award Number:	SUMR-2024-0010	Sub-Recipient:	Kent County Board of County Commissioners
Award Period:	07/01/2023 - 06/30/2024	Implementing Agency:	Kent County Local Management Board (LMB)
Project Title:	Safe Summer 2024 Kent County		

16 Procurement

If the subrecipient does not have written procurement guidelines, the subrecipient must refer to the State of Maryland Procurement Policy and Procedures, which includes the consideration of Minority Business Enterprises (MBE). An overview of Maryland Procurement may be accessed here: <https://procurement.maryland.gov/> and the manual can be found here: <https://procurement.maryland.gov/maryland-procurement-manual-1-introduction-and-general-overview/>.

17 Issuance of Request for Proposals, Bids, Procurement Process

When issuing requests for proposals, bid solicitations, or other procurement requests, all subrecipients shall clearly state within said document that the cost of the potential purchase is being funded in part, or in its entirety, with government grant funds.



GOCCP Regional Monitor:
GOCCP Fiscal Specialist:

Abraham, Mary
Maddox, Dana

Governor's Office of Crime Control and Prevention

Grant Award - General Conditions

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Project Title:	Safe Summer 2024 Kent County		

18 Modifications to Subaward

You are required to submit a GAN if the budget modification changes the scope of the project, the project award period, and/or changes to Project Director or Fiscal Officer. This would include altering the period of performance, goals, activities and/or outcomes, adding budget line items, authorizing use of a subcontractor or other organization that was not identified in the original approved budget, or contracting for or transferring of grant award efforts; or if a budget modification affects more than one budget category. For example, if you wish to transfer funds between the Equipment and Personnel categories, the Office currently requires the submission of a GAN.

Requests for changes or modifications must be submitted electronically in the GMS at least 30 calendar days prior to the end of the award through a GAN and approved by the Office prior to the occurrence. To be clear, the activity may not take place until the Authorized Official and/or the Project Director receives documented approval from the Office. This approval will come via an automated email from the GMS. These changes may not be requested via telephone, fax, or email.

There are limited subaward adjustments that do not require the submission of a GAN. Subrecipients are not required to submit a GAN if the proposed changes are within both the same budget category and existing line items and if the overall changes do not exceed the total budget category (i.e. you are not requesting additional funding). Additionally, subrecipients are not required to submit a GAN to change the name(s) of approved grant funded personnel as a result of staffing changes. subrecipients should update the Program Fund Manager of staffing changes via email or by including this information on the next quarterly progress reports. See the Grant Management System Help Documents area of the Office website for more information.

The recipient should act as soon as possible to submit an GAN via the GMS. All GANs must be submitted at least 30 days prior to the end of the award period, allowing the Office sufficient time to review the GAN. Exceptions for GANs within 30 days of the end of the award period will be considered on a case by case basis. Requests for an exception must be submitted via email to the Program Fund Manager with sufficient justification for the consideration of completion of the GAN administratively by the Program Fund Manager.

There are two types of GANs as follows:

1. General GAN - must be submitted to make any type of non budgetary change to a grant to include, but not limited to, project scope, changes to the period of performance, and personnel changes.
2. Budget GAN - must be submitted to make any changes to line items within the budget to include, but not limited to, reallocating funding, adding budget line items, deobligating funds, and requesting additional funding.

Depending on the adjustments requested, the subrecipient may need to submit a general and/or a budget GAN; however only one GAN of each type may be active in the GMS at a time.

GANs must be completed by one of the following authorized personnel: authorized official, project director, the fiscal officer, or pre-approved alternative authorized signatory. GANs submitted by anyone else will be returned to the subrecipient.



GOCCP Regional Monitor: Abraham, Mary
GOCCP Fiscal Specialist: Maddox, Dana

Governor's Office of Crime Control and Prevention

Grant Award - General Conditions

Grant Award Number:	SUMR-2024-0010	Sub-Recipient:	Kent County Board of County Commissioners
Award Period:	07/01/2023 - 06/30/2024	Implementing Agency:	Kent County Local Management Board (LMB)
Project Title:	Safe Summer 2024 Kent County		

19 Authorized Official/Alternate Authorized Official

The Authorized Official must possess the authority to enter into a legal agreement on behalf of the entity and bind it to the award terms and conditions. The Authorized Official on the submitted application is the County Executive, Duly Authorized Official of the local unit of Government, Mayor, Commissioner, Town Administrator (if confirmed), President (if confirmed), or if agencies are permitted to apply directly, the head of the agency receiving the subaward.

If there is a change of the person in the Authorized Official position, a letter, on letterhead, must be submitted to the Office via email at support@goccp.freshdesk.com and contain all of the following:

1. Authorized official's contact information: All of the contact information listed on the new user page (name, title, organization, address, phone, email, etc.) for the new authorized official.
2. Statement of authority: The new authorized official must state that they are the authorized official for the organization and provide their job title and the date on which they assumed the role of authorized official.
3. Signature of the new authorized official.

The Alternate Authorized Signatory is not the same as the Authorized Official. The Alternate Authorized Signatory is a person permitted to sign on behalf of the Authorized Official (county executive, mayor, town administrator, president); Authorized Point of Contact (head of any sub-unit of government, agency, division, department, or bureau); Project Director and/or Fiscal Officer. To authorize an alternate signatory, the person granting authorization for another party to sign on their behalf must follow the three steps documented above. The purpose of the request must be acknowledged in the letter (e.g. sign all award documents at all times, change of personnel, in case of illness, vacation, leave of absence, etc.). If authorization is to sign all award documents at all times please attach a copy, if applicable, of an Executive Order, or the vote from Council minute meetings.

Subrecipients may use the same directions above to make additional updates to the Alternative Authorized Signatory to include, but not limited to, removal of personnel no longer authorized to make grant changes on behalf of the organization.

20 Issuance of Statements, Press Releases, or Other Documents - GOCOPYVS role

When issuing public statements, press releases, or other documents relating to this project or when conferences, seminars, workshops, or forums are held in reference to this project, the subrecipient agrees that the source of funding of this project and the role of the Office must and will be clearly acknowledged. The subrecipient will ensure that all publications resulting from this project will have the following language on the publication: "The Governor's Office of Crime Prevention, Youth, and Victim Services funded this project under subaward number BJAG-2009-9000 (your subaward number). All points of view in this document are those of the author and do not necessarily represent the official position of any State or Federal agency."

21 Reproduction and Sharing of Subaward and Project Materials

The Office has the right to reproduce, with attribution, and share any and all materials and documents generated as a result of this subaward and project.

22 Online Reporting and Post-Award Technical Assistance

All subrecipients are required to view the Office's Grants Management System (GMS) Training Videos, which can be accessed at: <http://goccp.maryland.gov/grants/gms-help-videos/>. These videos provide step-by-step guidance through the online system, from application to reporting. If you require technical assistance relative to the online GMS Reporting software during business hours you may contact the Office IT Staff at support@goccp.freshdesk.com.



GOCCP Regional Monitor: Abraham, Mary
GOCCP Fiscal Specialist: Maddox, Dana

Governor's Office of Crime Control and Prevention

Grant Award - General Conditions

Grant Award Number:	SUMR-2024-0010	Sub-Recipient:	Kent County Board of County Commissioners
Award Period:	07/01/2023 - 06/30/2024	Implementing Agency:	Kent County Local Management Board (LMB)
Project Title:	Safe Summer 2024 Kent County		

23 Privacy and Confidentiality of Client Records

The subrecipient must comply with federal regulations and state laws concerning the privacy and confidentiality of client records, including statistical information gathered for research purposes.

24 Use of GOCPYVS forms

All Governor's Office of Crime Prevention, Youth, and Victim Services' required forms must be generated electronically through the web-based Grants Management System (GMS). Only applications and/or reports that are in "Submitted" status online will be reviewed and considered.



GOCCP Regional Monitor:
GOCCP Fiscal Specialist:

Abraham, Mary
Maddox, Dana

Governor's Office of Crime Control and Prevention

Grant Award - General Conditions

Grant Award Number:	SUMR-2024-0010	Sub-Recipient:	Kent County Board of County Commissioners
Award Period:	07/01/2023 - 06/30/2024	Implementing Agency:	Kent County Local Management Board (LMB)
Project Title:	Safe Summer 2024 Kent County		

25 Online Submission of Quarterly Report Forms inline with Project Scope

The subrecipient must implement the project in accordance with the approved narrative and budget set-forth in the subaward.

All Quarterly Report Forms (Progress Reports, Performance Measurements, and Financial Reports) must be submitted via the Office web-based Grants Management System (GMS). In accordance with policy, the Office may freeze the release of funds until a subrecipient is current in the filing of all programmatic and financial reports and said reports have been approved by the Office.

PROGRAM REPORTS: Progress Reports and Performance Measurements must be submitted via the GMS on a quarterly basis. Additionally, federal required reports, as applicable to include the Performance Measurement Tool (PMT), are due no later than 15 calendar days after the end of each quarter. This due date is prior to the submission of relative quarterly financial reports. Financial reports submitted with Programmatic reports cannot be processed for payment until programmatic reports are in "Submitted" status online. Where the start date of any subaward may vary, the quarterly time frames are constant. Those time frames and the relative due dates are:

07/01 - 09/30: reports due 10/15
10/01 - 12/31: reports due 01/15
01/01 - 03/31: reports due 04/15
04/01 - 06/30: reports due 07/15

In addition the Office may require an Annual Progress Report which would be documented in the Special Conditions. This information will be used to monitor and assess the program to determine if it is meeting the stated goals and objectives, supports the State Crime Control and Prevention Strategy Plan and complies with federal requirements. Failure to submit these reports in the prescribed time may prevent the disbursement of funds.

FINANCIAL REPORTS: The Financial Report form must be electronically submitted within 30 calendar days after the end of each quarter. The Award Acceptance, Project Commencement, Progress and Performance Measurement Reports must be submitted prior to processing the quarterly financial report. If the above noted documents and program reports have not been submitted within the required time frame, financial reports may be denied and returned. Where the start date of any subaward may vary, the quarterly time frames are constant. Those time frames and the relative due dates are:

07/01 - 09/30: reports due 10/30
10/01 - 12/31: reports due 01/30
01/01 - 03/31: reports due 04/30
04/01 - 06/30: reports due 07/30

There are two exceptions to the above timeline. The first, is if a subaward does not end at the end of a quarter. The second is for nonprofit agencies that qualify for and have been granted monthly reimbursement for a particular subaward. In these instances, the financial report is due on the 30th of the following month. For the quarter/month ending on 6/30, GOCCPVYS respectfully requests subrecipients to submit their financial reports as soon as possible after 6/30 in an effort to ensure final payments for the fiscal year are processed promptly and efficiently for the state fiscal year end closeout.



GOCCP Regional Monitor:
GOCCP Fiscal Specialist:

Abraham, Mary
Maddox, Dana

Governor's Office of Crime Control and Prevention

Grant Award - General Conditions

Grant Award Number:	SUMR-2024-0010	Sub-Recipient:	Kent County Board of County Commissioners
Award Period:	07/01/2023 - 06/30/2024	Implementing Agency:	Kent County Local Management Board (LMB)
Project Title:	Safe Summer 2024 Kent County		

26 Submission of Revised Financial Report

The Financial Reports must be submitted no later than 30 calendar days from the end of the reporting period. If the initial 30 calendar day submission is not your actual final report for the reporting period, the subrecipient must email the Fiscal Specialist and copy the Program Manager stating that the report is not final at the same time that the financial report is submitted electronically, which is no later than 30 calendar days from the end date of the reporting period. Submission of a "Final/Revised" report must be emailed to the Office staff described above and uploaded into the Grants Management System (GMS) for this particular subaward no later than 60 calendar days after the end of the reporting period. Revisions are a manual process that require the subrecipient to make corrections on a copy of the previously electronically submitted 30 day report, with the words "Final/Revised" labeled across the top. Additionally, the "Final/Revised" submission document must include the dated signatures from the authorized agency representative. The corrections must be actual expenditures, not the variance. At the end of the subaward period, the Office reserves the right to complete an administrative closeout and deobligate remaining funds on any subaward that does not comply with this requirement.

27 Failure to Submit Reports within allotted time frames

Failure to submit any report within the allotted time frame(s) noted in the above conditions, or any pre-authorized extension thereof, may result in the delay or prevention of payment, and/or the deobligation of funds. If late reporting occurs, the expenditure or obligation may become the responsibility of the subrecipient.

28 Holding Funds

In accordance with policy, the Office will hold the release of funds until a subrecipient is current in the filing of all reports, submission of documentation, and have resolved any remaining issues.

29 Monitoring Expenditures

In order to verify the appropriateness of all grant fund related expenditures, the Office staff will monitor the use of grant funds as reported by subrecipients. Back-up documentation must be maintained on-site, be available upon request, correlate with the mandatory quarterly reporting, and be maintained as necessary to provide that obligations under this subaward and other such standards as they apply are being met. The Office, fund source agencies, State Legislative Auditors, or any State or Federal authorized representatives must have access to any documents, papers, or other records of recipients which are pertinent to the award, in order to make audits, examinations, excerpts, and transcripts. Please also see the General Condition on Records Retention.

30 Records Retention

Retain all financial records, supporting documents, statistical records, and all other records pertinent to the award for a period of 3 years from the date of submission of the final programmatic and financial reports. Retention is required for purposes of examination and audit. Records may be retained in an electronic format. Please also see the General Condition on Monitoring Expenditures and 2 C.F.R. 200.333 regarding federal requirements.



GOCCP Regional Monitor:
GOCCP Fiscal Specialist:

Abraham, Mary
Maddox, Dana

Governor's Office of Crime Control and Prevention

Grant Award - General Conditions

Grant Award Number:	SUMR-2024-0010	Sub-Recipient:	Kent County Board of County Commissioners
Award Period:	07/01/2023 - 06/30/2024	Implementing Agency:	Kent County Local Management Board (LMB)
Project Title:	Safe Summer 2024 Kent County		

31 Termination of Subaward

The performance of work under this award may be terminated by the Office in accordance with this clause in whole, or in part, whenever the Office determines that such termination is in the best interest of the State. If the subrecipient fails to fulfill obligations under this award properly and on time, or otherwise violates any provisions of the subaward, the Office may terminate the award by written notice to the subrecipient. The notice shall specify the acts or omissions relied upon as cause for termination. All finished or unfinished supplies and services provided by the subrecipient shall become Office property. The Office will pay all reasonable costs associated with this program that the subrecipient has incurred prior to the date of termination, and all reasonable costs associated with the termination of the subaward. When an award is terminated or partially terminated, the awarding agency or pass-through entity and the recipient or subrecipient remain responsible for compliance with the requirements in 2 C.F.R. § 200.343 (Closeout) and 2 C.F.R. § 200.344 (Post-closeout adjustments and continuing responsibilities).

32 Civil Rights Discrimination

The subrecipient affirms that it shall not discriminate in any manner against any employee, applicant for employment, or clients of services, because of race, color, religion, creed, age, sex, marital status, national origin, ancestry, sexual orientation, pregnancy, physical or mental handicap, or limited English proficiency, so as reasonably to preclude the performance of such employment and/or services provided. The subrecipient also agrees to include a provision like that contained in the preceding sentence for any underlying sub-contract, except a sub-contract for standard commercial supplies or raw material. The subrecipient must have a non-discrimination poster, publicly displayed, acknowledging that the entity does not discriminate and provides an avenue for employees, program beneficiaries, and any relative vendors. Formal complaints may be submitted online at Maryland Commission on Civil Rights: <https://mccr.maryland.gov/>; (410)767-8600; U.S. Department of Justice, Office of Justice Programs, Office for Civil Rights :<https://www.ojp.gov/program/civil-rights/filing-civil-rights-complaint>; (202) 307-0690, United States Equal Employment Opportunity Commission: <https://www.eeoc.gov/>; (800) 669-4000. Additionally, a complaint may be reported utilizing the form located on our website at <http://goccp.maryland.gov/grants/civil-rights-compliance/>. Also see the General Conditions related to Civil Rights Federal Reporting Requirements and Applicable Statutorily-imposed Nondiscrimination Requirements.

