

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

**September 6, 2022**

6:00 PM 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

Consent Items

#1 - Regular Session Minutes, August 23, 2022

#2 - Liquor Minutes, August 23, 2022

#3 - Enterprise Fleet Management Leases  
Approval of FY2023 Vehicle Leases

#4 - Water and Wastewater Division  
Sewer Allocation Request and Public Works Agreement, Richard A. and Suellen K.  
Remley

#5 - John Price, Sheriff, Kent County Sheriff's Office  
Sex Offender Compliance and Enforcement in Maryland Grant Award and Acceptance

#6 - Chestertown Lions Club, Raffle Only, September 7, 2022 - January 12, 2023

#7 - Republicans of Kent, Raffle Only, September 18, 2022

Special Class C Licenses

Kent Cultural Alliance, Beer, Wine, and Liquor, September 9 & September 10, 2022.

The Williams Group, Beer, Wine, and Liquor, September 10, 2022

Chestertown RiverArts, Beer Only, September 11, 2022

Betterton Volunteer Fire Company, Beer and Wine Only, September 17, 2022

Chestertown High School Class of '62, Beer, Wine, and Liquor, September 17, 2022

Kent County Chamber of Commerce, Beer and Wine Only, September 24, 2022

County Attorney

Thomas N. Yeager, County Attorney  
Protocol for Alcoholic Beverage Public Hearing

Public Hearing

Alcoholic Beverage License Hearing  
Fortunato P. Cristiano, President  
Robert T. Connell, Vice-President  
Pip's Bar and Discount Liquors Inc. trading as Pip's Discount Liquors Application for  
Transfer of Location Class A, Beer, Wine, and Liquor License with BWLT(tasting) and

EXPR (delivery)

#### Appointments

John Price, Kent County Sheriff and Andy Meehan, Committee Chair, Kent Goes Purple  
2022 Kent Goes Purple Proclamation

Karen Stevens, Americanism Chair, Chestertown Elks Lodge #2474  
National Patriotism Week Proclamation - September 11-17, 2022

Hope Clark, Executive Director, United Way of Kent County  
United Way Month Proclamation

#### Departmental Appointments

Dawson Hunter, Housing and Transportation Coordinator, Economic and Tourism  
Development and Rick Carter, Delmarva Craft

Kent County Rides, Mobile App Overview - Version 1.0

Jamie Williams, Director, Economic and Tourism Development

Economic and Tourism Development Reappointment Recommendation

Scott Boone, Director, and April Bitter, Project Manager, Information Technology  
Internet Service Providers Broadband Contracts, Memorandum of Understandings,  
and Office of Statewide Broadband Grants

Patricia Merritt, Chief Finance Officer, Office of Finance  
Renewal of OpenGov Contract

Rosemary Ramsey Granillo, Director, Kent County Local Management Board  
Kent County Local Management Board Furniture

#### Public Works Director

Engineering - Grounds Maintenance  
Worton Park Multi Purpose Field Lighting Project

Engineering  
Public Safety Building Architectural Services

Roads Division  
FY2023 Blacktop Project, Quaker Neck Road

#### Kent Alcohol and Tobacco Enforcement KATE

Bonnie S. Pearsall, Inspector, Kent Alcohol and Tobacco Enforcement  
License Update

#### County Administrator Report

Consolidated Transportation Plan Tour, Maryland Department of Transportation  
Invitation Letters

Robert Rager, Community Relations Manager, Maryland Department of Transportation  
Public Service Announcement, Resurfacing of MD Rt. 213, Chestertown

#### Letters for Signature

Kyle O'Donnell, District Financial Officer, District 2 MDOT State Highway Administration



## Response Letter

### Public Comment/Media Review

#### Procedures For Public Comment

### For Your Information

James F. Ports, Jr., Secretary, Maryland Department of Transportation

#### Strategic Highway Safety Plan

Wayne R. Silver, Sr., Executive Director, Police Training and Standards Commission,  
Department of Public Safety and Correctional Services

#### Police Accountability Board Administrative Charging Committee Training

Patrick F. Sacbibit, Branch Chief Engineering Services Branch, Federal Insurance and  
Mitigation Administration, U.S. Department of Homeland Security

#### Letter of Map Amendment

Kevin N. Baynes, Director, State Revitalization Programs, Department of Housing and  
Community Development

#### Notification of Application Received

Robin Davenport, Executive Director, Court Appointed Special Advocates for Children

#### Letter of Thanks

Barbara Jorgenson, President, The Historical Society 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

Marty Hale, Director, Human Resources and Mike Moulds, Director, Public Works

#### Personnel

STATUTORY AUTHORITY TO CLOSE SESSION, General Provisions Article, §3-305(b) (1) To discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom this public body has jurisdiction; or any other personnel matter that affects one or more specific individuals

(Meetings are conducted in Open Session unless otherwise indicated. All or part of County Commissioners' meetings can be held in closed session under the authority of the MD Open Meetings Law by vote of the Commissioners. Breaks are at the call of the President. Please note that times listed for specific items on the agenda are only estimates, and that the order of agenda items may change as time dictates or allows. Meetings are subject to audio and video recordings.)



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**Time Is Allotted At The End Of Each Meeting For The Commissioners  
To Receive Comments From The Public  
9/6/2022  
County Commissioners Meeting**



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**#1 - Regular Session Minutes, August 23, 2022  
9/6/2022  
County Commissioners Meeting**

**ATTACHMENTS:**

Description



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**#2 - Liquor Minutes, August 23, 2022  
9/6/2022  
County Commissioners Meeting**

ATTACHMENTS:  
Description



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## **#3 - Enterprise Fleet Management Leases 9/6/2022 County Commissioners Meeting**

### **Item Summary:**

Approval of FY2023 Vehicle Leases

### **ATTACHMENTS:**

Description



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## **#4 - Water and Wastewater Division**

### **9/6/2022**

## **County Commissioners Meeting**

#### **Item Summary:**

Sewer Allocation Request and Public Works Agreement, Richard A. and Suellen K. Remley

#### **ATTACHMENTS:**

##### **Description**

09.06.22 Agreement, By and Between the County Commissioners of Kent County and Richard and Suellen K. Remley, Acquire Water and-or Sewer Allocations, Public Works Agreement

**THIS AGREEMENT** is made and executed this 6th day of September, 20 22, by and between the County Commissioners of Kent County, Maryland, hereinafter referred to as Commissioners and Richard and Suellen K. Remley of Kent County, State of Maryland, sometimes hereinafter referred to as Owner.

WHEREAS, Owner owns certain property in Kent County, Maryland, more particularly described in a Deed recorded among the Land Records for Kent County, Maryland in Liber MLM, No. 415, Folio 368, shown on Tax Map 035A, Parcel 0245, and shown as Lot(s)      on a plat made by                                     , dated                     , a copy of which is attached hereto;

WHEREAS, Commissioners have agreed to grant to owner certain water and/or sewer allocations as more particularly set forth herein.

NOW, THEREFORE, WITNESSETH: that for and in consideration of the sums set forth herein and paid by Owner to Commissioners, and other good and valuable considerations, the receipt of which is hereby acknowledged, the parties herein agree as follows;

1. Owner will pay the Commissioners the sum of Eleven thousand eight-hundred (\$ 11,800.00 ) Dollars for acquiring 0 water allocation(s) and 1 sewer allocation(s) in the Tolchester Area for sewer and/or water services (the "Allocation(s)"). The Allocation(s) shall be used for Residential Use

2. The Allocation(s) granted hereunder will remain valid only if the original conditions of this Agreement remain unchanged. The applicant cannot propose changing the project without risking the loss of the allocation(s). Allocation(s) are considered to be granted when an Agreement has been executed between the Commissioners and the Developer/Owner.