33 Proof of Applicable Audit Regulations - On Site

All subrecipients must have proper documentation to present to the Office upon request, to prove compliance with the Audit Regulations that apply. Local and State governments must have proof that they had an annual audit and submitted said audit to the State Legislature in September of the year of their subaward. Non-Profit Organizations must follow guidance located on the Maryland Secretary of State's website under the Charitable Division, located here: <https://sos.maryland.gov/Charity/Pages/Instructions.aspx>.

34 Single Audit Requirement

If your entity spends \$750,000 or more per fiscal year in federal funds, a Single Audit is required in accordance with 2 CFR §200.514. If the audit discloses findings on Office grants, provide a copy of the report so that we may issue a management decision for audit findings pertaining to the Federal award provided to the subrecipient from the pass-through entity as required by §200.521

35 ACORN

The subrecipient agrees and understands that it cannot use any grant funds, either directly or indirectly, in support of any contract or subaward to either the Association of Community Organizations for Reform Now (ACORN) or its subsidiaries.



GOCCP Regional Monitor:
GOCCP Fiscal Specialist:

Abraham, Mary
Maddox, Dana

Governor's Office of Crime Control and Prevention

Grant Award - General Conditions

Grant Award Number:	SUMR-2024-0010	Sub-Recipient:	Kent County Board of County Commissioners
Award Period:	07/01/2023 - 06/30/2024	Implementing Agency:	Kent County Local Management Board (LMB)
Project Title:	Safe Summer 2024 Kent County		

36 Reporting Fraud, Waste and Abuse

The subrecipient must promptly report any credible evidence of fraud, waste, abuse and similar misconduct with grant funding.

37 OJP Financial Guide

In addition to the Office's General Conditions (Post Award Instructions) and Special Conditions, the subrecipient agrees to comply with the financial and administrative requirements set forth in the current edition of the Office of Justice Programs (OJP) Financial Guide where applicable, and to abide by any other terms and conditions imposed by the Office. The financial guide may be accessed at the following web URL:
http://www.ojp.usdoj.gov/financialguide/PDFs/OCFO_2013Financial_Guide.pdf

38 Food and Conference Costs

On October 21, 2011 the U.S. Department of Justice, Office of Justice Programs, Office of the Assistant Attorney General issued a memorandum to all Office of Justice Programs Grantees and Contractors regarding enacted conference costs and reporting requirements. In order to follow the federal guidelines, the Office will not approve any food and/or beverage costs associated with meetings, training, conferences, and/or other events. All conference costs will be thoroughly examined for compliance with the federal requirements. This restriction does not impact direct payment of per diem amounts to individuals in a travel status under your organization's travel policy. The Office may consider exceptions to this General Condition for non-federal funded grants.

39 Applicable Statutorily-imposed Nondiscrimination Requirements

Subrecipients will comply (and will require any subrecipients or contractors to comply) with any applicable statutorily-imposed nondiscrimination requirements, which may include § Title VI of the Civil Rights Act of 1964, as amended, 42 U.S.C. § 2000d; Omnibus Crime Control and Safe Streets Act of 1968, as amended, 34 U.S.C. §§ 10228(c) & 10221(a); Section 504 of the Rehabilitation Act of 1973, as amended, 29 U.S.C. § 794; Title IX of the Education Amendments of 1972, as amended, 20 U.S.C. § 1681; Title II of the Americans with Disabilities Act of 1990, as amended, 42 U.S.C. § 12132; Age Discrimination Act of 1975, as amended, 42 U.S.C. § 6102; Juvenile Justice and Delinquency Prevention Act of 1974, as amended, 34 U.S.C. § 11182(b); Victims of Crime Act of 1984, as amended, 34 U.S.C. § 20110(e); Violence Against Women Act of 1994, as amended, 34 U.S.C. § 12291(b)(13); and Partnerships with Faith-Based and Other Neighborhood Organizations; (28 CFR Part 38).

40 DUNS and SAM.Gov Requirements

Throughout the entire period of the grant, the subrecipient must maintain a valid unique identifier (currently DUNS Number) and current registration with SAM.Gov. A DUNS number is a unique nine-digit sequence recognized as the universal standard for identifying and keeping track of entities receiving federal funds. It is provided by the commercial company Dun and Bradstreet. SAM is the repository for certain standard information about federal financial assistance applicants, recipients, and subrecipients.

Access to SAM.GOV: <https://sam.gov/SAM/>

41 Computer Equipment/Program/Network Procurement

No award funds may be used to maintain or establish a computer network unless such network prohibits the viewing, downloading, and exchanging of pornography, and nothing limits the use of funds necessary for any Federal, State, tribal, or local law enforcement agency or any other entity carrying out criminal investigations, prosecution, or adjudication activities.



GOCCP Regional Monitor:
GOCCP Fiscal Specialist:

Abraham, Mary
Maddox, Dana

Governor's Office of Crime Control and Prevention

Grant Award - General Conditions

Grant Award Number:	SUMR-2024-0010	Sub-Recipient:	Kent County Board of County Commissioners
Award Period:	07/01/2023 - 06/30/2024	Implementing Agency:	Kent County Local Management Board (LMB)
Project Title:	Safe Summer 2024 Kent County		

42 Hire within 45 days

All project personnel supported with grant funding must be hired within 45 calendar days of receipt of the grant award package. Any delays in hiring must be reported in writing within 30 calendar days of receipt of the grant award package. If project personnel are not hired within 45 calendar days, project personnel allocations may be de-obligated at the discretion of the Office.

43 No distracted Driving While Performing Program Duties

Subrecipients are to adopt and enforce policies banning employees from text messaging while driving any vehicle during the course of performing work funded by this grant, and to establish workplace safety policies and conduct education, awareness, and other outreach to decrease crashes caused by distracted drivers.

44 Services to those with Limited English Proficiency

The subrecipients are obligated to provide services to Limited English Proficient (LEP) individuals. Refer to the DOJ's Guidance Document. This regulation may be accessed at: <https://www.lep.gov/>.

State Government Article, Subtitle 11- Equal Access to Public Services for Individuals with Limited English Proficiency, §§10-1101—10-1105, Annotated Code of Maryland.

45 Drug-Free Workplace Requirements

Subrecipients are subject to the applicable requirements regarding the state and federal drug free workplace requirements. The state's policy can be found here: State of Maryland Substance Abuse Policy -- <https://dbm.maryland.gov/employees/Documents/Policies/SubstanceAbusePolicy.pdf>. The Federal Government-wide Requirements for Drug-Free Workplace (Grants) is codified at 28 C.F.R. Part 83.

46 Office Name Change Effective 1.1.2020

Any reference to the Governor's Office of Crime Control and Prevention or GOCCP should now be referenced as the Governor's Office of Crime Prevention, Youth, and Victim Services (Office) per Executive Order 01.01.2020.01.



Regional Monitor:
Fiscal Specialist:

Abraham, Mary
Maddox, Dana

Governor's Office of Crime Control and Prevention

Grant Award - Special Conditions

Grant Award Number:	SUMR-2024-0010	Sub-Recipient:	Kent County Board of County Commissioners
Award Period:	07/01/2023 - 06/30/2024	Implementing Agency:	Kent County Local Management Board (LMB)
Project Title:	Safe Summer 2024 Kent County		

1 General Conditions

This grant award is subject to the General Conditions (POST AWARD INSTRUCTIONS) found on the GOCOPYVS website (<http://www.goccp.maryland.gov/grants/general-conditions.php>). The aforementioned General Conditions/Post Award Instructions are REQUIRED to be reviewed, should be printed for your reference and are subject to change without written notice.

In addition, the Tips and Guidance page is provided as a resource on the GOCOPYVS website (<http://goccp.maryland.gov/grants/tips-and-guidance/>) to address frequently asked questions.

- 2 State and Local Federal Recovery Funds (SLFRF) Compliance Criteria are based on Uniform Guidance, SLFRF Program Final Rule, SLFRF Compliance and Reporting Guidance, and other resources. See links:
<https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200?toc=1>
<https://www.govinfo.gov/content/pkg/FR-2022-01-27/pdf/2022-00292.pdf>
<https://home.treasury.gov/system/files/136/SLFRF-Compliance-and-Reporting-Guidance.pdf>
- 3 The Award Terms and Conditions of the SLFRF financial assistance agreement sets forth the compliance obligations for recipients pursuant to the SLFRF statute, the Uniform Guidance, Treasury's final rule, and applicable federal laws and regulations. Recipients should ensure they remain in compliance with all Award Terms and Conditions.
- 4 All eligible recipients are required to have an active registration with the System for Award Management ("SAM") (<https://www.sam.gov>) pursuant to 2 CFR Part 25. To ensure timely receipt of funding, Treasury has stated that NEUs who have not previously registered with SAM.gov may do so after receipt of the award, but before the submission of mandatory reporting. See flexibility provided in https://www.whitehouse.gov/wp-content/uploads/2021/03/M_21_20.pdf.
- 5 Generally, your organization must maintain records and financial documents for five years after all funds have been expended or returned to Treasury, as outlined in paragraph of the Award Terms and Conditions. Treasury may request transfer of records of long-term value at the end of such period. Wherever practicable, such records should be collected, transmitted, and stored in open and machine-readable formats. Your organization must agree to provide or make available such records to Treasury upon request, and to the Government Accountability Office ("GAO"), Treasury's Office of Inspector General ("OIG"), and their authorized representative in order to conduct audits or other investigations.
- 6 Recipients and subrecipients that expend more than \$750,000 in Federal awards during their fiscal year will be subject to an audit under the Single Audit Act and its implementing regulation at 2 CFR Part 200, Subpart F regarding audit requirements. For-profit entities that receive SLFRF subawards are not subject to Single Audit requirements. However, they are subject to other audits as deemed necessary by authorized governmental entities, including Treasury and Treasury's OIG. Note that the Compliance Supplement provides information on the existing, important compliance requirements that the federal government expects to be considered as a part of such audit. For example, the SLFRF Compliance Supplement describes an alternative to the Single Audit for eligible recipients. Recipients should consult the Compliance Supplement for more information about the alternative compliance examination engagement. The Compliance Supplement is routinely updated, and is made available in the Federal Register and on OMB's website: <https://www.whitehouse.gov/omb/office-federal-financial-management/> Recipients and subrecipients should consult the Federal Audit Clearinghouse to see examples of Single Audit submissions.

- 7 Recipients of Federal financial assistance from the Treasury are required to meet legal requirements relating to nondiscrimination and nondiscriminatory use of Federal funds. Those requirements include ensuring that entities receiving Federal financial assistance from the Treasury do not deny benefits or services, or otherwise discriminate on the basis of race, color, national origin (including limited English proficiency), disability, age, or sex (including sexual orientation and gender identity), in accordance with the following authorities: Title VI of the Civil Rights Act of 1964 (Title VI) Public Law 88-352, 42 U.S.C. 2000d-1 et seq., and the Department's implementing regulations, 31 CFR part 22; Section 504 of the Rehabilitation Act of 1973 (Section 504), Public Law 93-112, as amended by Public Law 93-516, 29 U.S.C. 794; Title IX of the Education Amendments of 1972 (Title IX), 20 U.S.C. 1681 et seq., and the Department's implementing regulations, 31 CFR part 28; Age Discrimination Act of 1975, Public Law 94-135, 42 U.S.C. 6101 et seq., and the Department implementing regulations at 31 CFR part 23. In order to carry out its enforcement responsibilities under Title VI of the Civil Rights Act, Treasury will collect and review information from recipients to ascertain their compliance with the applicable requirements before and after providing financial assistance. Treasury's implementing regulations, 31 CFR part 22, and the Department of Justice (DOJ) regulations, Coordination of Non-discrimination in Federally Assisted Programs, 28 CFR part 42, provide for the collection of data and information from recipients (see 28 CFR 42.406). Treasury may request that non-tribal recipients submit data for post-award compliance reviews, including information such as a narrative describing their Title VI compliance status. As explained in Treasury FAQ 12.1, the award terms and conditions for Treasury's pandemic recovery programs, including the SLFRF program, do not impose antidiscrimination requirements on Tribal governments beyond what would otherwise apply under federal law.
- 8 As a condition of receiving grant funds, the grantee certifies that it has appropriate criminal background screening procedures in place, to the extent permitted by state, local, and federal law, to evaluate any employee, contractor, or volunteer working under this grant who is expected to have direct substantial contact with minor children. Direct substantial contact is defined as contact that is regular, continuous, and personal in nature.
- 9 A copy of all contracts associated with line items listed in the Contractual Services category must be submitted to GOCOPYVS by uploading contract under the document tab of the award.
- 10 Receipts and/or back-up documentation reflecting actual expenditures must be submitted with each quarterly Financial Report form. Reimbursements to sub-recipients will not exceed actual costs.



Governor's Office of Crime Control and Prevention

Regional Monitor:
Fiscal Specialist:

Abraham, Mary
Maddox, Dana

Budget Notice

Grant Award Number: SUMR-2024-0010

Sub-recipient: Kent County Board of County Commissioners

Project Title: Safe Summer 2024 Kent County

Implementing Agency: Kent County Local Management Board (LMB)

Award Period: 07/01/2023 - 06/30/2024

CFDA: 21.027

Funding Summary	Grant Funds	100.0 %	\$68,000.00
	Cash Match	0.0 %	\$0.00
	In-Kind Match	0.0 %	\$0.00
	Total Project Funds		\$68,000.00

Personnel

Description of Position	Salary Type	Funding	Total Budget
Fringe	Fringe	Grant Funds	\$1,827.00
Salary	Salary	Grant Funds	\$32,846.00
Personnel Total:			\$34,673.00

Operating Expenses

Description	Funding	Quantity	Unit Cost	Total Budget
Operating	Grant Funds	0	\$0.00	\$4,810.00
Operating Expenses Total:				\$4,810.00

Travel

Description	Funding	Quantity	Unit Cost	Total Budget
Travel	Grant Funds	0	\$0.00	\$4,155.00
Travel Total:				\$4,155.00

Equipment

Description	Funding	Quantity	Unit Cost	Total Budget
Equipment	Grant Funds	0	\$0.00	\$5,355.00
Equipment Total:				\$5,355.00

Other

Description	Funding	Quantity	Unit Cost	Total Budget
Food, Indirect, Program Supplies	Grant Funds	0	\$0.00	\$19,007.00
Other Total:				\$19,007.00

Approved:

Governor's Office of Crime Control and Prevention Authorized
Representative

Effective Date: 8/1/2023



Governor's Office of Crime Control and Prevention



Control Number:

46710

Regional Monitor:

Abraham, Mary

Fiscal Specialist:

Maddox, Dana

Submitted Date:

Programmatic Reporting

Grant Award Number: SUMR-2024-0010

Sub-recipient: Kent County Board of County Commissioners

Project Title: Safe Summer 2024 Kent County

Implementing Agency: Kent County Local Management Board (LMB)

Award Period: 07/01/2023 - 06/30/2024

CFDA: 21.027

The information collected on this form helps us measure the progress you are making in achieving your project's goals and objectives. It also helps us determine what, if any, technical assistance you may need in implementing your project.

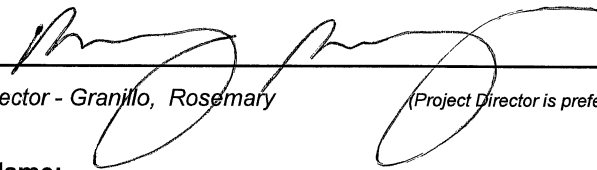
Performance Measures (6)

1	Number of participants successfully completing the program. (Applicant should define successful program completion, as applicable).	
2	Number of participants served during this quarter	
3	Number of participants reporting increased knowledge, skill development, or desired outcome as a result of the program	
4	Number of participants that complete survey.	
5	Percent of participants successfully completing the program during this quarter.	
6	Percent of participants reporting increased knowledge of skill development as a result of the program during this quarter.	

Progress Report Questions (6)

1	Summarize the progress of completed goals, including program highlights or strategy activities (special events, program achievements, etc.) and dates of completion, if applicable.
2	Describe, in general, the level of cooperation and collaboration between partner agencies affiliated with this program.
3	Describe barriers/challenges to implementing programs and strategies. Include corrective actions taken or planned to overcome described barriers (include timeline). Are there any obstacles or barriers that could prevent you from expending all grant funds? Please include any requests for technical assistance.

4	Describe how the elements of Positive Youth Development are incorporated into the program/strategy. These elements include: Assets: Youth have the necessary resources, skills and competencies to achieve desired outcomes. Agency: Youth perceive and have the ability to employ their assets and aspirations to make or influence their own decisions about their lives and set their own goals, as well as to act upon those decisions in order to achieve desired outcomes. Contribution: Youth are engaged as a source of change for their own and for their communities' positive development. Enabling environment: Youth are surrounded by an environment that develops and supports their assets, agency, access to services, and opportunities, and strengthens their ability to avoid risks and to stay safe, secure, and be protected and live without fear of violence or retribution. An enabling environment encourages and recognizes youth, while promoting their social and emotional competence to thrive. The term "environment" should be interpreted broadly and include social (e.g., relationships with peers and adults), normative (e.g., attitudes, norms and beliefs), structural (e.g., laws, policies, programs services, and systems) and physical (e.g., safe, supportive spaces).
5	Please explain the activities that have been planned for the upcoming quarter to include dates and a brief summary of each.
6	Only Required to be Completed in the Final Quarter of the Grant Period: What projects have you accomplished with the grant award? List accomplishments/successes and/or best practices developed through this grant funded program. Have all intended projects been completed? Please note any delays in project completions.

Signed:  Date: 9.5.23
Project Director - Granillo, Rosemary (Project Director is preferred, Fiscal Contact or Authorized Official if Project Director is unavailable)
 Printed Name: _____ Phone: _____



**Jamie Williams, Director, and Rose Osborn, Administrative Specialist,
Economic and Tourism Development**

9/12/2023

County Commissioners Meeting

Item Summary:

Departmental Update

Short-term Rental Update

ATTACHMENTS:

Description

August 2023 Shuttle Statistics

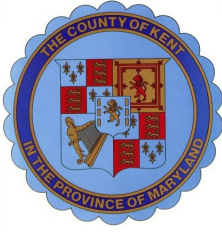
	Total	Rock Hall	Tolchester	Chestertown	Rides		Total	Rock Hall	Tolchester	Chestertown	Rides	Trends		
Rock Hall Shuttle Rider Statistics - 2022						Rock Hall Shuttle Rider Statistics - 2023						Passengers	Rides	
	521	496	2	23	1076		400	343	18	6	33	875	76.78%	81.32%
	Total	Rock Hall	Tolchester	Chestertown	Rides	0	Total	Rock Hall	Tolchester	Chestertown	Other	Rides		
Week 11	203	185	0	18	379	Week 11	64	57	0	0	7	136	31.53%	35.88%
Week 12	146	143	2	1	357	Week 12	170	152	10	4	4	360	116.44%	100.84%
Week 13	68	64	0	4	133	Week 13	98	81	0	0	17	228	144.12%	171.43%
Week 14	104	104	0	0	207	Week 14	68	53	8	2	5	151	65.38%	72.95%
	521	496	2	23	1076		400	343	18	6	33	875	76.78%	81.32%
Groups	74	14.20%					50	12.50%					67.57%	
Routine	447	85.80%					350	87.50%					78.30%	
		Rock Hall	Tolchester	Chestertown				Rock Hall	Tolchester	Chestertown	Other			
		95.20%	0.38%	4.41%				85.75%	4.50%	1.50%	8.25%			

Top Destinations

Main Street - Rock Hall	73	18.25%	Largely due to Pirates & Wenches Festival
Watermans	66	16.50%	
Haven Harbour South	53	13.25%	Largely due to Pirates & Wenches Festival
Chestertown	48	12.00%	8 people to work and 40 people to events, restaurants, shopping
Harbor Shack	40	10.00%	
Blue Heron	34	8.50%	
American Legion	16	4.00%	Largely due to Pirates & Wenches Festival
Kitty Knight House	13	3.25%	
Bayside Market	13	3.25%	
Georgetown	3	0.75%	
Tolchester	2	0.50%	
Other	39	9.75%	
	400	100.00%	

Notes:

- [illegible]



Jamie Williams, Director, Economic and Tourism Development
9/12/2023
County Commissioners Meeting

Item Summary:

Village at Kennedyville Broker Opinion

ATTACHMENTS:

Description

Broker Opinion of Value

Example

Example 2

M3 Synergies Proposal

From: [Meredith Mears](#)
To: [Jamie Williams](#)
Subject: Broker Opinion of Value
Date: Wednesday, August 2, 2023 12:33:48 PM
Attachments: [BOV_P_\(2\).pdf](#)
[BOV_P_.pdf](#)

ATTENTION !

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

- KCIT Helpdesk

Jamie,

Good afternoon! Thanks so much for your time this morning.

As promised, I'm sending over 2 examples of a Broker Opinion of Value I have recently performed; 1 for Caroline County and 1 for a private industry client, MCAP. I hope they are helpful in describing this type of analysis that can help to clarify the ins and outs of individual property valuation.

The cost for a BOV ranges anywhere from \$1500 - \$2000, depending on the intricacies of the property as well as information available.

Please let me know if you have further thoughts here.

Kind Regards,
Merry

--



Meredith Mears
Principal
443-944-4464
www.m3synergies.com

BROKER OPINION OF VALUE
Lockerman Street Parcels

PARCELS 1192; 1193-1; 1193-2

Denton, MD 21629

PRESENTED BY:

MEREDITH M. MEARS

Senior Advisor

O: 410.543.2440

meredith.mears@svn.com

PREPARED FOR:

CAROLINE COUNTY, MARYLAND





BROKER OPINION OF VALUE

The subject properties consist of three adjacent parcels located within the Town of Denton, Maryland. Parcel 1192 is 7.48 acres of land located at 501 Lockerman Street, fronting the Choptank River. Parcel 1193, Lot 1, is .28 acres of land located at 431 Lockerman Street, fronting Lockerman Street. Parcel 1193, Lot 2 is 1.41 acres of land located at 423 Lockerman Street, with a small portion of acreage fronting the Choptank River. Each parcel is located within a designated Opportunity Zone, which provides substantial tax credits to investors.

The properties are located less than 1 mile from Rt. 404, the main artery through the County. Each parcel is zoned RC - Recreation and Parks, for its current intended use. Properties surrounding the parcels within the Town of Denton are zoned TR - Town Scale Residential.

A search of comparable property sales over the past 5 years within the MLS system (on-market/formally listed sales) does not demonstrate an abundance of land sales occurring within Caroline County. When the search is expanded to include surrounding Counties, several comparable properties are displayed (see attached Bright MLS documents). Average selling price for these properties per acre is \$27,416.00.

When the search is performed through advanced database Crexi.com, a list of comparable properties that have sold within Caroline County during 2022 and 2023 displays an average selling price per acre of \$188,075.00 (see attached Crexi Inventory Export).

Although none of these properties are zoned RC - Recreation and Parks, similar characteristics include Residential and Commercial zoning (as well as a minor amount of others to ensure a fair balance). In addition to this, the Lockerman Street parcels do have a good amount of waterfront frontage. This increases their value for prospective buyers, depending on their intended use.

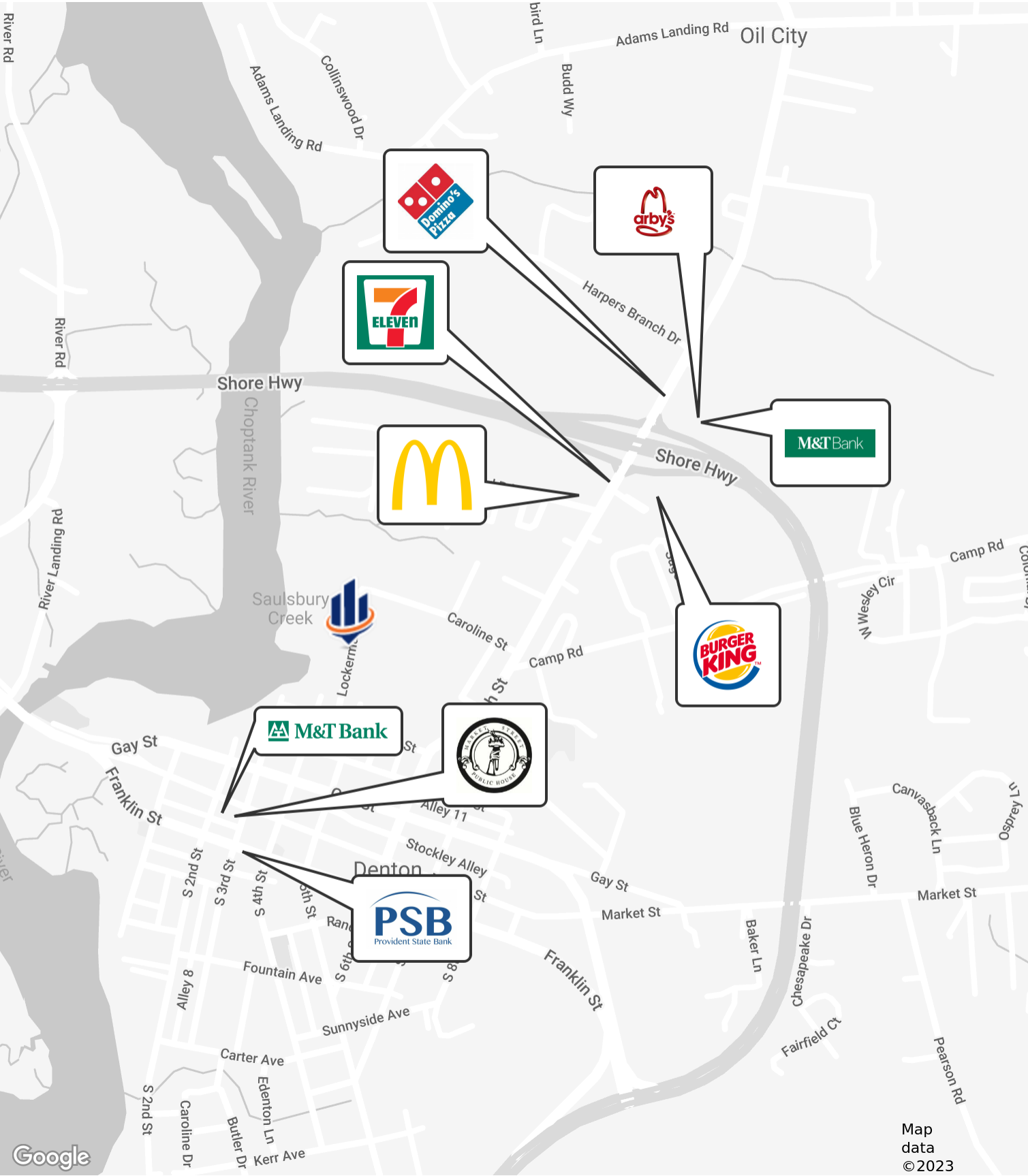
If these properties are sold, it is recommended to the County that the property is re-zoned for an appropriate application - this can include multi-family apartment and/or condo unit development, memory care and/or assisted living facility development, mixed-use commercial development, and the like.

It is also recommended that if the property is sold, the County engages with a professional commercial broker that has demonstrated the capability to reach the mass market of potential buyers with effective marketing strategy. This broker should undertake activities to understand and communicate to potential buyers the location of available utilities to the sites, federal/state/local financial incentive programs, and the capability to monitor market conditions as they can affect sale values through time.

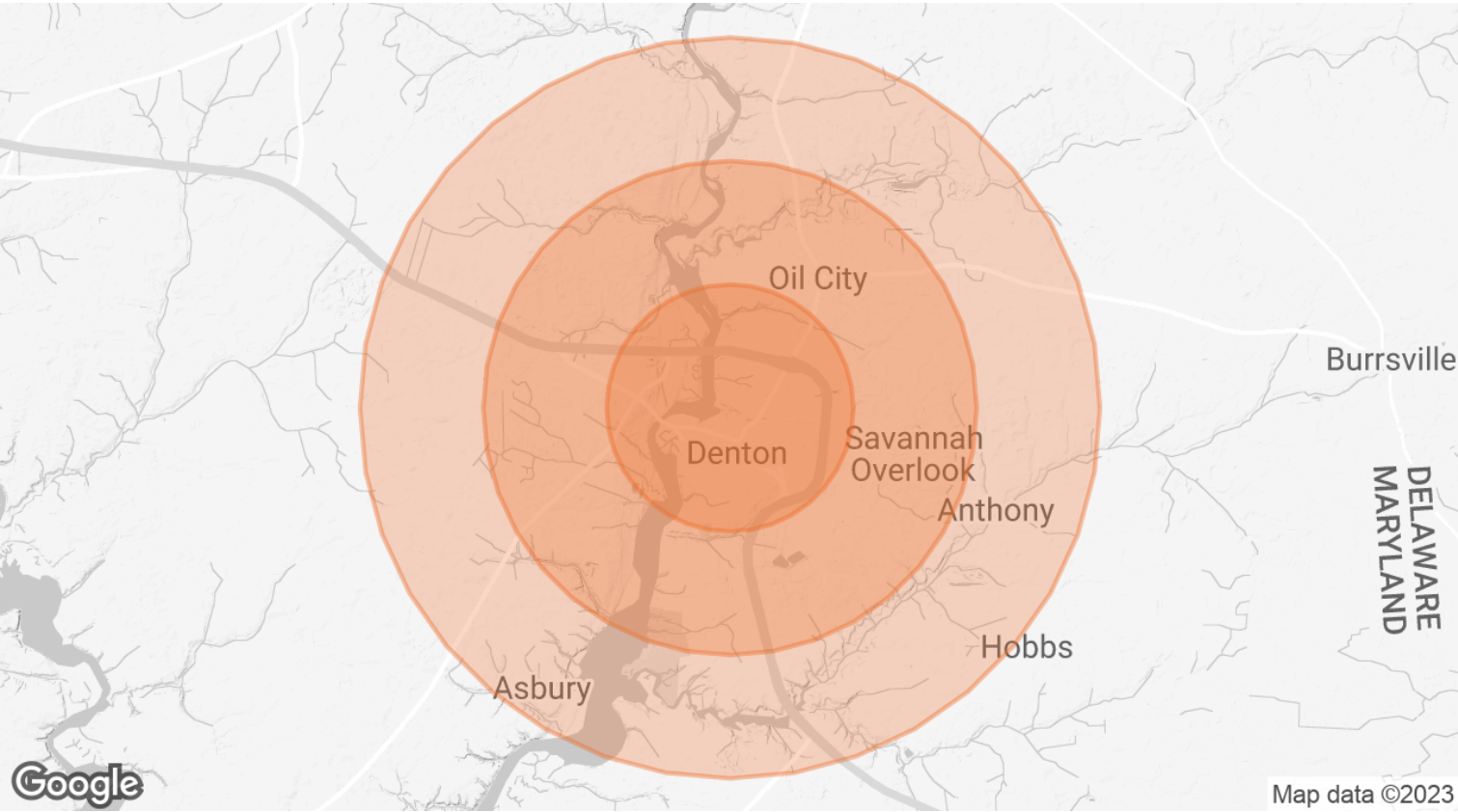
In conclusion, it is my professional opinion that in this present market and at the present condition of the land, the value of the properties mentioned in this Broker Opinion of Value is in the range of \$199,000 - \$249,000 per acre. That is a total sale value of \$1,824,830 - \$2,283,330.

*The above values will be affected by final determination of if and where public utilities may be accessed at the site.