The Allocation(s) fees must be paid on execution of this Agreement, thereafter the Developer/Owner will be assessed the minimum quarterly charges for vacant lots established by the Commissioners for the service to be rendered until the earlier of connection of the project to the Commissioners water and/or sewer lines or two (2) years after execution of this Agreement. After connection to the Commissioners= water and/or sewer lines, the Developer/Owner shall be charged the full quarterly charges for the improvements on the property.

From the date of the execution of this Agreement by the Commissioners, a Developer/Owner has two (2) years to be connected to the Commissioners water and/or sewer lines. If the property has not been connected to the Commissioners water and/or sewer lines within two (2) years of execution of this Agreement, the allocation(s) would be forfeited and subject to reallocation, unless the Developer/Owner pays all quarterly charges for debt service, minimum charges and user charges which would be assessed for improvements contemplated on the property. Provided, however, if the Available Capacity (as defined in the Department of Water and Waste Water Services allocation policy) is less than twenty (20%) percent of the total capacity in the Area, the Commissioners may rescind any unused allocation(s). Before considering any rescission, the Commissioners shall review all pertinent information including whether the Owner/Applicant is proceeding diligently with the project and if the Owner/Applicant can demonstrate that the delay is attributable to governmental action or other events beyond the applicants' control.

3. THE FEE PAID HEREUNDER FOR THE ALLOCATION(S) IS NON-REFUNDABLE.

4. The Owner will be responsible for the installation of any water or sewer appurtenances necessary for service to the property, for obtaining all necessary permits, and for the payment to the Commissioners of all associated inspection fees.

5. Owner shall guarantee the construction for a period of one (1) year from final acceptance by the Department.

WITNESS the execution hereof by the parties hereto the day and year first above written.

WITNESS:

S. Houser  
S. Houser

PROPERTY OWNER (S):

Richard A. Remley  
RICHARD A. REMLEY  
Suellen K. Remley  
SUELLEN K. REMLEY

ATTEST:

Lacey J. Cox 09/06/22

THE COUNTY COMMISSIONERS OF  
KENT COUNTY, MARYLAND

BY: P. Thomas Mason 09/06/22  
P. Thomas Mason, President

BY: Robert N. Jacob Jr. 09/06/22  
Robert N. Jacob Jr, Member

BY: Ronald H. Fithian 09/06/22  
Ronald H. Fithian, Member





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**#5 - John Price, Sheriff, Kent County Sheriff's Office**  
**9/6/2022**  
**County Commissioners Meeting**

**Item Summary:**

Sex Offender Compliance and Enforcement in Maryland Grant Award and Acceptance

**ATTACHMENTS:**

**Description**

09.06.22 Kunle Adeyemo, Executive Director, Governor's Coordinating Offices, Sex Offender Compliance and Enforcement in Maryland Grant, SOCM-2023-0022

09.06.22 Governor's Office of Crime Control and Prevention, Grant Award & Acceptance Form, Grant Award Number SOCM-2023-0022, Sex Offender Compliance and Enforcement in Maryland



## 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

August 26, 2022

Mr. P. Thomas Mason  
President  
Kent County Board of County Commissioners  
R. Clayton Mitchell, Jr. Kent County Government Center  
400 High Street  
Chestertown, MD 21620

RE: SOCM-2023-0022

Dear Mr. Mason:

I am pleased to inform you that your grant application submitted by **Kent County Board of County Commissioners**, entitled "**Sex Offender Compliance and Enforcement in Maryland**," in the amount of \$2,880.00 has received approval under the Sex Offender Compliance and Enforcement in Maryland program. Enclosed is the grant award packet containing information and forms necessary to initiate the project.

The grant will fund the program described below:

The Kent County Sheriff's Office is the primary law enforcement agency in Kent County, Maryland, a rural jurisdiction with approximately 19,198 residents (as of the 2020 Census) spread over 278 square miles on the Eastern Shore of the Chesapeake Bay. The Sheriff's Office currently employs twenty-five (25) full time sworn personnel. The Sheriff's Office currently registers and tracks 27 sex offenders residing in Kent County. The largest percentage of sex offenders registered and supervised are Tier III offenders, who are required to register four times per year. Lt Stuart Lodge, commander of the Criminal Investigations Division is the primary law enforcement officer responsible for the Sex Offender Registry and Monitoring Program. Lt Stuart Lodge and Cpl Jordan Proudfoot conduct the compliance checks throughout the year.

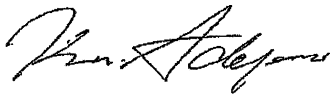
Please pay particular attention to the instructions included on the grant award. It is important that you **carefully review all Special Conditions** attached to this award. Additionally, the General Conditions for all grant awards issued by our office are also located online, at [www.goccp.maryland.gov](http://www.goccp.maryland.gov). The chief elected official, or another legally authorized official of the jurisdiction, state agency, or 501(c)(3) receiving the grant award, must sign the original Grant Award & Acceptance Form, initial each page of the Special Conditions document, and upload them in the Grants Management System within **twenty-one (21) calendar days**. Should the acceptance form not be received, requests for reimbursement will not be honored.

A copy of the grant award, Notification of Project Commencement, and individual project reports has also been sent to the project director. The project director is responsible for completing these and other required forms now and at the end of each reporting period. If the project director changes, we must be notified immediately to avoid potential reporting problems.

Projects may commence as soon as the grant award is signed and you have reviewed and accepted all of the General and Special Conditions. No funds may be encumbered or expended prior to this time without the specific written approval of the Governor's Office of Crime Control and Prevention.

If you have any questions or need any clarification regarding this grant award, please contact **Quentin Jones**, your program manager, or **Dorothy Lee**, fiscal specialist. We look forward to working with you on this project and anticipate its success in helping to address criminal justice problems in our state.

Sincerely,

A handwritten signature in black ink, appearing to read 'Kunle Adeyemo', written in a cursive style.

Kunle Adeyemo, Esq.  
Executive Director

cc: John Price



8/26/2022

Governor's Office of Crime Control and Prevention



Control Number:

43594

Regional Monitor:

Jones, Quentin

Fiscal Specialist:

Lee, Dorothy

## Grant Award & Acceptance Form

**Grant Award Number:** SOCM-2023-0022  
**Sub-recipient:** Kent County Board of County Commissioners  
**Project Title:** Sex Offender Compliance and Enforcement in Maryland  
**Implementing Agency:** Kent County Sheriff's Office  
**Award Period:** 07/01/2022 - 06/30/2023 CFDA: State General Funds

|                 |                     |         |            |
|-----------------|---------------------|---------|------------|
| Funding Summary | Grant Funds         | 100.0 % | \$2,880.00 |
|                 | Cash Match          | 0.0 %   | \$0.00     |
|                 | In-Kind Match       | 0.0 %   | \$0.00     |
|                 | Total Project Funds |         | \$2,880.00 |

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

### Sex Offender Compliance and Enforcement in Maryland

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:

Executive Director

Governor's Office of Crime Control and Prevention

### SUB-RECIPIENT ACCEPTANCE:

Signature of Authorized Official

P. Thomas Mason, President  
Typed Name And Title

09/06/22  
Date

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

D21A01.02 STATE



## Grant Award - General Conditions

|                     |                                                     |                      |                                           |
|---------------------|-----------------------------------------------------|----------------------|-------------------------------------------|
| Grant Award Number: | SOCM-2023-0022                                      | Sub-Recipient:       | Kent County Board of County Commissioners |
| Award Period:       | 07/01/2022 - 06/30/2023                             | Implementing Agency: | Kent County Sheriff's Office              |
| Project Title:      | Sex Offender Compliance and Enforcement in Maryland |                      |                                           |