RETAILER MAP



DEMOGRAPHICS MAP & REPORT



POPULATION	1 MILE	2 MILES	3 MILES
TOTAL POPULATION	2,189	3,446	5,155
AVERAGE AGE	36.1	37.8	39.1
AVERAGE AGE (MALE)	29.4	33.9	36.6
AVERAGE AGE (FEMALE)	41.1	41.2	41.7

HOUSEHOLDS & INCOME	1 MILE	2 MILES	3 MILES
TOTAL HOUSEHOLDS	830	1,350	2,043
# OF PERSONS PER HH	2.6	2.6	2.5
AVERAGE HH INCOME	\$53,425	\$67,438	\$74,229
AVERAGE HOUSE VALUE	\$196,801	\$227,524	\$245,797

* Demographic data derived from 2020 ACS - US Census

ADVISOR BIO



MEREDITH M. MEARS

Senior Advisor

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Direct: **410.543.2440** | Cell: **443.944.4464**

PROFESSIONAL BACKGROUND

Meredith Mears serves as the Mid-Atlantic Representative of the SVN National Self-Storage team and is a Senior Advisor for SVN Miller Commercial Real Estate. Focusing on the sale and leasing of industrial and office assets and specializing in the purchase and sale of self-storage facilities, Mears has worked with a client base that includes local and statewide governments, commercial property owners and investors, and privately operating companies across the globe.

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Mears is a graduate of Salisbury University and lives in Salisbury, Maryland with her family.

EDUCATION

Salisbury University
B.S. in Business Administration
Concentration: Marketing
2001

MEMBERSHIPS

Leadership Maryland
Board of Directors
Lifetime Member

Maryland Capital Enterprises
Board of Directors

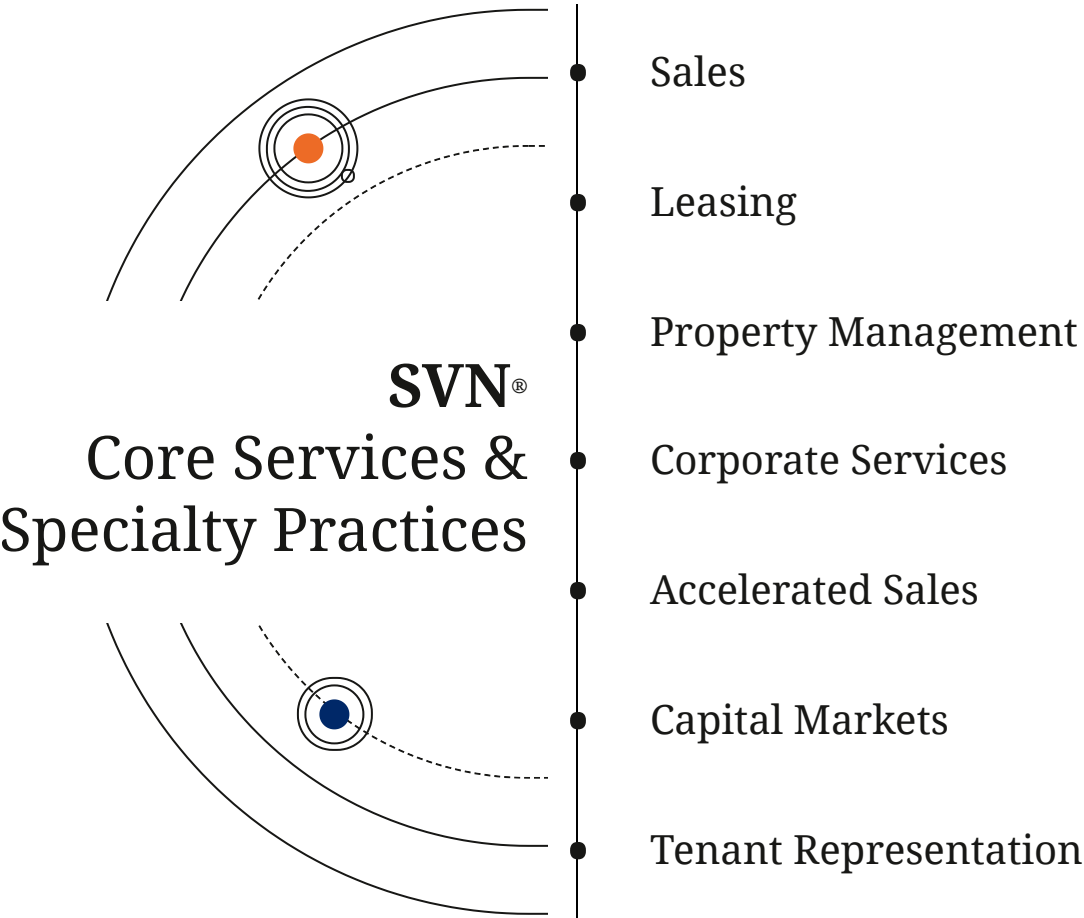
Atlantic General Hospital
Foundation Member

Top 100 Women in Maryland
Daily Record, 2020

National Self Storage Association
Maryland Chapter, Self Storage Association

SVN CORE SERVICES & SPECIALTY PRACTICES

THE SVN ORGANIZATION is comprised of over 2,000 commercial real estate Advisors and staff, in more offices in the United States than any other commercial real estate firm and continues to expand across the globe. We believe in the power of collective strength to accelerate growth in commercial real estate. Our global coverage and amplified outreach to traditional, cross-market, and emerging buyers and tenants allows us to drive outsized success for our clients, our colleagues, and our communities. This is our unique Shared Value Network and just one of the many ways that SVN Advisors build lasting connections, create superior wealth for our clients, and prosper together.



Our SVN® Specialty Practices are supported by our various Product Councils that give SVN Advisors the opportunity to network, share expertise and create opportunities with colleagues who work within similar property sectors around the world to sell your asset.

SPECIALTY PRACTICES

- Hospitality
- Industrial
- Land
- Multifamily
- Office
- Retail
- Special Purpose

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BROKER OPINION OF VALUE

611 Tressler Drive

1.97 AC

Salisbury, MD 21801

PRESENTED BY:

MEREDITH M. MEARS

Senior Advisor

O: 410.543.2440

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PREPARED FOR:

MUNICIPAL CAPITAL APPRECIATION PARTNERS (MCAP)





BROKER OPINION OF VALUE

The subject property consists of 1.97 acres connected to public water and sewer and located within the City of Salisbury, Maryland. Situated between a well-established and in-demand residential community (Harbor Pointe) and Pemberton Drive (a highly trafficked route to a number of finer residential communities on the west side of town), the property is less than a mile's walk to views of the Wicomico River and less than 1 mile from Pemberton Park, both charming recreational resources for the community.

Located less than 5 miles from Rt. 50, a main artery stretching from East to West through Wicomico County. The parcel is zoned PRD (Planned Residential District - #3B), as outlined in zoning code included in this document.

A search of comparable property sales over the past year within the MLS system (on-market/formally listed sales) does not demonstrate an abundance of land sales occurring within 15 miles of Salisbury, Maryland. When the search is performed through advanced, subscription-based database crexi.com, a list of comparable properties that have sold in Salisbury, Maryland during 2022 and 2023 displays an average selling price per acre of \$209,878.00 (see attached Crexi Inventory Export).

There is one property zoned PRD, however the price per acre is low and this comp should not be applied to this particular piece of land. Similar characteristics of other comps include residential zoning and sales to home developers in the region. In addition to this, the subject land is fully approved for development of 100 residential units. This detail increases the value for prospective buyers.

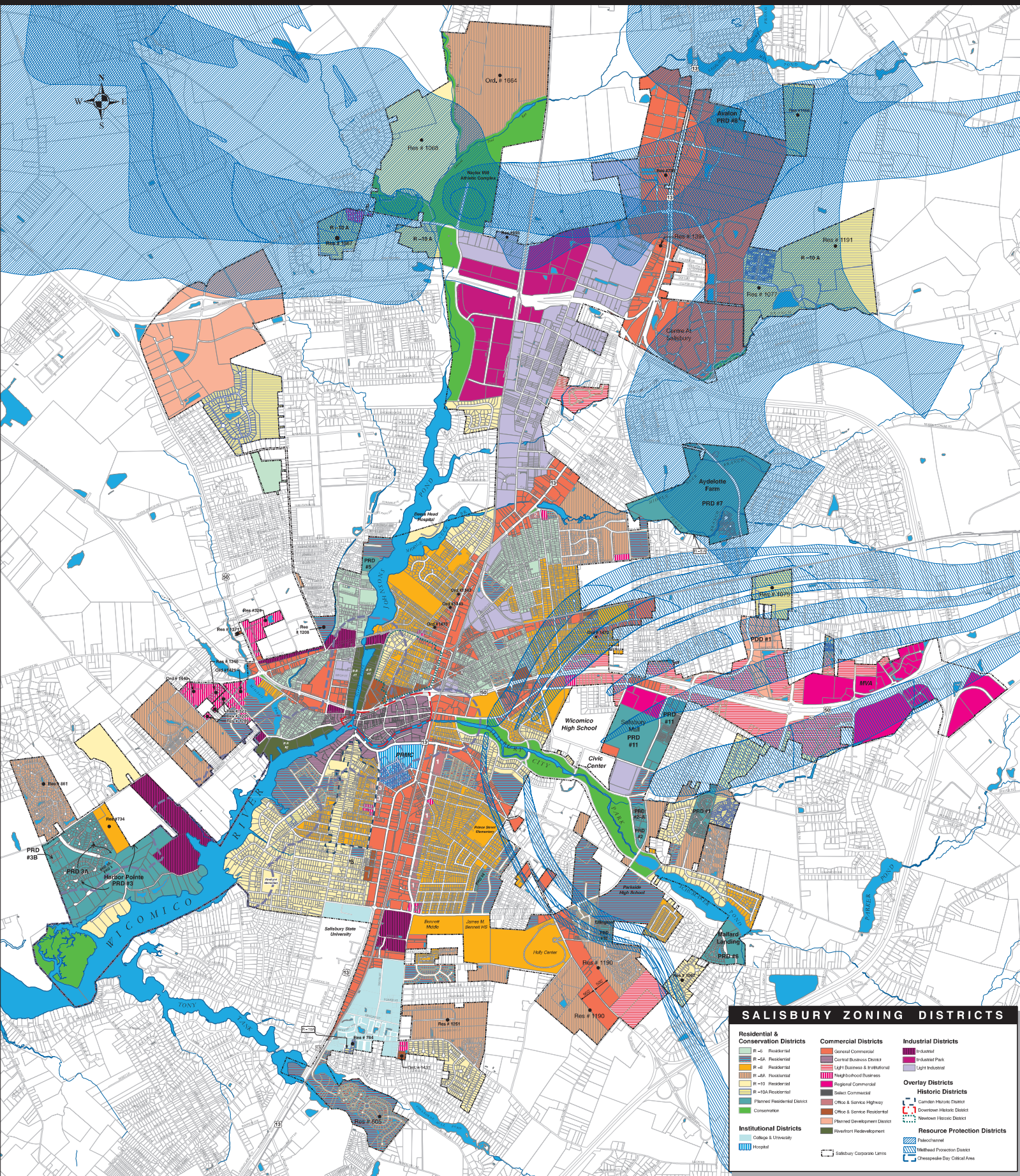
It is recommended that if MCAP concurs that sale of this land is warranted, engagement with a commercial real estate broker to develop a robust financial proforma based on actualized income upon lease-up should occur. This detail will provide property buyers and fund managers the detail necessary to support a sale at the valuation produced as a result of the proforma.

It is also recommended that if the property is sold, MCAP engage with a local commercial broker that has demonstrated capability to reach the mass market of potential appropriate buyers. Effective marketing strategy should be planned and communicated, and this broker should show MCAP that they continuously monitor market conditions by communicating market fluctuations that can affect sale values through time.

In conclusion, it is my professional opinion that in this present market and at the present condition of the land, the value of the property mentioned in this Broker Opinion of Value is in the range of \$210,000 - \$225,000 per acre. That is a total sale value of \$420,000 - \$450,000.

*The above values may enhanced once a detailed proforma of the 100 unit property is completed.

CITY OF SALISBURY



Salisbury Zoning Map

Scale in Feet
0 1,000 2,000 3,000 4,000 5,000



Crexi Inventory Export



100 properties found

Property Name	Close Date	Type	Address	City	State	Zip	Acreage	Selling Price	Sold Price/Acre	Owner Name	Owner Mailing Address	Zoning
Adventist dr	10/12/2022 12:00 AM	Land	Adventist dr	Salisbury	MD	21801	1.47	\$150,000	\$102,040.82	UNIQUE STYLES PROPERTIES LLC	8877 BI STATE BLVD DELMAR MD 21875	R15
342 Delaware Ave	03/14/2023 12:00 AM	Land	342 Delaware Ave	Salisbury	MD	21801	0.092	\$54,500	\$592,391.30	RENDY PROPERTY INVESTMENT ECT LLC	1113 E MAIN ST SALISBURY MD 21804	R5
9314 Mulligan Way	03/22/2023 12:00 AM	Land	9314 Mulligan Way	Delmar	MD	21875	0.155	\$40,000	\$258,064.52	NVR INC	32445 ROYAL BLVD DAGSBORO DE 19939	R2
Rum Ridge rd	10/14/2022 12:00 AM	Land	Rum Ridge rd	Delmar	MD	21875	1.72	\$79,000	\$45,930.23	Urcelio Silva Celia	643 WYE OAK DR FRUITLAND MD 21826	
8978 Star Rd_R	08/04/2022 12:00 AM	Land	8978 Star Rd # R	Delmar	MD	21875	5.44	\$110,000	\$20,220.59	Sheri Ayshia Wallace	6430 MIAMI AVE GLEN BURNIE MD 21060	AR
Riverside rd	03/23/2023 12:00 AM	Land	Riverside rd	Fruitland	MD	21826	0.941	\$332,000	\$352,816.15	MARK E ENGBERG REVOCABLE TRUST	RIVERSIDE RD FRUITLAND MD 21826	R20
9305 Mulligan Way	09/02/2022 12:00 AM	Land	9305 Mulligan Way	Delmar	MD	21875	0.145	\$47,000	\$324,137.93	NVR INC	32445 ROYAL BLVD DAGSBORO DE 19939	R2
9317 Mulligan Way	03/28/2023 12:00 AM	Land	9317 Mulligan Way	Delmar	MD	21875	0.139	\$80,000	\$575,539.57	NVR INC	32445 ROYAL BLVD STE 1 DAGSBORO DE 19939	R2
Booth st	08/10/2022 12:00 AM	Land	Booth st	Salisbury	MD	21801	0.115	\$55,000	\$478,260.87	Stephanie J Williams	19 MAIN ST FRANKFORD DE 19945	
Airport rd	02/27/2023 12:00 AM	Land	Airport rd	Salisbury	MD	21804	0.344	\$160,000	\$465,116.28	J W B INVESTMENTS LLC	7951 JONES HASTINGS RD PARSONSBURG MD 21849	AR
9308 Mulligan Way	03/22/2023 12:00 AM	Land	9308 Mulligan Way	Delmar	MD	21875	0.209	\$40,000	\$191,387.56	NVR INC	32445 ROYAL BLVD STE 1 DAGSBORO DE 19939	R2
1712 Old Mill In	09/12/2022 12:00 AM	Land	1712 Old Mill In	Salisbury	MD	21801	0.507	\$50,000	\$98,619.33	Joao Antonio Ai Lopes	323 POPLAR HILL AVE SALISBURY MD 21801	R20
28675 Ocean Gtwy	11/28/2022 12:00 AM	Land	28675 Ocean Gtwy	Salisbury	MD	21801	0.176	\$40,000	\$227,272.73	Edgard Salvador O Flores	28675 OCEAN GTWY SALISBURY MD 21801	R15
Adventist dr	10/12/2022 12:00 AM	Land	Adventist dr	Salisbury	MD	21801	1.45	\$150,000	\$103,448.28	UNIQUE STYLES PROPERTIES LLC	8877 BI STATE BLVD DELMAR MD 21875	R15
9423 Rolling Green dr	02/01/2023 12:00 AM	Land	9423 Rolling Green dr	Delmar	MD	21875	0.15	\$40,000	\$266,666.67	NVR INC	32445 ROYAL BLVD DAGSBORO DE 19939	R2
Adventist dr	10/12/2022 12:00 AM	Land	Adventist dr	Salisbury	MD	21801	3.05	\$150,000	\$49,180.33	UNIQUE STYLES PROPERTIES LLC	8877 BI STATE BLVD DELMAR MD 21875	R15
27488 Mooring Way	10/13/2022 12:00 AM	Land	27488 Mooring Way	Salisbury	MD	21801	0.547	\$70,000	\$127,970.75	HEBRON SAVINGS BANK		R 20
Porter Pkwy	11/17/2022 12:00 AM	Land	Porter Pkwy	Fruitland	MD	21826	0.534	\$258,000	\$483,146.07	DR HORTON INC	PORTER PKWY FRUITLAND MD 21826	
5455 Loch Ness Ter	04/28/2023 12:00 AM	Land	5455 Loch Ness Ter	Salisbury	MD	21801	2.33	\$60,000	\$25,751.07	MARYLAND BANKING CORPORATION	5445 LOCH NESS TER SALISBURY MD 21801	
Old Ocean City rd	08/22/2022 12:00 AM	Land	Old Ocean City rd	Salisbury	MD	21804	1.01	\$47,500	\$47,029.70	Cody D Rothgeb	7026 BETHEL CHURCH RD SALISBURY MD 21804	AR
Nova Scotia Ter	10/05/2022 12:00 AM	Land	Nova Scotia Ter	Salisbury	MD	21801	1.03	\$44,000	\$42,718.45	Eric K Ofori	530 RIVERSIDE DR SALISBURY MD 21801	R 30
829 Marquis Ave	10/05/2022 12:00 AM	Land	829 Marquis Ave	Salisbury	MD	21801	0.375	\$145,000	\$386,666.67	Maria Antoinette Logan	509 SHARPS POINTE RD SALISBURY MD 21801	R10A
27473 Mooring Way	10/03/2022 12:00 AM	Land	27473 Mooring Way	Salisbury	MD	21801	0.56	\$75,000	\$133,928.57	Troy L Baer	27459 MOORING WAY SALISBURY MD 21801	R 20
1613 Crawford dr	03/29/2023 12:00 AM	Land	1613 Crawford dr	Salisbury	MD	21804	1.16	\$364,000	\$313,793.10	Ashley L Snead	1613 CRAWFORD DR SALISBURY MD 21804	
1809 Mount Hermon rd	02/22/2023 12:00 AM	Land	1809 Mount Hermon rd	Salisbury	MD	21804	0.289	\$162,000	\$560,553.63	Joan Jernigan	13128 HERMAN MYERS RD HAGERSTOWN MD 21742	R20
1504 Handys Mdw	10/04/2022 12:00 AM	Land	1504 Handys Mdw	Salisbury	MD	21801	2.6	\$122,500	\$47,115.38	Khurshid Ahmed	1518 ANCHORS WA SALISBURY MD 21801	PRD
9379 Mulligan Way	04/06/2023 12:00 AM	Land	9379 Mulligan Way	Delmar	MD	21875	0.16	\$80,000	\$500,000	NVR INC	32445 ROYAL BLVD STE 1 DAGSBORO DE 19939	R2
Nanticoke rd	07/18/2022 12:00 AM	Land	Nanticoke rd	Salisbury	MD	21801	17.45	\$110,000	\$6,303.72	Larry O Tawes	1304 S DIVISION ST STE 2 SALISBURY MD 21804	
Harford rd	02/03/2023 12:00 AM	Land	Harford rd	Salisbury	MD	21801	0.247	\$38,000	\$153,846.15	Gomez Nahselli Sanchez	210 HARFORD RD SALISBURY MD 21801	R15
27494 Mooring Way	10/13/2022 12:00 AM	Land	27494 Mooring Way	Salisbury	MD	21801	0.774	\$70,000	\$90,439.28	HEBRON SAVINGS BANK		R 20
26821 Siloam rd	08/16/2022 12:00 AM	Land	26821 Siloam rd	Salisbury	MD	21801	11	\$117,450	\$10,677.27	WILKINSON TRUCICING INC	26021 SILOAM RD SALISBURY MD 21801	AR
304 W London Ave	10/11/2022 12:00 AM	Land	304 W London Ave	Salisbury	MD	21801	0.227	\$36,500	\$160,792.95	Consuelia ComptoN-Gordy	415 14TH ST UNIT 55 OCEAN CITY MD 21842	R8
712 S Kaywood dr	11/22/2022 12:00 AM	Land	712 S Kaywood dr	Salisbury	MD	21804	0.603	\$291,400	\$483,250.41	Joseph Murray	712 S KAYWOOD DR SALISBURY MD 21804	R15
Morgans Ridge dr	09/21/2022 12:00 AM	Land	Morgans Ridge dr	Delmar	MD	21875	0.88	\$45,000	\$51,136.36	Kara Shockley	1837 MOUNT HERMON RD SALISBURY MD 21804	AR
Adventist dr	10/12/2022 12:00 AM	Land	Adventist dr	Salisbury	MD	21801	1.43	\$150,000	\$104,895.10	UNIQUE STYLES PROPERTIES LLC	8877 BI STATE BLVD DELMAR MD 21875	R15
27493 Mooring Way	08/19/2022 12:00 AM	Land	27493 Mooring Way	Salisbury	MD	21801	1.08	\$80,000	\$74,074.07	Duke A Darrigo	27493 MOORING WAY SALISBURY MD 21801	R 20
Olde Fruitland rd	09/12/2022 12:00 AM	Land	Olde Fruitland rd	Salisbury	MD	21804	5.9	\$80,000	\$13,559.32	Karl Disalvo	3 HIDDEN HILLS CT SEAFORD DE 19973	AIRPT
303 Pinehurst Ave	03/01/2023 12:00 AM	Land	303 Pinehurst Ave	Salisbury	MD	21801	0.231	\$40,000	\$173,160.17	Richard McGhee	917 CAMDEN AVE SALISBURY MD 21801	R10
210 Harford rd	02/03/2023 12:00 AM	Land	210 Harford rd	Salisbury	MD	21801	0.244	\$38,000	\$155,737.70	Gomez Nahselli Sanchez	210 HARFORD RD SALISBURY MD 21801	R15
Maxwell In	03/07/2023 12:00 AM	Land	Maxwell In	Salisbury	MD	21801	0.92	\$42,000	\$45,652.17	Shondra Marquette Mills	30794 HEATHER GLEN DR SALISBURY MD 21804	R 30
1609 Crawford dr	11/17/2022 12:00 AM	Land	1609 Crawford dr	Salisbury	MD	21804	0.982	\$374,500	\$381,364.56	Tyler Muse	1609 CRAWFORD DR SALISBURY MD 21804	
27620 Arabian dr	05/01/2023 12:00 AM	Land	27620 Arabian dr	Salisbury	MD	21801	0.665	\$60,000	\$90,225.56	Brandon Caton	27167 PATRIOT DR SALISBURY MD 21801	AR

\$209,878.13

Chapter 17.136 PLANNED RESIDENTIAL DISTRICT NO. 3B—HARBOR POINTE, PHASES III AND IV

17.136.010 Purpose.

- A. The purpose of planned residential district No. 3B* is to provide for the development of certain lands between Pemberton Drive and the Harbor Pointe, Phase II, planned residential district No. 3A, with a multifamily development and a neighborhood business area in a planned and attractive natural environment with connection and continuation of the large area of open space in Phases I and II of Harbor Pointe planned residential district No. 3 and planned residential district No. 3A.
- B. Phase III provides for development of those lands between the community recreation area and cluster lots in Phase II and the neighborhood business area in Phase IV with a multifamily development in a mixture of one-, two- and three-story units, to be sold as condominiums.
- C. Phase IV provides for development of those lands along Pemberton Drive on the west side of Harbor Pointe Drive and north side of Phase III with a low-scale small neighborhood business area designed to primarily serve the residents of Harbor Pointe Drive.

(Prior code § 150-165.54)

* Editor's Note: The planned residential district No. 3B—Harbor Pointe, Phases III and IV, Map is included at the end of this chapter.

17.136.020 Area of reclassification.

The area to be rezoned as planned residential district No. 3B—Harbor Pointe. Phases III and IV, consists of twelve and forty-nine-hundredths (12.49) acres of land being part of land known as the "Bell Farm," situated in the city of Salisbury, Wicomico County, Maryland, on the northerly side of and binding upon the Harbor Pointe Phase II, planned residential district No. 3A and southerly side of Pemberton Drive; adjoining Harbor Pointe Drive and the community recreation area in Phase II, on the east and the lands of Wicomico County Historical Park on the west; the same being as shown on the preliminary subdivision plat of the Phases III and IV area prepared by Davis, Bowen & Friedel, Inc., dated May 1988, with the land surveyor of record, Philip Parker & Associates, noted thereon. The site is shown on Assessment Map No. 37 as Part of Parcels 304 and 296.

(Prior code § 150-165.55)

17.136.030 Permitted uses.

- A. Permitted uses shall be as follows for Phase III:
 - 1. Multifamily dwelling units as shown on the approved and recorded final development plan.
- B. Permitted uses shall be as follows for Phase IV:
 - 1. Uses listed in the neighborhood business district, section 17.32.020.
 - 2. Day care center or nursery school in accordance with chapter 17.220.

(Ord. 1779, 2001; Prior code § 150-165.56)

17.136.040 Accessory uses and structures.

- A. Accessory uses and structures shall be as follows for Phase III:
 - 1. Maintenance building;
 - 2. Gazebo;
 - 3. Uses clearly incidental to, customary to and associated with the permitted use.
- B. Accessory uses and structures shall be as follows for Phase IV:
 - 1. Kiosk;
 - 2. Uses clearly incidental to, customary to and associated with the permitted use.

(Prior code § 150-165.57)

17.136.050 Development standards.

Development standards for the planned residential district No. 3B shall be as follows:

- A. Minimum Lot or Building Area Requirements.
 - 1. Phase III: ten and twenty-four hundredths (10.24) acres as shown on the approved and recorded final development plan;
 - 2. Phase IV: two and two hundred forty-seven thousandths (2.247) acres as shown on the approved and recorded final development plan.
- B. Minimum Perimeter Setback Requirements.
 - 1. Minimum perimeter setback requirements for all structures shall be as follows:
 - a. Phase III.
 - i. Perimeter: forty (40) feet from west property line;
 - ii. Harbor Pointe Drive: fifty (50) feet from property line;
 - iii. Phase III recreation area: ten feet from property line;
 - iv. Phase II cluster lots: thirty (30) feet from property line;
 - v. Phase IV: thirty (30) feet from property line.
 - b. Phase IV.
 - i. Perimeter: one hundred (100) feet from west property line;
 - ii. Pemberton Drive: fifty (50) feet from property line;
 - iii. Harbor Pointe Drive: fifty (50) feet from property line;
 - iv. Phase III: ten feet from property line.
 - 2. All other setbacks shall be as shown on the final development plan.
- C. Density requirements shall be as follows:
 - 1. Phase III: nine and thirty-eight hundredths (9.38) units per acre;
 - 2. Phase IV: ten thousand (10,000) square feet of building area for a neighborhood shopping center.

D. Height requirements shall be as follows:

1. Phase III: forty (40) feet;
2. Phase IV: thirty (30) feet.

E. Parking requirements shall be as follows:

1. Phase III: one and one-half (1½) spaces per unit, plus twenty (20) percent for guest parking;
2. Phase IV: one space per two hundred (200) square feet of floor area.

F. Landscaping. Landscaping shall be in accordance with the final landscaping plan as approved by the planning commission.

G. Sign requirements shall be as follows:

1. Phase III: Signs shall be in accordance with section 17.216.070;
2. Phase IV: Signs, both ground and wall signage, shall be in accordance with a sign plan approved by the Salisbury planning commission.

(Ord. 1989, 2006; prior code § 150-165.58)

17.136.060 Street standards.

- A. Accessways and street entrances shall be provided as shown on the final development plan as recorded.
- B. Entrances from Harbor Pointe Drive and Pemberton Drive shall be provided and constructed in accordance with the requirements of the city department of infrastructure and development.
- C. A turning lane from Pemberton Drive to Phase IV shall be provided and constructed on the public right-of-way dedicated for the future widening of Pemberton Drive as required by the city director of infrastructure and development.

(Prior code § 150-165.59)

(Ord. No. 2459, 10-9-2017)

17.136.070 Amendments.

Amendments to planned residential development district No. 3B shall be in accordance with the procedures established in Chapters 17.12, 17.204 and 17.228.

(Prior code § 150-165.60)

17.136.080 Final development plan.

A final development plan shall be prepared, submitted to and approved by the planning commission in accordance with chapter 17.204, section 17.204.070.

(Prior code § 150-165.61)

17.136.090 Control of development during construction and after completion.

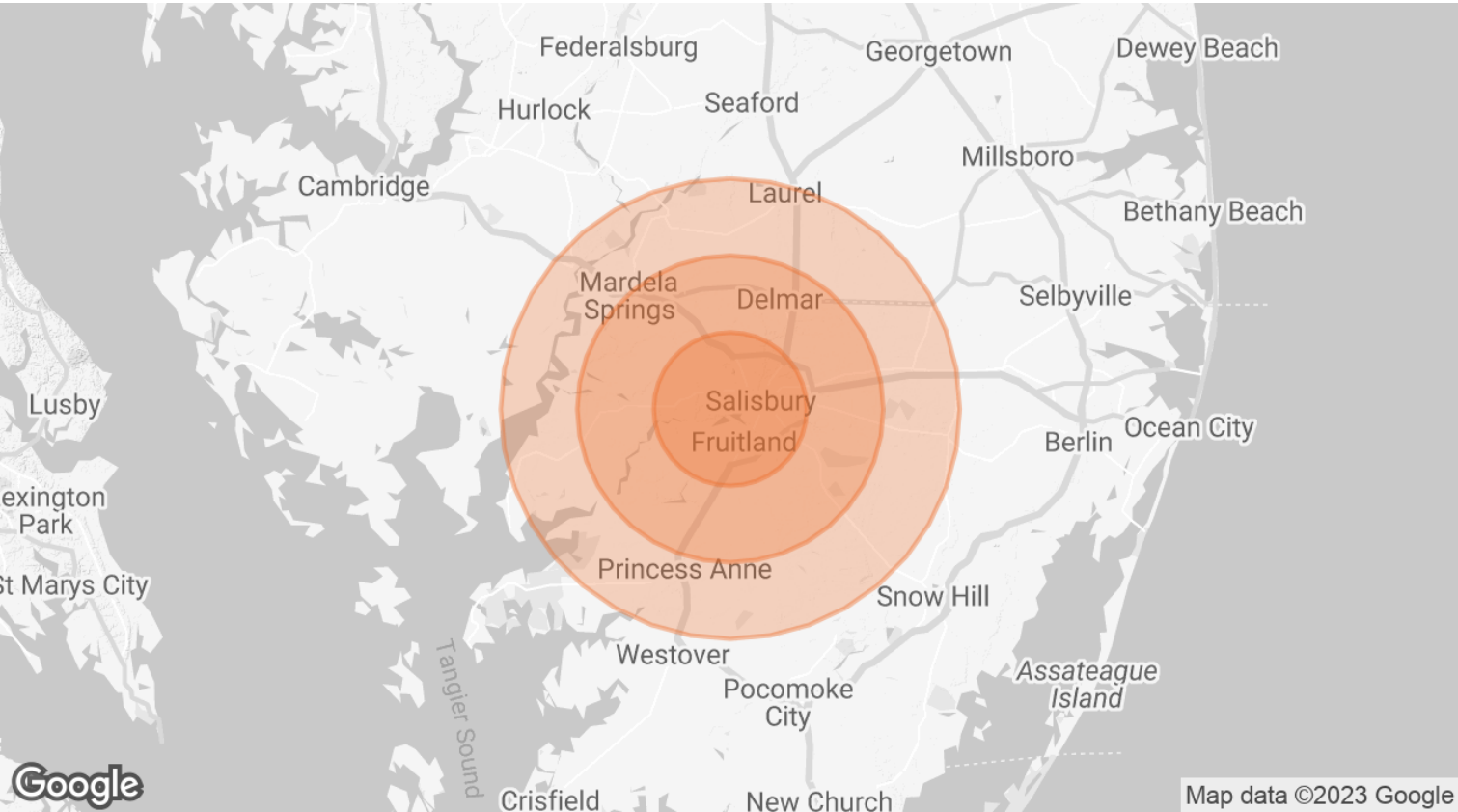
Once the preliminary development plan and all related development controls are adopted by the city council, development of the area shall be controlled by the final development plan as approved by the planning commission and recorded in the land records of Wicomico County and any amendments thereto. Where specific regulations are not addressed in this district, all other regulations of Title 17 of the city Code shall govern.