### 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.



Governor's Office of Crime Control and Prevention

## Grant Award - General Conditions

|                     |                                                     |                      |                                           |
|---------------------|-----------------------------------------------------|----------------------|-------------------------------------------|
| Grant Award Number: | SOCM-2023-0022                                      | Sub-Recipient:       | Kent County Board of County Commissioners |
| Award Period:       | 07/01/2022 - 06/30/2023                             | Implementing Agency: | Kent County Sheriff's Office              |
| Project Title:      | Sex Offender Compliance and Enforcement in Maryland |                      |                                           |

### 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: [dcivilrightscompliance\\_goccp@maryland.gov](mailto:dcivilrightscompliance_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](mailto: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

## Grant Award - General Conditions

|                     |                                                     |                      |                                           |
|---------------------|-----------------------------------------------------|----------------------|-------------------------------------------|
| Grant Award Number: | SOCM-2023-0022                                      | Sub-Recipient:       | Kent County Board of County Commissioners |
| Award Period:       | 07/01/2022 - 06/30/2023                             | Implementing Agency: | Kent County Sheriff's Office              |
| Project Title:      | Sex Offender Compliance and Enforcement in Maryland |                      |                                           |

### 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:

Jones, Quentin  
Lee, Dorothy

Governor's Office of Crime Control and Prevention

## Grant Award - General Conditions

|                            |                                                     |                             |                                           |
|----------------------------|-----------------------------------------------------|-----------------------------|-------------------------------------------|
| <b>Grant Award Number:</b> | SOCM-2023-0022                                      | <b>Sub-Recipient:</b>       | Kent County Board of County Commissioners |
| <b>Award Period:</b>       | 07/01/2022 - 06/30/2023                             | <b>Implementing Agency:</b> | Kent County Sheriff's Office              |
| <b>Project Title:</b>      | Sex Offender Compliance and Enforcement in Maryland |                             |                                           |

### 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.





Governor's Office of Crime Control and Prevention

## Grant Award - General Conditions

|                     |                                                     |                      |                                           |
|---------------------|-----------------------------------------------------|----------------------|-------------------------------------------|
| Grant Award Number: | SOCM-2023-0022                                      | Sub-Recipient:       | Kent County Board of County Commissioners |
| Award Period:       | 07/01/2022 - 06/30/2023                             | Implementing Agency: | Kent County Sheriff's Office              |
| Project Title:      | Sex Offender Compliance and Enforcement in Maryland |                      |                                           |

### 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.



Governor's Office of Crime Control and Prevention

## Grant Award - General Conditions

|                     |                                                     |                      |                                           |
|---------------------|-----------------------------------------------------|----------------------|-------------------------------------------|
| Grant Award Number: | SOCM-2023-0022                                      | Sub-Recipient:       | Kent County Board of County Commissioners |
| Award Period:       | 07/01/2022 - 06/30/2023                             | Implementing Agency: | Kent County Sheriff's Office              |
| Project Title:      | Sex Offender Compliance and Enforcement in Maryland |                      |                                           |

### 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](mailto: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 - GOCYVS 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](mailto:support@goccp.freshdesk.com).



GOCCP Regional Monitor:

Jones, Quentin

GOCCP Fiscal Specialist:

Lee, Dorothy

Governor's Office of Crime Control and Prevention

## Grant Award - General Conditions

|                     |                                                     |                      |                                           |
|---------------------|-----------------------------------------------------|----------------------|-------------------------------------------|
| Grant Award Number: | SOCM-2023-0022                                      | Sub-Recipient:       | Kent County Board of County Commissioners |
| Award Period:       | 07/01/2022 - 06/30/2023                             | Implementing Agency: | Kent County Sheriff's Office              |
| Project Title:      | Sex Offender Compliance and Enforcement in Maryland |                      |                                           |

### 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 GOCOPYVS 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.

### 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.



Governor's Office of Crime Control and Prevention

## Grant Award - General Conditions

|                            |                                                     |                             |                                           |
|----------------------------|-----------------------------------------------------|-----------------------------|-------------------------------------------|
| <b>Grant Award Number:</b> | SOCM-2023-0022                                      | <b>Sub-Recipient:</b>       | Kent County Board of County Commissioners |
| <b>Award Period:</b>       | 07/01/2022 - 06/30/2023                             | <b>Implementing Agency:</b> | Kent County Sheriff's Office              |
| <b>Project Title:</b>      | Sex Offender Compliance and Enforcement in Maryland |                             |                                           |

### 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.



Governor's Office of Crime Control and Prevention

## Grant Award - General Conditions

|                     |                                                     |                      |                                           |
|---------------------|-----------------------------------------------------|----------------------|-------------------------------------------|
| Grant Award Number: | SOCM-2023-0022                                      | Sub-Recipient:       | Kent County Board of County Commissioners |
| Award Period:       | 07/01/2022 - 06/30/2023                             | Implementing Agency: | Kent County Sheriff's Office              |
| Project Title:      | Sex Offender Compliance and Enforcement in Maryland |                      |                                           |

### 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.



Governor's Office of Crime Control and Prevention

## Grant Award - General Conditions

|                     |                                                     |                      |                                           |
|---------------------|-----------------------------------------------------|----------------------|-------------------------------------------|
| Grant Award Number: | SOCM-2023-0022                                      | Sub-Recipient:       | Kent County Board of County Commissioners |
| Award Period:       | 07/01/2022 - 06/30/2023                             | Implementing Agency: | Kent County Sheriff's Office              |
| Project Title:      | Sex Offender Compliance and Enforcement in Maryland |                      |                                           |

### 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](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.



Governor's Office of Crime Control and Prevention

GOCCP Regional Monitor:  
GOCCP Fiscal Specialist:

Jones, Quentin  
Lee, Dorothy

## Grant Award - General Conditions

|                            |                                                     |                             |                                           |
|----------------------------|-----------------------------------------------------|-----------------------------|-------------------------------------------|
| <b>Grant Award Number:</b> | SOCM-2023-0022                                      | <b>Sub-Recipient:</b>       | Kent County Board of County Commissioners |
| <b>Award Period:</b>       | 07/01/2022 - 06/30/2023                             | <b>Implementing Agency:</b> | Kent County Sheriff's Office              |
| <b>Project Title:</b>      | Sex Offender Compliance and Enforcement in Maryland |                             |                                           |

### 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.





Governor's Office of Crime Control and Prevention

Regional Monitor:  
Fiscal Specialist:

Jones, Quentin  
Lee, Dorothy

PTM

09/06/22

## Grant Award - Special Conditions

|                     |                                                     |                      |                                           |
|---------------------|-----------------------------------------------------|----------------------|-------------------------------------------|
| Grant Award Number: | SOCM-2023-0022                                      | Sub-Recipient:       | Kent County Board of County Commissioners |
| Award Period:       | 07/01/2022 - 06/30/2023                             | Implementing Agency: | Kent County Sheriff's Office              |
| Project Title:      | Sex Offender Compliance and Enforcement in Maryland |                      |                                           |

### 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 If the SAM.gov account expires anytime during the life of the grant, GOCOPYVS reserves the right to stop all activity / payments on the grant until the account is made current.
- 3 Final quarterly programmatic reports indicating progress towards the attainment of each program/project objective must be submitted no later than 15 calendar days from the End Date of the sub-award. Financial reports will not be processed unless Programmatic Reports are in "submitted" status in the GMS.

The FINAL Financial Report must be submitted no later than 30 calendar days from the End Date of this sub-award.