(Prior code § 150-165.62)



Planned Residential District No. 3B—Harbor Pointe, Phases III and IV
City of Salisbury, Maryland

DEMOGRAPHICS MAP & REPORT



POPULATION	5 MILES	10 MILES	15 MILES
TOTAL POPULATION	65,740	97,964	131,423
AVERAGE AGE	35.5	37.4	37.6
AVERAGE AGE (MALE)	34.9	36.5	36.7
AVERAGE AGE (FEMALE)	36.4	38.4	38.7
HOUSEHOLDS & INCOME	5 MILES	10 MILES	15 MILES
TOTAL HOUSEHOLDS	26,740	40,388	54,116
# OF PERSONS PER HH	2.5	2.4	2.4
AVERAGE HH INCOME	\$66,168	\$68,268	\$64,949
AVERAGE HOUSE VALUE	\$162,613	\$172,978	\$173,652

* Demographic data derived from 2020 ACS - US Census

ADVISOR BIO



MEREDITH M. MEARS

Senior Advisor

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Direct: **410.543.2440** | Cell: **443.944.4464**

PROFESSIONAL BACKGROUND

Meredith Mears serves as the Mid-Atlantic Representative of the SVN National Self-Storage team and is a Senior Advisor for SVN Miller Commercial Real Estate. Focusing on the sale and leasing of industrial and office assets and specializing in the purchase and sale of self-storage facilities, Mears has worked with a client base that includes local and statewide governments, commercial property owners and investors, and privately operating companies across the globe.

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Mears is a graduate of Salisbury University and lives in Salisbury, Maryland with her family.

EDUCATION

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B.S. in Business Administration
Concentration: Marketing
2001

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Lifetime Member

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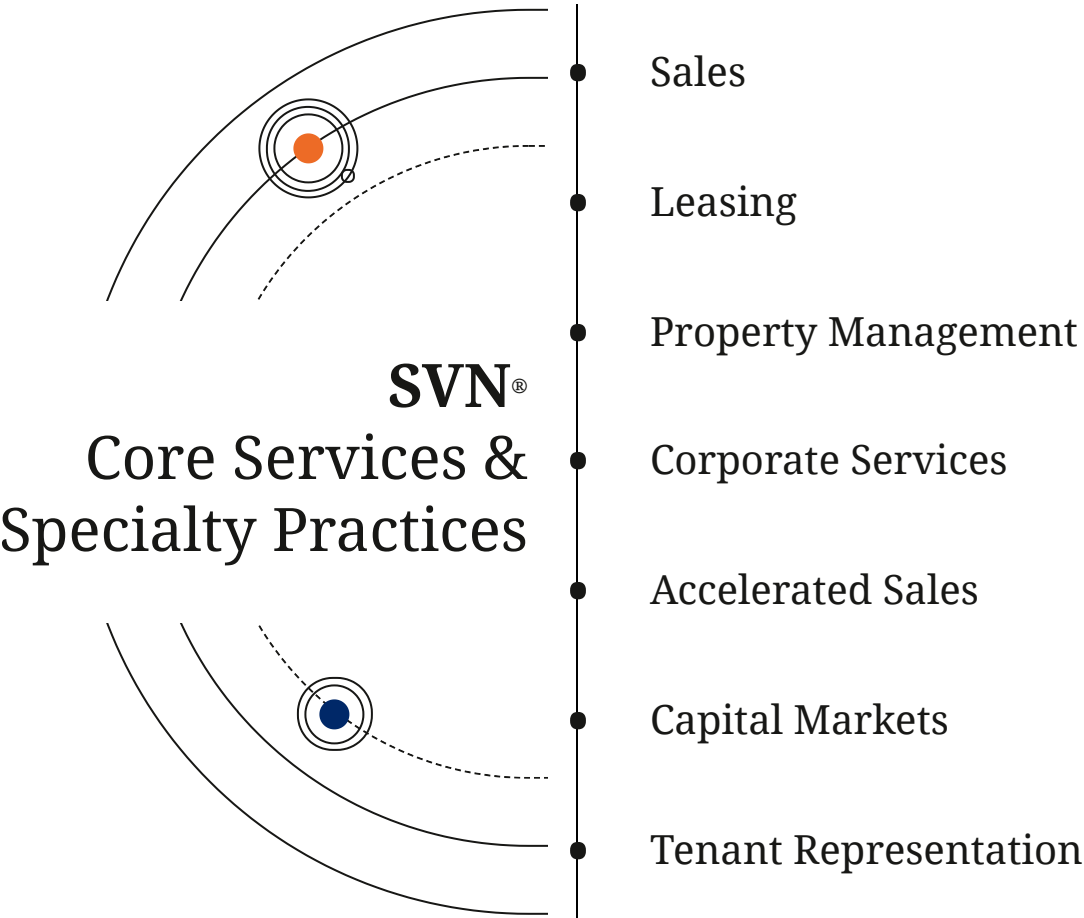
Atlantic General Hospital
Foundation Member

Top 100 Women in Maryland
Daily Record, 2020

National Self Storage Association
Maryland Chapter, Self Storage Association

SVN CORE SERVICES & SPECIALTY PRACTICES

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SPECIALTY PRACTICES

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- Industrial
- Land
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- Office
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August 7, 2023



Proposal for Services

For Kent County, Maryland Economic & Tourism Development

Overview

Meredith Mears has worked in economic, community and real estate development for more than 20 years and is heavily experienced in senior-level strategic leadership, as well as real estate and site development. Mears and her team work to complement economic development offices, county governments, private businesses, and community organizations by providing direct project administration, consultation and the necessary administrative bandwidth for efficient operations and project execution.

Thank you for the opportunity to engage with Kent County, Maryland. M3 Synergies is a full-service professional consulting firm located in Salisbury, Maryland. We provide our clients with a comprehensive range of development services, including direct consultation on commercial real estate development.

M3 Synergies is pleased to submit this proposal to support Kent County, Maryland Economic & Tourism Development in developing more affordable housing for its current and future residents. As proposed, we will:

Provide direct consultation on commercial development of the Village at Kennedyville, including

- a) Gaining a forthright understanding of the Village at Kennedyville for asset positioning; analyzing data and information to provide input/feedback that can be integrated into a solutions-based outcome for the specified project;
- b) Engaging in weekly discussions with County and developer(s) on plans to develop the property; providing detailed feedback to the County on specific plans and asks of each developer;

- c) Advising the County on developer deliverables and possible incentive packages;
- d) Providing a brief description of how best to market the property in the future (to include integration of conceptual imaging, utility location imaging and development fee information into all marketing materials for the site).

Pricing

The M3 Synergies Schedule of Rates is listed below:



SCHEDULE OF RATES Effective January 1, 2022

<u>CLASSIFICATION</u>	<u>HOURLY RATE</u>
Principal (Meredith Mears)	\$195.00
Property Manager	\$115.00
Project Manager	\$115.00
Site Development Associate	\$85.00
Administrative Assistant	\$65.00

This Scope of Work engages Meredith Mears, Principal, in an hourly capacity via retainer. Estimated discussions with the current developer will occur once a week; estimated hours per week total 3.

The retainer agreement for a six-month period (September 1, 2023 - February 28, 2024) totals \$15,210.00.

Thank you sincerely for your consideration, we look forward to hearing from you soon.

A handwritten signature in blue ink, appearing to be 'mm'.

Meredith Mears
Principal



Jamie Williams, Director, Economic and Tourism Development
9/12/2023
County Commissioners Meeting

Item Summary:

Chestertown hotDesks Membership Rates

ATTACHMENTS:

Description

Membership Levels

All members are required to provide debit/credit card information against which all charges for participation will be billed. Membership is month-to-month, and no long-term commitment is required. Membership also includes access to participating hotDesks locations.

All memberships include access to blazing-fast wifi/gigabit internet provided by ThinkBig Networks, 3D printer, shared work area, conference room, network printer/scanner/copier, digital projector and screen, whiteboard wall, and the coffee/tea/water station.

Individual Memberships

Full-Time \$125/month

- Up to 7 days per week
- 24/7 access
- Includes 4 hours of access to conference room per month

Part-Time \$60/month

- Up to 3 days per week
- 24/7 access
- Includes 2 hours of access to conference rooms per month

Basic \$30/month

- Up to 1 day per week
- 24/7 access

Business Memberships

Full-Time \$250/month

- Up to 7 days per week
- 24/7 access
- Includes 4 hours of access to conference rooms per month
- Up to 3 individuals in the same business

Part-Time \$125/month

- Up to 3 days per week
- 24/7 access
- Includes 2 hours of access to conference rooms per month
- Up to 3 individuals in the same business

Basic \$75/month

- Up to 1 day per week
- 24/7 access
- Up to 3 individuals in the same business

Dedicated Offices

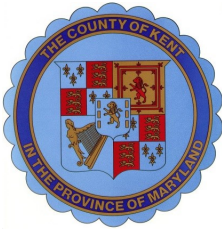
Office \$350/month

- Up to 7 days per week
- 24/7 access
- Must be a startup of less than 3 years

Additional Services

Magnetic Replacement Card	\$25
Conference Room*	\$20/hour based on availability (2 hours max per use)
Day Pass (Co-Working)	\$20 (with 24-hour notice)
Weekly Pass (Co-Working)	\$85 (access for 5 consecutive days in any sequence)

**Members can reserve the Conference Room by email at sboulden@kentgov.org*



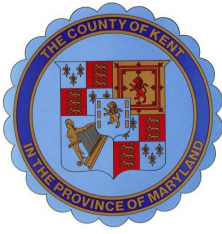
Jim Miller, Director, Human Resources
9/12/2023
County Commissioners Meeting

Item Summary:

Part-Time Paramedic Vacancy

ATTACHMENTS:

Description



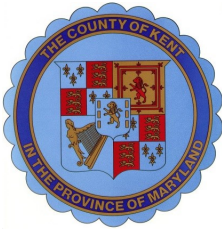
Jim Miller, Director, Human Resources
9/12/2023
County Commissioners Meeting

Item Summary:

Full-Time Paramedic Vacancy

ATTACHMENTS:

Description



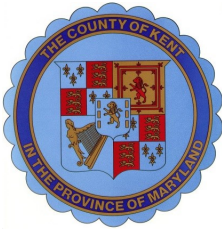
Jim Miller, Director, Human Resources
9/12/2023
County Commissioners Meeting

Item Summary:

Correctional Officer Vacancy

ATTACHMENTS:

Description



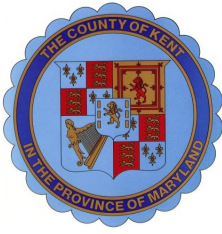
Jim Miller, Director, Human Resources
9/12/2023
County Commissioners Meeting

Item Summary:

Full-Time Facility Monitor Vacancy

ATTACHMENTS:

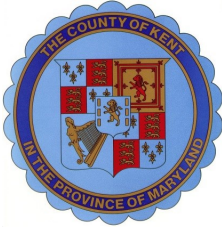
Description



Jim Miller, Director, Human Resources
9/12/2023
County Commissioners Meeting

Item Summary:

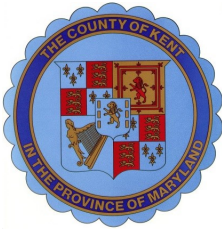
Christmas Holiday Schedule



Jim Miller, Director, Human Resources
9/12/2023
County Commissioners Meeting

Item Summary:

Human Resources Departmental Update



Roads Division
9/12/2023
County Commissioners Meeting

Item Summary:

Blacktop Paving Contract Award for Tolchester Beach Road

ATTACHMENTS:

Description

09.12.23 David A. Bramble, Inc., Tolchester Beach Road Paving Proposal, Acceptance of Proposal-Quote

David A. Bramble, Inc. *General Contractors*



410-778-3023 / 410-778-3427 (FAX) • 705 MORGNEC ROAD • P.O. BOX 419 • CHESTERTOWN, MARYLAND 21620

August 31, 2023

To: Kent County Public Works
709 Morgnec Road
Chestertown, MD 21620
PH: 410-778-4252
Cell: 443-262-5602
Email: dbitter@kentgov.org

From: Keith Harris

RE: Tolchester Beach Road

Attn: Daniel Bitter

David A. Bramble, Inc. is pleased to present you with our proposal for the above referenced project per your request. Our scope of work and pricing is as follows.

1. Tolchester Beach Road Pave.

- a. **9.5mm HMA Paving:** limits of work are from Intersection at MD445/MD21 to End where Barricades are Located.
- Mobilization/Demobilization of crew and equipment to perform.
 - Pave a completed 1.5-inch of 9.5mm hot mix asphalt surface. Clean area of loose debris and dispose. Mill all necessary tie-ins for new asphalt to meet existing structures for a smooth transition. Apply CRS-1/CRS1-H Tack per MDDOT standards and specification prior to paving.
 - Provide maintenance of traffic for all operations with certified supervisor, flaggers, cones, signs, and stop/slow paddles.
 - Initial if work to be performed RHF.
- b. **HMA Mill:** limits of work are from Intersection at MD445/MD21 to End where Barricades are Located.
- Mobilization/Demobilization of crew and equipment to perform.
 - Mill existing hot mix asphalt 1.5-inch, haul, and dispose of milled material. Provide skid loader with attachments to perform detail milling and sweeping.
 - Provide maintenance of traffic for all operations with certified supervisor, flaggers, cones, signs, and stop/slow paddles.
 - Initial if work to be performed RHF.

2. Temp Tape: Furnish and install temp tape

3. Price: Includes labor, equipment, and material to performer work listed below.

Item	Description	Quantity	Unit	Unit Price	Total Price
1a	Tolchester Beach Road 9.5mm HMA Paving	1,200	Ton	\$105.00	\$126,600.00
1b	Tolchester Beach Road HMA Mill	13,000	SY	\$3.00	\$39,000.00
2	Temp Tape	250	LF	\$2.00	\$500.00
	Total				\$165,500.00

Price Excludes:

- Excavation, Grading and/or Compaction of Sub-Base.
- Fine Grade.
- Test Pitting.
- Any engineering for grades, layout, and stakeout.
- Milling Concrete.
- Proof Roll.
- Field in-place compaction and density testing by independent testing agency.
- Prime Coat.
- Striping.