If the initial 30 calendar day submission is not your actual FINAL report, send an email to the Fiscal Specialist so that the GMS can be noted.

Submission of a "Not Final" report will require a "Final/Revised" report to be submitted no later than 60 calendar days after the End Date of the sub-award. Revised reports may only be submitted if an initial 30 calendar day report was submitted as required. ALL Final financials must be submitted within the 60 days or GOCOPYVS reserves the right to complete an administrative closeout on this grant award and de-obligate all remaining funds.

Revisions are a manual process that requires hand written corrections on a copy of the previously submitted 30 day report, with the word "FINAL" written in red ink. The corrections must be actual expenditures, not the variance. New signatures and current dates are required in blue ink. The revised report can be mailed, emailed, or delivered.

### 4 Reporting Potential Fraud

The sub-recipient must PROMPTLY report any credible evidence of fraud, waste, abuse, and similar misconduct with grant funds.

- 5 At the request of GOCCP, any law enforcement sub-recipient shall provide a report, in the format provided by GOCCP, which details the number of fingerprint and palm print matches received from DPSCS and the number of associated arrests arising from those matches.
- 6 At the request of GOCCP, any law enforcement sub-recipient agrees to provide information to GOCCP on any matches, or "hits", between crime scene DNA evidence samples and the DNA profiles of known offenders contained in either the convicted offender or charge DNA databases.
- 7 At the request of GOCCP, any law enforcement sub-recipient shall provide an annual report, in the format provided by GOCCP, on DNA crime scene evidence samples. DNA crime scene evidence samples are defined as crime scene evidence that has been collected AND submitted to a crime laboratory for DNA analysis.
- 8 Any law enforcement sub-recipient shall ensure that the Maryland State Police receive UCR data within 30 days of the close of every quarter.





Governor's Office of Crime Control and Prevention

Regional Monitor:  
Fiscal Specialist:

Jones, Quentin  
Lee, Dorothy

## Budget Notice

**Grant Award Number:** SOCM-2023-0022

**Sub-recipient:** Kent County Board of County Commissioners

**Project Title:** Sex Offender Compliance and Enforcement in Maryland

**Implementing Agency:** Kent County Sheriff's Office

**Award Period:** 07/01/2022 - 06/30/2023

CFDA: State General Funds

|                 |                     |         |            |
|-----------------|---------------------|---------|------------|
| Funding Summary | Grant Funds         | 100.0 % | \$2,880.00 |
|                 | Cash Match          | 0.0 %   | \$0.00     |
|                 | In-Kind Match       | 0.0 %   | \$0.00     |
|                 | Total Project Funds |         | \$2,880.00 |

### Personnel

| Description of Position | Salary Type | Funding     | Total Budget |
|-------------------------|-------------|-------------|--------------|
| Sworn Personnel         | Overtime    | Grant Funds | \$2,880.00   |

Personnel Total: \$2,880.00

Approved:

Governor's Office of Crime Control and Prevention Authorized  
Representative

Effective Date: 7/1/2022



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**#6 - Chestertown Lions Club, Raffle Only, September 7, 2022 - January  
12, 2023  
9/6/2022**

**County Commissioners Meeting**

ATTACHMENTS:

Description

20-2022 Chestertown Lions Club, Raffle Only, September 7, 2022 - January 12, 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:                                                              | <u>Chestertown Lions Club</u>         |                          |
| Address of Organization:                                                           | <u>201 River Road Chestertown, Md</u> |                          |
| Telephone:                                                                         | <u>(302) 858-6213</u>                 |                          |
| Is the organization formed or located in Kent County?                              | <input checked="" type="radio"/> Yes  | <input type="radio"/> No |
| Does the organization serve the residents of Kent County?                          | <input checked="" type="radio"/> Yes  | <input type="radio"/> No |
| Is this organization tax exempt under the provisions of the Internal Revenue Code? | <input checked="" type="radio"/> Yes  | <input type="radio"/> No |
| Tax Exempt Number:                                                                 |                                       |                          |

Person responsible for complying with permit regulations and requirements:

|            |                                       |
|------------|---------------------------------------|
| Name:      | <u>Michael P Gallagher</u>            |
| Address:   | <u>201 River Road Chestertown, Md</u> |
| E-Mail:    | <u>coachmgallagher@gmail.com</u>      |
| Telephone: | <u>(302) 858 6213</u>                 |

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

Location address of fund-raising affair: High Street  
JBK  
Molly's

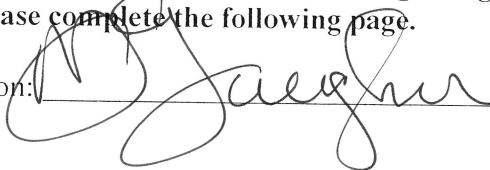
Are these premises owned, leased, or regularly occupied by the organization named above? Yes ☐ No ☒

Date(s) of fund-raising: September 7th to January 12th, 2023

Date and Time of Drawing: January 12th, 2023 Begin at: 7:00 End at: 7:45

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

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

Signature of person completing this application: 

Please Select One:

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

RECEIVED

SEP 01 2022

KENT COUNTY  
 COMMISSIONERS OFFICE

20

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

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

|                                             |                                       |                                        |
|---------------------------------------------|---------------------------------------|----------------------------------------|
| <input checked="" type="checkbox"/> Raffles | <input type="checkbox"/> Chance books | <input type="checkbox"/> Paddle Wheels |
| <input type="checkbox"/> Wheels of fortune  | <input type="checkbox"/> Card games   | <input type="checkbox"/> Lotteries     |

|                                      |
|--------------------------------------|
| <input type="checkbox"/> Other _____ |
|--------------------------------------|

Will this fund-raiser be managed and operated only by individuals domiciled in Kent County? ☒ Yes ☐ No

If no, please explain circumstances:

|  |
|--|
|  |
|  |
|  |
|  |

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

Is the organization a religious organization? Yes ☐ No ☒

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

Where are services conducted and how often? \_\_\_\_\_

|  |
|--|
|  |
|  |
|  |

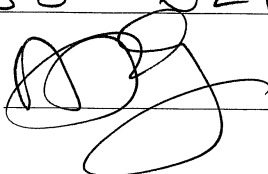
What percentage of funds derived from the multiple gaming devices will be spent or donated to:

50 % Civic      30 % Charitable      20 % Educational

Name, address and telephone of person completing application:

Michael D. Gallagher  
201 River Road Chester town  
(302) 858-6213

Signature of person completing application:





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**#7 - Republicans of Kent, Raffle Only, September 18, 2022  
9/6/2022  
County Commissioners Meeting**

**ATTACHMENTS:**

**Description**

19-2022 Republicans of Kent, Raffle Only, September 18, 2022

## MULTIPLE GAMING DEVICE AND RAFFLE PERMIT APPLICATION

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

Name of Organization: Republicans of Kent  
Address of Organization: PO Box 1045, Chestertown MD 21620  
Telephone: (443) 642-0403  
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: DAWN SUTTON  
Address: 5802 Watermans Way, Rock Hall MD 21661  
E-Mail: gopofkent@gmail.com  
Telephone: (443) 642-0403

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

Location address of fund-raising affair: Red Acres Farm  
25367 Lambs Meadow Rd.  
Worton MD

Are these premises owned, leased, or regularly occupied by the organization named above? Yes ☐ No ☒Date(s) of fund-raising: Sept. 18, 2022Date and Time of Drawing: 9/18/22 Begin at: 4:00 End at: 6:30

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: Dawn Sutton

Please Select One:

☒ Pick Up☐ Mail Permit (will be mailed to person responsible)County Commissioners  
OfficeDate 8-15-22 LC



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**Kent Cultural Alliance, Beer, Wine, and Liquor, September 9 &  
September 10, 2022.**

**9/6/2022**

**County Commissioners Meeting**

ATTACHMENTS:

Description

4843 Kent Cultural Alliance, Application



4843

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

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

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

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

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

Kent Cultural Alliance

Chestertown Jazz Festival

Address 100 Spring Avenue Chestertown

Type of Function Music Festival / Chestertown Jazz Festival

Location of Function Wilmer Park

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

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

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

5. Have the applicants ever been adjudged guilty of violating the laws for the prevention of gambling in the State of Maryland and/or adjudged guilty of violating the laws governing the sale of alcoholic beverages in the State of Maryland or the United States? \_\_\_\_\_

Yes or No No

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

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

8. The license for which this application is made is to be for the following day(s) 9/9 & 9/10  
Begin at: Noon End at: 80 pm and the applicant tenders herewith the sum of (\$ 25 Per Diem) (\$ 50) in payment for the license.

Please Select One:

X Pick Up — John 410 778 3700

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



9. Applicants

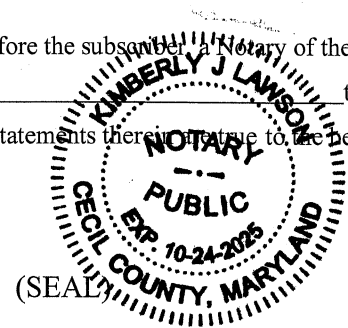
(1) Leslie Prince Raimond 12273 Still Pond Creek Rd  
Name Residence Worton MD 21678  
63 years member 410-708-6798  
Length of Residence in Kent Co. Committee Title Phone No. Leslie Prince Raimond  
(Signature of Applicant)

STATE OF MARYLAND

This certifies, that on the 12<sup>th</sup> day of August, 2022, before the subscriber, a Notary of the State of Maryland, personally appeared Leslie P. Raimond the applicant(s) named in the a foregoing application, and made oath in the due form of law that the statements therein are true to the best of (his, their) knowledge and belief.

WITNESS my hand and official seal.

Kimberly J. Lawson



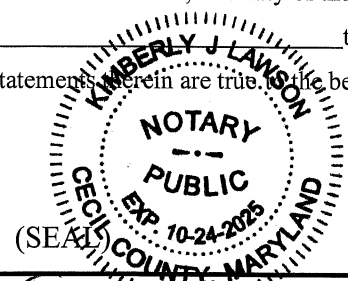
(2) Linda Stoddard 902 N. Meadowsview Dr Chester town MD 21620  
Name Residence  
26 years volunteer 410-708-5354  
Length of Residence in Kent Co. Committee Title Phone No. Linda Stoddard  
(Signature of Applicant)

STATE OF MARYLAND

This certifies, that on the 12<sup>th</sup> day of August, 2022, before the subscriber, a Notary of the State of Maryland, personally appeared Linda Stoddard the applicant(s) named in the a foregoing application, and made oath in the due form of law that the statements therein are true to the best of (his, their) knowledge and belief.

WITNESS my hand and official seal.

Kimberly J. Lawson



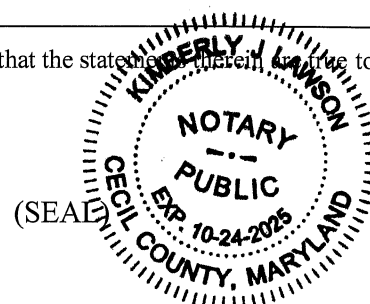
(3) Mary Simmons 103 Crestview Court Cheshm MD 21620  
Name Residence  
65 member 410-708-5833  
Length of Residence in Kent Co. Committee Title Phone No. Mary Simmons  
(Signature of Applicant)

STATE OF MARYLAND

This certifies, that on the 12<sup>th</sup> day of August, 2022, before the subscriber, a Notary of the State of Maryland, personally appeared Mary Simmons the applicant(s) named in the a foregoing application, and made oath in the due form of law that the statements therein are true to the best of (his, their) knowledge and belief.

WITNESS my hand and official seal.

Kimberly J. Lawson



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

(I, WE) HEREBY CERTIFY, That (I am, we are) the owner(s) of the property named in the a foregoing application made to the aforesaid licensing authority for said county under the Alcoholic Beverages Laws of Maryland and assent to the granting of the license applied for, and hereby authorize the State Comptroller, his duly authorized deputies, inspectors and clerks, the Board of License Commissioners (if any) of said county, its duly authorized agents and employees, and any peace officer of such county, to inspect and search, without warrant, the premises upon which the business is to be conducted, and any and all parts of the building in which said business is to be conducted, at any and all hours.

W. S. Ingersoll Signature (s)

W. S. INGERSOLL Print Name

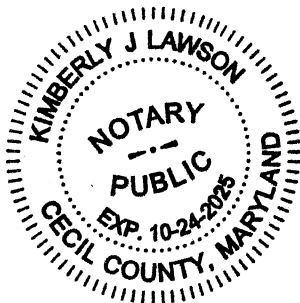
STATE OF MARYLAND, Kent:

THIS CERTIFIES, that on the August 17<sup>th</sup> day of August, 2022,  
before the subscriber, a Notary of the State of Maryland, personally appeared \_\_\_\_\_  
William Ingersoll and acknowledged the execution of the foregoing  
statement to be a true act.

WITNESS my hand and official seal.

Kimberly J. Lawson

(SEAL)



# The Board of License Commissioners of Kent County

P. THOMAS MASON  
PRESIDENT  
CHESTERTOWN, MD

RONALD H. FITHIAN  
MEMBER  
ROCK HALL, MD

ROBERT N. JACOB, JR.  
MEMBER  
WORTON, MD

R. Clayton Mitchell, Jr.  
Kent County Government Center  
400 High Street  
Chestertown, Maryland 21620  
TELEPHONE 410-778-7435

[www.kentcounty.com/alcoholic-beverage](http://www.kentcounty.com/alcoholic-beverage)

SHELLEY L. HELLER  
COUNTY ADMINISTRATOR

THOMAS N. YEAGER  
COUNTY ATTORNEY

BRANDON MCFAYDEN  
INSPECTOR

## **SPECIAL CLASS "C" (PER DIEM) LICENSE AFFIDAVIT**

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

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

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

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

Name of organization, club, etc. Kent Cultural Alliance  
Address 101 Spring Avenue, Chestertown  
Name John Schratwieser Phone # 410.778.3700  
(Please Print)  
(Signature) [Signature] Date 8/10/22





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**The Williams Group, Beer, Wine, and Liquor, September 10, 2022  
9/6/2022  
County Commissioners Meeting**

**ATTACHMENTS:**

**Description**

4848 The Williams Group, Application

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

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

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

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

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

The Williams Group

Address 25367 Lambs Meadow Rd. WORTON, MD. 21678

Type of Function Mo Gaba Event to Benefit Johns Hopkins Children's Center

Location of Function Red Acres Farm Event 25367 Lamb Meadow Rd WORTON

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

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

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

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

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

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

8. The license for which this application is made is to be for the following day(s) Sept. 10 2022  
Begin at: 1pm End at: 4pm and the applicant tenders herewith the sum of (\$ 25 Per Diem) (\$ 25)  
in payment for the license.