David A. Bramble, Inc. *General Contractors*



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- | | |
|---|--|
| <ul style="list-style-type: none">10. Asphalt Joint Sealing11. RPM Removal12. Certified Payroll/Davis-Bacon/Prevailing Wages Rates. | <ul style="list-style-type: none">13. Spray Herbicide to Kill Grass/Weeds Prior to Paving.14. Asphalt Joint Sealing15. Backing-up edges of new asphalt pavement. |
|---|--|

Terms and Conditions

1. When scheduling, please provide DAB, Inc. three weeks' notice of the intended start date.
2. The pricing herein is for work during the 2023 Construction Season, with completion by December 20, 2023. Any work remaining after December 20, 2023, will be subject to renegotiation.
3. David A. Bramble, Inc. is not responsible for obtaining any construction permits, right-of-way, easements, or other related documents. When verbal or written notice to proceed is given, we assume that the client or its representatives have obtained all such approvals necessary for the construction.
4. Pricing for this project is based on unit prices. Billing will be based on the actual quantities placed on the project.
5. Pricing is based on the following plan sheets:
 - N/A
6. Any item not specifically referenced in the Scope of Work is excluded from the contract pricing.
7. Pricing does not include any testing, required permits, inspection fees, or bonds of any type.
8. Pricing is based on one mobilization. Any additional remobilization will be \$2,000.00/each.
9. Please note, DAB takes no responsibility for the existing condition of the owner's roadways or haul routes and will not be liable for damages to roadways or haul routes that cannot support the construction equipment required to complete the work.
10. Pricing is based on soils encountered at designed subgrade elevations being suitable to support the proposed improvements. Should this material be determined to be unsuitable, removal and replacement with imported borrow shall be a negotiated extra.
11. Pricing is based on the Maryland Index for Liquid Asphalt in the current month at time of bid. If the index at time of bid differs from index at time of placement, then a price adjustment will be billed to the customer based on the use of 3.5% liquid asphalt mix in the hot mix asphalt recipe. The current MD Index can be found at <http://mdasphalt.org/asphalt-index/>.
12. New hot mix asphalt is prone to scuff marks created by automobile tires. This is normal, and the scuff marks will wear off as the asphalt cures and vehicle weight continues to provide residual compaction. To minimize scuff marks, avoid turning vehicle tires while in a parked position, but instead begin to turn while the vehicle is in motion. David A. Bramble, Inc. is not responsible for scuff marks.
13. Please note, Contractor cannot guarantee positive drainage where design elevations yield less than 1.5% slope.
14. David A. Bramble, Inc. will warranty all material and workmanship for 1 year from the date of completion. Warranty does not include materials placed on unsuitable ground, such as areas that are too wet, or areas where the ground yields beneath a loaded dump truck.
15. Price is good for 15 days. A signed proposal or subcontract must be returned to David A Bramble Inc. prior to the start of work.
16. Payment is net 30. Bills left unpaid for over 30 days will be assessed finance charges at a rate of 18% per annum.
17. Payment by Credit Card or Debit Card will be assessed an additional fee of 1.025% of the project cost. We do not accept American Express Credit Card.
18. All executed proposals are subject to the approval of our credit department. Please contact Debbie Glebe at 410-778-3023 to request a credit application.
19. Prior to the start of work, David A. Bramble, Inc. reserves the right to request reasonable evidence that the undersigned has made sufficient arrangements to fulfill the financial obligations under this agreement. David A. Bramble, Inc. may request subsequent evidence of sufficient finances to fulfill the financial obligations under this agreement if:
 - a. The undersigned fails to make payment as required by this agreement;
 - b. A change in the work materially changes the contract price; or
 - c. David A. Bramble, Inc. identifies in writing a reasonable concern regarding the undersigned's ability to make payment when due.

David A. Bramble, Inc. *General Contractors*



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Thank you for the opportunity to provide you with a price quotation for this project. Should you have any questions, comments, or concerns, please call me at 443-480-2403.

Keith A. Harris
David A. Bramble, Inc.

Acceptance of Proposal – The above prices, specifications and conditions are satisfactory and hereby agreed to and accepted. David A. Bramble, Inc. is authorized to perform the work as specified. Payment will be made as outlined above.

AGREED AND ACCEPTED

Kent County Public Works

By:

Ronnie T. Harris

Date:

9/12/23

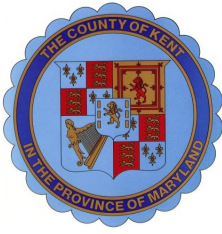
Title:

President

Please sign and return this proposal by fax, email, or mail to attention Keith Harris at David A. Bramble, Inc.

Fax: 410-778-3427

Email: kharris@davidabrambleinc.com



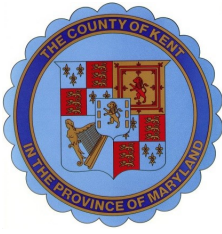
Environmental Operations Division
9/12/2023
County Commissioners Meeting

Item Summary:

Bayside Landing Public Event

ATTACHMENTS:

Description



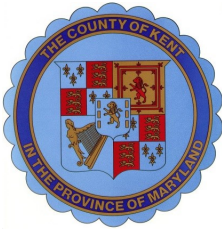
Engineering
9/12/2023
County Commissioners Meeting

Item Summary:

Leased Vehicles Budget Adjustment

ATTACHMENTS:

Description



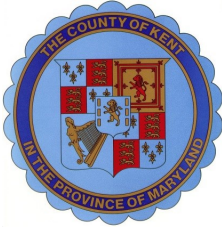
Water and Wastewater Division
9/12/2023
County Commissioners Meeting

Item Summary:

Operating Budget Adjustment

ATTACHMENTS:

Description



Water and Wastewater Division 9/12/2023 County Commissioners Meeting

Item Summary:

United States Army Corps of Engineers Letter of Intent

ATTACHMENTS:

Description

09.12.23 United States Army Corps of Engineers, Letter of Intent for Millington Water and Wastewater Treatment Plant Project Funding

Section 510 USACE Fact Sheet

Section 219 Fact Sheet



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 12, 2023

Esther S. Pinchasin, Colonel, U.S. Army
Commander and District Engineer
U.S. Army Engineer District, Baltimore 2 Hopkins Plaza
Baltimore, Maryland 21201

ATTN: Sections 219 and 510 Program Manager, Civil Branch

Dear Colonel Pinchasin,

In accordance with the provisions of Sections 219 and 510 of the Water Resources Development Act of 1996, the County Commissioners of Kent County, Maryland is requesting U.S. Army Corps of Engineers assistance in addressing the relocation of the wastewater treatment facility for the Town of Millington out of the Chester River floodplain. The facility will be relocated to a new location and upgraded to an Enhanced Nutrient Removal (ENR) treatment system. The new plant will also provide additional capacity for economic development along the U.S. Route 301 business corridor.

The new facility will be owned and operated by Kent County. The County has already funded and completed a feasibility study and obtained funding for design engineering, land acquisition, and related administrative costs through County funding and a State economic development grant.

We are fully aware of the non-Federal requirements associated with projects under the Section 510 authority. We understand that all project costs in excess of those associated with the project scoping phase will be cost-shared 75% Federal and 25% non-Federal.

We understand that the non-Federal sponsor is responsible for the costs of all lands, easements, relocations and disposal areas. If this amount is less than our 25% share of the total project cost, we will provide in-kind services and/or a cash contribution to achieve the 25% cost share.

The aforementioned non-Federal funding, State ENR grant funding, and developer capacity reservation funds are anticipated to meet the required non-Federal cost sharing for the project.

We are aware that this letter is not a contract obligation, but serves as an expression of our intent to cooperate on this project and sign a cost-share agreement in the future. We understand that either party may discontinue this effort at any point prior to construction.

The point of contact for this project assistance request is Michael S. Moulds, PE, mmoulds@kentgov.org at 410-778-2600.

Sincerely,

A handwritten signature in blue ink that reads "Ronnie Fithian".

Ronald H. Fithian
President

cc: Michael S. Moulds, PE, Director of Public Works



Chesapeake Bay Environmental Restoration and Protection Program (Section 510), DC, DE, MD, NY, PA, VA, & WV

U.S. ARMY CORPS OF ENGINEERS

FACT SHEET as of April 1, 2021

BUILDING STRONG®

AUTHORIZATION: Section 510 of Water Resources Development Act (WRDA) 1996, as amended by Section 5020 of WRDA 2007, Section 4010(a) of Water Resources Reform and Development Act (WRRDA) 2014, and Section 306 of WRDA 2020.

TYPE OF PROGRAM: Environmental (Ecosystem Restoration and Protection)

CONTRIBUTION TO CHESAPEAKE BAY: Directly contributes to achieving protection and restoration goals established by the 2009 Executive Order 13508 and the 2014 Chesapeake Bay Program Agreement by restoring clean water, recovering habitat, and sustaining fish and wildlife.



CONGRESSIONAL INTEREST: Senators Cardin and Van Hollen (MD), Casey and Toomey (PA), Warner and Kaine (VA); Representatives Harris (MD-1), Sarbanes (MD-3), Hoyer (MD-5), Raskin (MD-8), Wittman (VA-1), Scott (VA-3), and Beyer (VA-8)

NON-FEDERAL SPONSORS: Project sponsors have included the Maryland Department of Natural Resources (MD DNR), Maryland Department of the Environment (MDE), Somerset County MD, County Council for Dorchester County MD, Commonwealth of Virginia, Fort Monroe Authority VA, City of Richmond VA, Scranton Sewer Authority PA, and the City of Baltimore MD.

BACKGROUND: This program authorizes the Corps to design and construct water-related resource protection and restoration projects within the Chesapeake Bay watershed. Project types include projects for sediment and erosion control; protection of eroding shorelines; ecosystem restoration, including restoration of submerged aquatic vegetation; protection of essential public works; beneficial uses of dredged material; and other related projects that may enhance the living resources of the estuary. Costs are shared 75 percent federal and 25 percent non-federal. The cost of operation, maintenance, repair, replacements and rehabilitation is 100 percent non-federal. At least one project has already been completed within the states of Maryland, Virginia, and Pennsylvania. The Corps' December 8, 2015 implementation guidance for Section 4010(a) of WRRDA 2014 limits the total cost of a project to \$10M and aligns implementation with guidance used for projects under the Continuing Authorities Program (i.e., conduct of a feasibility level analysis to recommend project implementation under a cost-shared design and construction Project Partnership Agreement). WRDA 2020 (P.L. 116-260) established a per project limit of \$15M and increased the program authority from \$40M to \$90M. The Chesapeake Bay Comprehensive Plan provides a list of potential projects for implementation under this program.

STATUS: No projects are currently being implemented. Three projects are in the feasibility phase: Plum Creek, Adams County, PA; Middle Peninsula, Gloucester County, VA; and Money Point, City of Chesapeake, VA. Scoping reports for two additional projects (Swarr Run, Lancaster County, PA and

U.S. ARMY CORPS OF ENGINEERS – BALTIMORE DISTRICT

2 Hopkins Plaza, Baltimore, MD 21201

<https://www.nab.usace.army.mil>

Page 1 of 3

Cow Branch, Prince William County, VA) are pending approval, and the scoping report for one additional project is underway (Little Conestoga, Lancaster County, PA). Outreach and coordination with potential sponsors is ongoing.

BUDGET(\$):

	<u>Construction</u>
<u>Total Estimated Cost</u>	120,000,000
Federal Cost Estimate (= Program authority)	90,000,000
Non-Federal Cost Estimate	30,000,000
 <u>Federal Funds Data</u>	 <u>Total</u>
Allocations thru FY 2020 ¹	11,528,000
Allocation for FY 2021	0
President's Budget FY2022 ²	0
Federal Omnibus FY 2022 ³	5,750,000
Allocation for FY 2022 ⁴	TBD
Balance to Complete	72,722,000

¹ Program funding allocations support both Baltimore and Norfolk Districts. Baltimore allocations thru fiscal 2018 are in the amount of \$8,196,000 and Norfolk allocations thru fiscal 2018 are in the amount of \$3,332,000.

² Since authorization in 1996, this program has not been in the President's budget. The President typically sends the budget to Congress in February each year. Upon release, the budget amount for the USACE Civil Works programs and specified projects are posted online at the HQUSACE website in a program budget press book at <http://www.usace.army.mil/Missions/CivilWorks/Budget.aspx>.

³ Funding of \$5,750,000 was included in the fiscal 2022 federal omnibus bill (approved 11 Mar 22) for the Section 510 Program. This funding will be used to support projects in both Baltimore and Norfolk Districts.

⁴ Allocations are subject to change during the fiscal year due to enactment of the appropriations bill, allocations from programmatic funding (work plan), reprogramming, and rescission actions.

SCHEDULE:

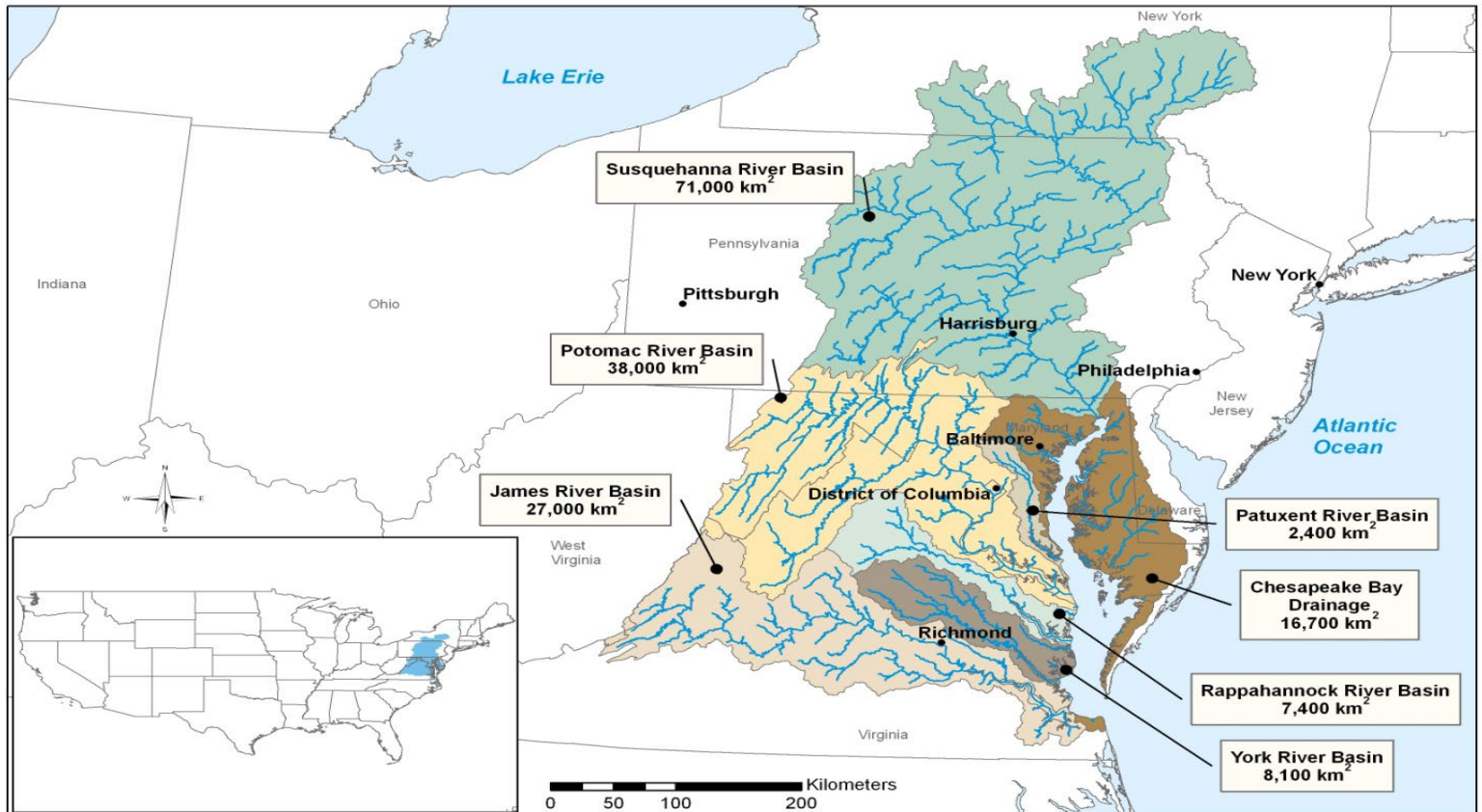
FY 2021 Completed Work: Carry-in funds were used to continue to work with stakeholders/potential sponsors to identify projects that can be implemented under this authority, submit project scoping reports for potential projects, and initiate the feasibility phase for two projects.