Please Select One:

(X) Pick Up S.S 410 7081849

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



9. Applicants

① Bryan Williams 25630 Worton-Lynch Rd. WORTON  
Name Residence  
58 yrs. Chairman 443-480-6340  
Length of Residence in Kent Co. Committee Title Phone No. (Signature of Applicant)

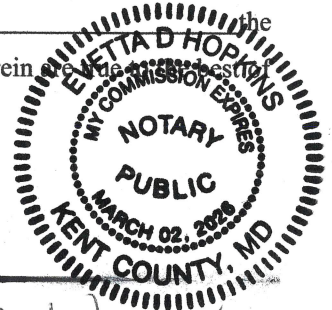
STATE OF MARYLAND

This certifies, that on the 29th day of August, 2022, before the subscriber, a Notary of the State of Maryland, personally appeared Bryan Williams the applicant(s) named in the foregoing application and made oath in the due form of law that the statements therein are true to the best of (his, their) knowledge and belief.

WITNESS my hand and official seal.

Evetta D Hopkins

(SEAL)



② Elizabeth (Sis) Williams 25367 Lambs Meadow Rd. WORTON  
Name Residence  
77 yrs. Member 410-708-1489 Elizabeth H. Williams  
Length of Residence in Kent Co. Committee Title Phone No. (Signature of Applicant)

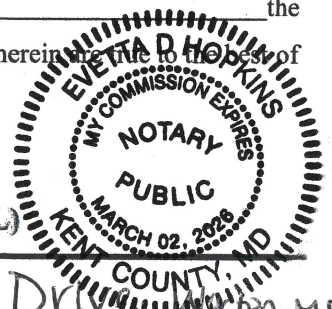
STATE OF MARYLAND

This certifies, that on the 29th day of August, 2022, before the subscriber, a Notary of the State of Maryland, personally appeared Elizabeth (Sis) Williams the applicant(s) named in the foregoing application and made oath in the due form of law that the statements therein are true to the best of (his, their) knowledge and belief.

WITNESS my hand and official seal.

Evetta D Hopkins

(SEAL)



③ Rachel Williams Nolan 25105 Reeds Meadow Drive WORTON  
Name Residence  
29 years member 443-480-1490 Rachel Williams Nolan  
Length of Residence in Kent Co. Committee Title Phone No. (Signature of Applicant)

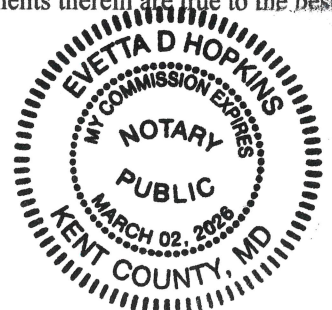
STATE OF MARYLAND

This certifies, that on the 29th day of August, 2022, before the subscriber, a Notary of the State of Maryland, personally appeared Rachel Williams Nolan the applicant(s) named in the foregoing application and made oath in the due form of law that the statements therein are true to the best of (his, their) knowledge and belief.

WITNESS my hand and official seal.

Evetta D Hopkins

(SEAL)



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

(I, WE) HEREBY CERTIFY, That (I am, we are) the owner(s) of the property named in the a foregoing application made to the aforesaid licensing authority for said county under the Alcoholic Beverages Laws of Maryland and assent to the granting of the license applied for, and hereby authorize the State Comptroller, his duly authorized deputies, inspectors and clerks, the Board of License Commissioners (if any) of said county, its duly authorized agents and employees, and any peace officer of such county, to inspect and search, without warrant, the premises upon which the business is to be conducted, and any and all parts of the building in which said business is to be conducted, at any and all hours.

Elizabeth H. Williams Signature (s)

Elizabeth H. Williams Print Name

STATE OF MARYLAND, \_\_\_\_\_

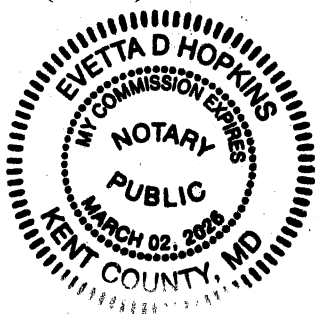
THIS CERTIFIES, that on the 29<sup>th</sup> day of August, 2022.

before the subscriber, a Notary of the State of Maryland, personally appeared Elizabeth H. Williams and acknowledged the execution of the foregoing statement to be a true act.

WITNESS my hand and official seal.

Evetta D. Hopkins

(SEAL)



# The Board of License Commissioners of Kent County

P. THOMAS MASON  
PRESIDENT  
CHESTERTOWN, MD

RONALD H. FITHIAN  
MEMBER  
ROCK HALL, MD

ROBERT N. JACOB, JR.  
MEMBER  
WORTON, MD

R. Clayton Mitchell, Jr.  
Kent County Government Center  
400 High Street  
Chestertown, Maryland 21620  
TELEPHONE 410-778-7435

[www.kentcounty.com/alcoholic-beverage](http://www.kentcounty.com/alcoholic-beverage)

SHELLEY L. HELLER  
COUNTY ADMINISTRATOR

THOMAS N. YEAGER  
COUNTY ATTORNEY

BONNIE PEARSALL  
INSPECTOR

## **SPECIAL CLASS "C" (PER DIEM) LICENSE AFFIDAVIT**

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

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

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

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

Name of organization, club, etc. The Williams Group

Address 25367 Lamps Meadow Rd. WORTON

Name Elizabeth Williams Phone # 410-708-1849

(Please Print)

Elizabeth H. Williams Date 8/30/22

(Signature)





**Cynthia L. Palacz**

Director of Corporate Engagement and Events  
Development Office  
750 E. Pratt Street, Suite 1700  
Baltimore, Maryland 21202  
Office: 410.361.6490  
Cell: 773.329.0051  
cpalacz1@jhmi.edu  
www.hopkinschildrens.org



August 25, 2022

Dear Friend:

Please accept this letter as confirmation that The Williams Group and their team are friends and supporters of Johns Hopkins Children's Center, and we welcome them working on our behalf. Any assistance that you can lend or donation you can provide would support their goal of raising funds for their **2<sup>nd</sup> Annual Mo Gaba Crab Feast on September 10**, to benefit the patients and families seeking care at Johns Hopkins Children's Center.

Johns Hopkins Children's Center is known throughout the world for providing premiere pediatric health care, but first and foremost we are taking care of the 100,000+ patients and families that visit Hopkins Children's each year. Thanks to the care of our wonderful doctors, staff, and groundbreaking medical research, the Hopkins Children's community extends across the world. Some patients walk to our clinics, others travel from across the U.S. and distant countries for the world-class pediatric care for which we are renowned. With the support of the community, Hopkins Children's will continue to fulfill our vision of providing the best care possible to every child we treat.

It is uncommonly known that for over a century, Hopkins Children's has been a non-profit hospital, and has always relied on the philanthropic support from our corporate and individual partners. Each year we work with extraordinary community partners like The Williams Group to raise funds that will allow us to sustain and develop programs and services for the patients and families we serve.

We appreciate and support the efforts of The Williams Group as they work to ensure that miracles will continue to happen at Hopkins Children's in memory of Mo Gaba, one of our beloved champion ambassadors. We hope you will join this worthwhile effort. **Our tax ID number is 52-0591656** for your reference.

Thank you for your contributions to our very worthwhile cause and please feel free to contact me at 773.329.0051 with any questions about Johns Hopkins Children's Center and our fundraising efforts.

For the kids,

Cynthia L. Palacz  
Senior Associate Director of Development



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**Chestertown RiverArts, Beer Only, September 11, 2022  
9/6/2022  
County Commissioners Meeting**

**ATTACHMENTS:**

**Description**

4846 Chestertown RiverArts, Application

4846

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

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

Check One: ☒ **Beer** ☐ **Beer and Wine** ☐ **Beer, Wine, and Liquor**

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

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

Chestertown Riverarts

Address 315 High Street

Type of Function Street Art Fair

Location of Function High Street between Mill + Water Sts.

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

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

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

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

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

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

8. The license for which this application is made is to be for the following day(s) Sunday, Sept 11, 2022  
Begin at: 1pm End at: 6pm and the applicant tenders herewith the sum of (\$ 5 Per Diem) (\$ 5)  
in payment for the license.

Please Select One:

☒ **Pick Up**

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



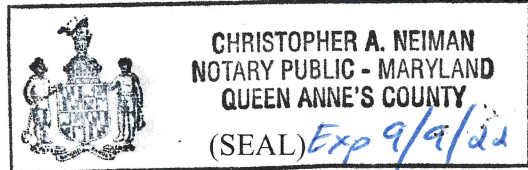
9. Applicants

(1) Inez G. Santori 101 Trafford Drive, Chestertown, MD 21620  
 Name Residence  
4 yrs DEVELOPMENT 571-335-5367  
 Length of Residence in Kent Co. Committee Title Phone No. (Signature of Applicant)

STATE OF MARYLAND

This certifies, that on the 19 day of August, 2022, before the subscriber, a Notary of the State of Maryland, personally appeared Inez Santori the applicant(s) named in the foregoing application and made oath in the due form of law that the statements therein are true to the best of (his, their) knowledge and belief.

WITNESS my hand and official seal.

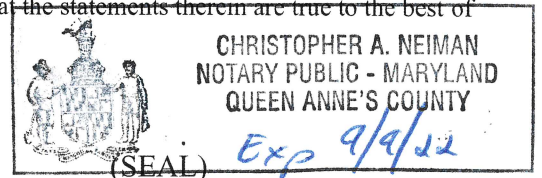


(2) Pamela L. White 222 S. Water St Chestertown MD 21620  
 Name Residence  
9 yrs immediate past president 3018022071  
 Length of Residence in Kent Co. Committee Title Phone No. (Signature of Applicant)

STATE OF MARYLAND

This certifies, that on the 19 day of August, 2022, before the subscriber, a Notary of the State of Maryland, personally appeared Pamela White the applicant(s) named in the foregoing application and made oath in the due form of law that the statements therein are true to the best of (his, their) knowledge and belief.

WITNESS my hand and official seal.

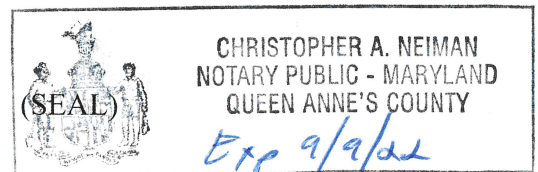


(3) Susan Wilson 101 CEDAR STREET, CHESTERTOWN, MD 21620  
 Name Residence  
35 YEARS  443-480-4980  
 Length of Residence in Kent Co. Committee Title Phone No. (Signature of Applicant)

STATE OF MARYLAND

This certifies, that on the 19 day of August, 2022, before the subscriber, a Notary of the State of Maryland, personally appeared Susan Wilson the applicant(s) named in the foregoing application and made oath in the due form of law that the statements therein are true to the best of (his, their) knowledge and belief.

WITNESS my hand and official seal.



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

(I, WE) HEREBY CERTIFY, That (I am, we are) the owner(s) of the property named in the a foregoing application made to the aforesaid licensing authority for said county under the Alcoholic Beverages Laws of Maryland and assent to the granting of the license applied for, and hereby authorize the State Comptroller, his duly authorized deputies, inspectors and clerks, the Board of License Commissioners (if any) of said county, its duly authorized agents and employees, and any peace officer of such county, to inspect and search, without warrant, the premises upon which the business is to be conducted, and any and all parts of the building in which said business is to be conducted, at any and all hours.

Zvi Guttman

Signature (s)

Zvi Guttman

Print Name

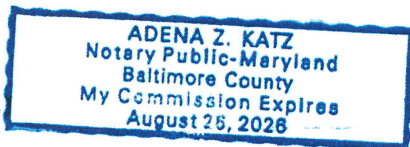
STATE OF MARYLAND, Baltimore County:

THIS CERTIFIES, that on the 2nd day of August, 2022,  
before the subscriber, a Notary of the State of Maryland, personally appeared Zvi Guttman  
and acknowledged the execution of the foregoing  
statement to be a true act.

WITNESS my hand and official seal.

Adena Z. Katz

(SEAL)



4846

# The Board of License Commissioners of Kent County

P. THOMAS MASON  
PRESIDENT  
CHESTERTOWN, MD

RONALD H. FITHIAN  
MEMBER  
ROCK HALL, MD

ROBERT N. JACOB, JR.  
MEMBER  
WORTON, MD

R. Clayton Mitchell, Jr.  
Kent County Government Center  
400 High Street  
Chestertown, Maryland 21620  
TELEPHONE 410-778-7435

[www.kentcounty.com/alcoholic-beverage](http://www.kentcounty.com/alcoholic-beverage)

SHELLEY L. HELLER  
COUNTY ADMINISTRATOR

THOMAS N. YEAGER  
COUNTY ATTORNEY

BRANDON MCFAYDEN  
INSPECTOR

## SPECIAL CLASS "C" (PER DIEM) LICENSE AFFIDAVIT

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

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

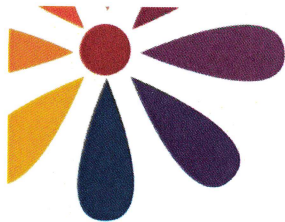
This license may be issued to a religious, fraternal, civic, veterans', or charitable organization, association, club, or society; or hospital supporting organization. This license shall not be transferred or reassigned.

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

Name of organization, club, etc. Chestertown Riverfront  
Address 315 High Street  
Name Chris Sade Phone # 410-778-6300  
(Please Print)  
(Signature) Date Aug 19, 2022







**!magine**

# RiverArts Street Festival

Celebrating 10 Years of Community, Creativity & Connection

**SUNDAY, SEPT. 11<sup>TH</sup> • 1:00 PM - 6:00 PM • HIGH STREET**

ARTISTS SELLING THEIR WORK • HANDS-ON CLAY & ART PROJECTS • YARNSTORMING  
COMMUNITY PROJECT • KIDSPOT ACTIVITIES FOR FAMILIES • SCULPTURE COMPETITION •  
QUICK DRAW COMPETITION • MUSIC • FOOD & DRINK TRUCKS • AND MORE ...



*For more information*

Visit: [chestertownriverarts.org](http://chestertownriverarts.org)

Call: **410.778.6300**







---

**Betterton Volunteer Fire Company, Beer and Wine Only, September 17,  
2022  
9/6/2022  
County Commissioners Meeting**

**ATTACHMENTS:**

**Description**

4847 Betterton Volunteer Fire Company, Application

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

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

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

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

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

Belted Volunteer Fire Co

Address 2 Howell Point Rd Belted MD 21610

Type of Function Fundraiser

Location of Function Belted Beach

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

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

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

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

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

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

8. The license for which this application is made is to be for the following day(s) 9/17/2022.  
Begin at: 1400 End at: 1800 and the applicant tenders herewith the sum of (\$ 15 Per Diem) (\$ 15)  
in payment for the license.

**Please Select One:**  
(X) Pick Up - Amends 410-708-1800  
**( ) Mail Permit (will be mailed to above address)**

9. Applicants

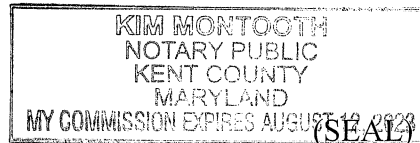
(1) JOHN M LUKE JR 329 EICSSON AVE  
BETTERTON, MD  
Name Residence  
73 YEARS MEMBER 443-480-6017  
Length of Residence in Kent Co. Committee Title Phone No. (Signature of Applicant)

STATE OF MARYLAND

This certifies, that on the 27th day of July, 2022, before the subscriber, a Notary of the State of Maryland, personally appeared John Luke the applicant(s) named in the foregoing application and made oath in the due form of law that the statements therein are true to the best of (his, their) knowledge and belief.