FY 2022 Scheduled Work: Carry-in funds and FY 2022 allocated funds will be used to continue the feasibility phase for three projects, to initiate the feasibility phase for two projects, and to submit a project scoping reports for one potential project.

COMPLETION: Not applicable at the program level, please refer to individual project fact sheets.

For more information contact Catherine Perkins at (410) 336-0648, e-mail: catherine.j.perkins@usace.army.mil.

Map of Chesapeake Bay Watershed River Basins/Drainage Areas (DC-DE-MD-NY-PA-VA-WV)



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Page 3 of 3



Section 219 Environmental Infrastructure Program, Maryland

U.S. ARMY CORPS OF ENGINEERS

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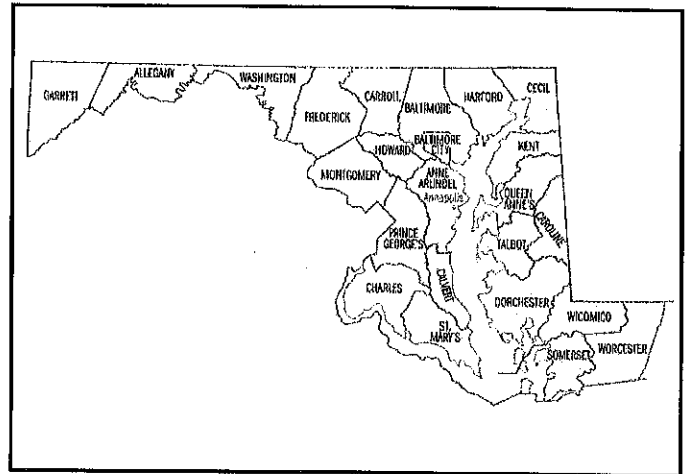
FACTSHEET as of February 1, 2023

AUTHORIZATION: Section 219(f)(341), Water Resources Development Act (WRDA) 1992, as amended by Section 504 WRDA 1996, Section 502 WRDA 1999, Section 5125 WRDA 2007, and Section 8375 WRDA 2022.

TYPE OF PROJECT: Environmental Infrastructure

CONTRIBUTION TO CHESAPEAKE BAY:

Contributes to achieving protection and restoration goals established by the 2009 Executive Order 13508 and the 2014 Chesapeake Bay Program Agreement to restore clean water.



CONGRESSIONAL INTEREST: Senators Cardin and Van Hollen (MD); Representatives Harris (MD-1), Ruppertsberger (MD-2), Sarbanes (MD-3), Ivey (MD-4), Hoyer (MD-5), Trone (MD-6), Mfume (MD-7), and Raskin (MD-8).

NON-FEDERAL SPONSORS: Maryland counties, municipalities, or regional authorities

BACKGROUND: The Section 219 program provides planning, design, and construction assistance for water and sewer related environmental infrastructure and resource protection and development projects for local communities throughout the country.

STATUS: WRDA 2022 authorized \$100M for assistance under the 219 program for jurisdictions in Maryland.

BUDGET (\$):

	<u>Construction</u>
<u>Total Estimated Cost</u>	\$133,000,000
Federal Cost Estimate ¹	100,000,000
Non-Federal Cost Estimate	33,000,000
<u>Federal Funds Data</u>	
Allocations thru FY 2021 ¹	0
Allocation for FY 2022	0
Omnibus for FY 2023	0
Allocation for FY 2023 ²	TBD
Balance to Complete	100,000,000

U.S. ARMY CORPS OF ENGINEERS – BALTIMORE DISTRICT

2 Hopkins Plaza, Baltimore, MD 21201

<https://www.nab.usace.army.mil>

Page 1 of 2

NOTES:

¹Programmatic limit.

²The allocation amount is subject to change during the FY given any appropriations, an approved FY work plan using programmatic funds, and any reprogramming actions.

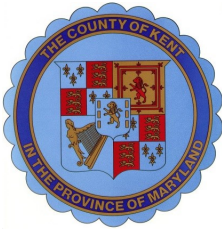
SCHEDULE:

FY 2022 Completed Work: None.

FY 2023 Scheduled Work: None currently.

COMPLETION: There is no program completion date.

For more information contact Justin Callahan at (410) 962-6693, email justin.callahan@usace.army.mil.



**Upper Shore Regional Council
9/12/2023
County Commissioners Meeting**

Item Summary:

Proclamation - Twenty Years of Service

ATTACHMENTS:

Description

09.12.23 Proclamation, Upper Shore Regional Council 20th Anniversary

Kent County, Maryland



Proclamation

UPPER SHORE REGIONAL COUNCIL 20 YEAR ANNIVERSARY

- WHEREAS,** The Upper Shore Regional Council, celebrates its vicennial in 2023, commemorating its distinguished efforts and successes in the region; and
- WHEREAS,** Established in 2003, the Upper Shore Regional Council has been instrumental in comprehensive planning and the physical, economic, and social development for Cecil, Kent, and Queen Anne's Counties; and
- WHEREAS,** The Upper Shore Regional Council has been a supporter of local businesses in the upper shore region, creating employment opportunities, improving transportation infrastructure, and connecting businesses with essential workforce and entrepreneurial resources, thereby bolstering economic growth; and
- WHEREAS,** Demonstrating commitment to the regional workforce, the Upper Shore Regional Council provides exceptional scholarship programs enabling students to pursue the vocational programs of their choice, offering opportunities for skills training, internships, and apprenticeships, thus fostering a skilled and competitive workforce; and
- WHEREAS,** The Upper Shore Regional Council remains dedicated to continuing its service to Cecil, Kent, and Queen Anne's Counties, fostering thoughtful growth, and ensuring prosperity for generations to come.

NOW, THEREFORE, WE, THE COUNTY COMMISSIONERS OF KENT COUNTY, MARYLAND, do hereby recognize and celebrate The Upper Shore Regional Council for their twenty years of service and commend The Upper Shore Regional Council for its dedication and contributions to the well-being and progress of the Kent County community.

THE COUNTY COMMISSIONERS OF KENT COUNTY, MARYLAND


Ronald H. Fithian, President

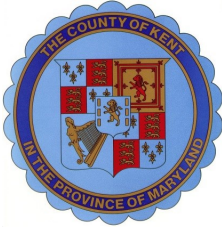

Albert H. Nickerson, Member


John F. Price, Member

September 12, 2023



Legislative Bond Initiative Process
9/12/2023
County Commissioners Meeting



Community Volunteer Fire Company of Millington 9/12/2023 County Commissioners Meeting

Item Summary:

Proclamation - 100 Years of Service

ATTACHMENTS:

Description

09.09.23 Proclamation, Community Volunteer Fire Company of Millington, MD Centennial Day

Kent County, Maryland



Proclamation

**On the Centennial of the
Community Volunteer Fire Company, Inc., of Millington, Maryland
SEPTEMBER 9, 2023**

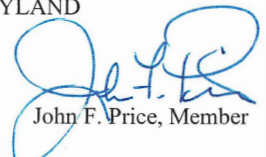
- WHEREAS,** A century ago a group of neighbors gathered in the Town of Millington to contemplate the safety and protection of their town, their neighborhood, their friends, family, businesses, churches, schools and institutions; and
- WHEREAS,** This group of men and women formed the nucleus that would become the Community Volunteer Fire Company, Inc., of Millington, MD, in February of 1903; and
- WHEREAS,** The sole purpose and recognized mission of the Community Volunteer Fire Company of Millington was, is, and shall continue to be, to preserve life, structures, livestock, and community safety; and
- WHEREAS,** Every day, members of the Community Volunteer Fire Company of Millington, work tirelessly to protect the citizens of Millington and Kent County, through countless hours of training, equipment maintenance, raising funds to operate equipment and facilities, constant preparedness and response to community calls for service; and
- WHEREAS,** These community volunteers provide an essential and irreplaceable service to families, businesses, and neighbors in Millington, Kent County, MD, and beyond; and
- WHEREAS,** These courageous men and women put their lives on the line and face uncertainty running into instead of away from the face of danger to make our community a safer place in which to live, work, and visit; and
- WHEREAS,** We, as individuals and as a community, owe these stalwart volunteers, past, present, and future, a tremendous debt of gratitude for their heroic work; and
- WHEREAS,** The Community Volunteer Fire Company, Inc., of Millington, MD, has for 100 years served the community by protecting life, property, and the environment by providing excellent service through prevention, education, preparedness, and mitigation; and
- WHEREAS,** The Community Volunteer Fire Company, Inc., of Millington, MD, will celebrate its 100th anniversary of public service on September 9, 2023.

NOW, THEREFORE, WE, THE COUNTY COMMISSIONERS OF KENT COUNTY, MARYLAND, hereby proclaim September 9, 2023, as Community Volunteer Fire Company of Millington, MD Centennial Day in Kent County in honor of their 100th Anniversary in celebration of the dedication and volunteerism of its members.

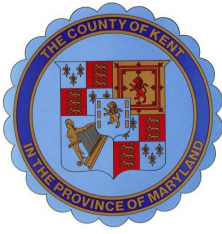
THE COUNTY COMMISSIONERS OF KENT COUNTY, MARYLAND


Ronald H. Fithian, President


Albert H. Nickerson, Member


John F. Price, Member

September 12, 2023



Procedures For Public Comment 9/12/2023 County Commissioners Meeting

ATTACHMENTS:

Description

09.12.23 Public Comments Sign In Sheet

Press and Public Comments

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



**Todd R. Mohn, County Administrator, Queen Anne's County, Queen
Anne's County Detention Center Renovation and Expansion Project**

Letter

9/12/2023

County Commissioners Meeting

Item Summary:

Queen Anne's County Detention Center Renovation and Expansion Project

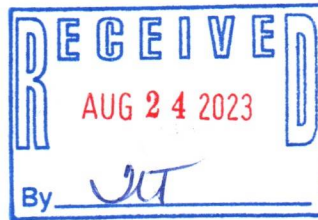
ATTACHMENTS:

Description

08.24.23 Todd R. Mohn, P.E. County Administrator, Q.A. County Detention Renovation and Expansion Project



**Queen
Anne's
County**



COUNTY ADMINISTRATOR'S OFFICE

The Liberty Building
107 North Liberty Street
Centreville, MD 21617

Telephone: (410) 758-4098

Fax: (410) 758-1170

TDD: (410) 758-2126

Email: tmohn@qac.org

County Administrator: Todd R. Mohn, PE

County Commissioners:

James J. Moran, At Large
Jack N. Wilson, Jr., District 1
J. Patrick McLaughlin District 2
Philip L. Dumenil, District 3
Christopher M. Corchiarino, District 4

August 18, 2023

Mr. James Dunkerson
Maryland Department of Public Safety & Correctional Services
6776 Reisterstown Road - Suite 201
Baltimore MD 21215

Re: Queen Anne's County Detention Center Renovation and Expansion Project

Dear Mr. Dunkerson:

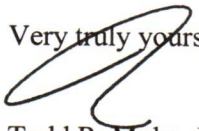
As per your request, due to the recent and unanticipated availability of the former Eastern Pre-Release Unit (EPRU) land located at 700 Flat Iron Square Road near Church Hill, please accept this letter as formal notification that the County intends to suspend the design efforts at the current County Detention Center site located at 500 Little Hut Drive in Centreville.

We are of the belief that the EPRU site would lead to a far superior facility and save the County and the State considerable funds rather than continuing to pursue the renovation and expansion project at Centreville. The physical land and site constraints of the Centreville site, as well as the coordination with the selected contractor to keep the Detention Center in operation during construction and maintain the necessary security, would lead to extreme challenges during the construction period. These challenges equate to additional cost and time.

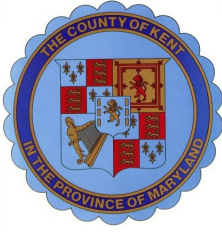
Furthermore, we intend to continue to pursue a regional facility with our neighbors in Kent County and Caroline County, which are also in the process of renovating and/or expanding their facilities utilizing State funds. Such a regional facility would have the potential to save both the Counties and the State tens of millions of dollars in capital costs during construction. In addition, the Counties would enjoy millions of dollars in annual operational cost savings for decades to come.

We appreciate the State's willingness and support to make this significant program change and believe that ultimately all parties involved will greatly benefit. Please let me know if there are any questions or a need for other information.

Very truly yours,


Todd R. Mohn, P.E.
County Administrator

Cc: Lamont Cooke, Warden
Alan Quimby, DPW Director
Caroline County Commissioners
Queen Anne's County Commissioners
Kent County Commissioners



W.W. Buck Duncan, President, Mid-Shore Community Foundation
9/12/2023
County Commissioners Meeting

Item Summary:

Letter of Thanks

ATTACHMENTS:

Description

08.25.23 W.W. Buck Duncan, President, Mid-Shore Community Foundation Thank You Letter



Mid-Shore
Community Foundation

The Bullitt House, 102 East Dover Street, Easton, MD 21601 | 410.820.8175 | MSCF.ORG



August 22, 2023

Kent County Commissioners
400 High Street
Chestertown, MD 21620

Thank you for your gift of \$5,000.00 (check #147157) to the **Imagination Library Kent County Fund**, a component fund of the Mid-Shore Community Foundation. This letter certifies that we received your donation on July 31, 2023 and that no goods or services were provided in exchange for your contribution.

It is this kind of generosity and understanding of the impact of local giving that enables us to support and facilitate philanthropy in our community. Your support of the Mid-Shore Community Foundation and its various causes is greatly appreciated.

Sincerely,

W.W. "Buck" Duncan
President



Carolyn Sorge, Secretary, Museums of Kent County
9/12/2023
County Commissioners Meeting

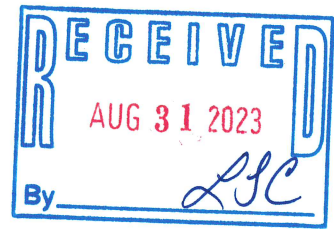
Item Summary:

Letter of Thanks

ATTACHMENTS:

Description

09.12.23 Carolyn Sorge, Secretary, Museums of Kent County, Letter of Thanks



Museums of Kent County

August 25, 2023

The Commissioners of Kent County
400 High St.
Chestertown, Maryland 21620

Dear Commissioners Fithian, Nickerson, and Price

Thank you for your generous funding for the Museums of Kent County. We value your commitment to our mission of preserving the rich and varied history of Kent County. We strive to educate our residents, visitors, and especially our youth about the special heritage of Kent County. They have an opportunity to explore a collection of museums where they can learn the ways of the watermen, experience village farm life, and learn about the history of flight.

We appreciate your support and invite you to visit our museums and to visit our traveling exhibit at various events around Kent County.

Sincerely,

Carolyn Sorge, Secretary
Museums of Kent County



American Rescue Plan Act (ARPA) Funds Spend Plan 9/12/2023 County Commissioners Meeting

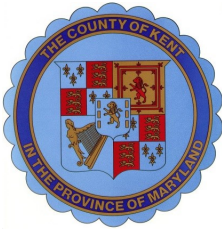
ATTACHMENTS:

Description

8-29-2023 ARPA Fund Commissioner Report

AMERICAN RESCUE PLAN ACT FUND
AS OF COMMISSIONER MEETING MINUTES DATED
8/29/2023

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	
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	
IT Software	Information Technology	27,095	10/26/21	27,095	
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 9/12/2023 County Commissioners Meeting

ATTACHMENTS:

Description

8-29-2023 Commissioner Report Contingency

**FY24 CONTINGENCY & USE OF FUND BALANCE
AS OF COMMISSIONERS MEETING MINUTES DATED
August 29, 2023**

[illegible]



Jim Miller, Director, Human Resource Department
9/12/2023
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.



Thomas N. Yeager, County Attorney
9/12/2023
County Commissioners Meeting

Item Summary:

Legal and Potential Litigation

The meeting was closed under the Annotated Code of Maryland, General Provisions Article § 3-305 (b) (7) To consult with counsel to obtain legal advice; and (8) to consult with staff, consultants, or other individuals about pending or potential litigation.

ATTACHMENTS:

Description