WITNESS my hand and official seal.

K Montooth



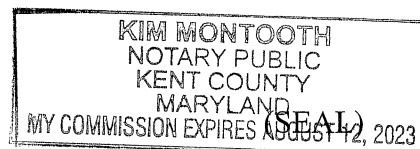
(2) Douglas Patrick 16 Howell Point Rd Betterton, MD  
Name Residence  
6 yrs Member 443-480-6181  
Length of Residence in Kent Co. Committee Title Phone No. (Signature of Applicant)

STATE OF MARYLAND

This certifies, that on the 27th day of July, 2022, before the subscriber, a Notary of the State of Maryland, personally appeared Douglas Patrick the applicant(s) named in the foregoing application and made oath in the due form of law that the statements therein are true to the best of (his, their) knowledge and belief.

WITNESS my hand and official seal.

K Montooth



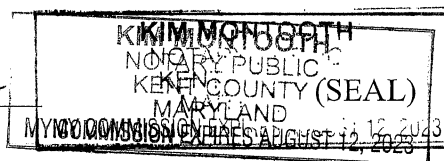
(3) Clyde E Morris 26671 Big Woods Rd. Uberton, MD 21678  
Name Residence  
55 President 443-480-1178  
Length of Residence in Kent Co. Committee Title Phone No. (Signature of Applicant)

STATE OF MARYLAND

This certifies, that on the 27th day of July, 2022, before the subscriber, a Notary of the State of Maryland, personally appeared Clyde Morris the applicant(s) named in the foregoing application and made oath in the due form of law that the statements therein are true to the best of (his, their) knowledge and belief.

WITNESS my hand and official seal.

K Montooth



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

(I, WE) HEREBY CERTIFY, That (I am, we are) the owner(s) of the property named in the a foregoing application made to the aforesaid licensing authority for said county under the Alcoholic Beverages Laws of Maryland and assent to the granting of the license applied for, and hereby authorize the State Comptroller, his duly authorized deputies, inspectors and clerks, the Board of License Commissioners (if any) of said county, its duly authorized agents and employees, and any peace officer of such county, to inspect and search, without warrant, the premises upon which the business is to be conducted, and any and all parts of the building in which said business is to be conducted, at any and all hours.

Jillyn Coleman / Acting Director Signature (s)

Jillyn Coleman Print Name

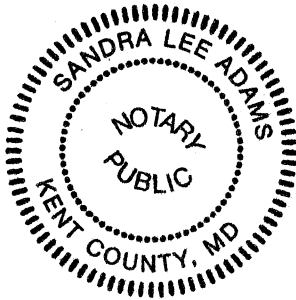
STATE OF MARYLAND, \_\_\_\_\_:

THIS CERTIFIES, that on the 29th day of August, 2022,  
before the subscriber, a Notary of the State of Maryland, personally appeared Jillyn Coleman, Acting  
Director, Kent County Parks & Recreation and acknowledged the execution of the foregoing  
statement to be a true act.

WITNESS my hand and official seal.

Sandra Lee Adams

(SEAL)



# The County Commissioners of Kent County

WILLIAM W. PICKRUM  
PRESIDENT  
CHESTERTOWN, MD

RONALD H. FITHIAN  
MEMBER  
ROCK HALL, MD

WILLIAM A. SHORT  
MEMBER  
STILL POND, MD

R. Clayton Mitchell, Jr.  
Kent County Government Center  
400 High Street  
Chestertown, Maryland 21620  
TELEPHONE 410-778-4800  
FACSIMILE 410-778-7482  
E-MAIL kentcounty@kentgov.org  
www.kentcounty.com

SHELLEY L. HERMAN  
COUNTY ADMINISTRATOR

THOMAS N. YEAGER  
COUNTY ATTORNEY

## SPECIAL CLASS "C" LICENSE AFFIDAVIT

In applying for this Special Class "C" License it is important that you realize the responsibility that goes with the issuance of the license. All persons or groups using this license as authorized under Section 7-101 of Article 2B of the Annotated Code of Maryland are covered by all the laws regarding the sale and consumption of alcoholic beverages. Special care should be taken to be sure the following edicts are adhered to:

1. All persons must be 21 years of age or older to purchase or to consume an alcoholic beverage.
2. All sales and the consumption of alcohol must stop promptly at 2:00 a.m.  
(Except on Saturday when it must stop at 1:00 a.m. on Sunday).
3. No intoxicated person may be served any alcoholic beverage.
4. No unnecessary noise or disturbance that could be a nuisance to the community shall occur.
5. The person responsible for the function must see that order and decorum are kept at all times.
6. The application must be completed by at least one Kent County resident.
7. License must be prominently displayed at the location where alcohol is being dispensed.

Failure to comply with the laws of the State of Maryland may make the responsible person subject to a fine.

The issuance of this license is to be for a bona fide religious, fraternal, civic, veterans, hospital, or charitable club, society, association or organization. This license is for the use of your organization only any may not be transferred or reassigned.

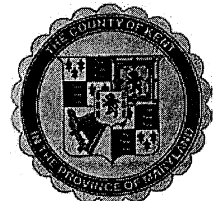
The cost of a one day license is: **Beer \$5.00, Beer & Wine \$15.00, and Beer, Wine, & Liquor \$25.00.**  
Please submit your check made out to **The County Commissioners of Kent County**, along with the completed application.

Name of organization, club, etc. Beltkern Volunteer Fire Co

Address 2 Howell Point Rd Beltkern MD 21610

Name Amanda Collins Phone # (410) 708-1800  
(Please Print)

ACollins Date 7/27/2022  
(Signature)





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**Chestertown High School Class of '62, Beer, Wine, and Liquor,  
September 17,2022**

**9/6/2022**

**County Commissioners Meeting**

ATTACHMENTS:

Description

Chestertown High School Class of '62, Application



4849

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

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

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

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

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

Class of '62 - 60th Reunion C/HS

Address 29367 Lambs Meadow Rd. WORTON

Type of Function Class of '62 Reunion

Location of Function Red Acres Farm Venue WORTON

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

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

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

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

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

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

8. The license for which this application is made is to be for the following day(s) Sept. 17, 2022.  
Begin at: 4 p.m. End at: 8 p.m. and the applicant tenders herewith the sum of (\$ 25 Per Diem) (\$ 25)  
in payment for the license.

**Please Select One:**

(X) Pick Up 515 410-708-1849

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

9. Applicants

(1) Bill Freeman Chestertown  
Name Residence  
78 years Chairman  
Length of Residence in Kent Co. Committee Title  
Phone No. Bill Freeman  
(Signature of Applicant)

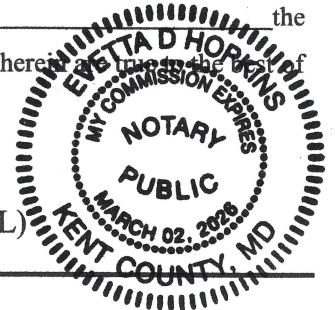
STATE OF MARYLAND

This certifies, that on the 29th day of August, 2022, before the subscriber, a Notary of the State of Maryland, personally appeared Bill Freeman the applicant(s) named in the foregoing application and made oath in the due form of law that the statements therein are true to the best of (his, their) knowledge and belief.

WITNESS my hand and official seal.

Evetta D Hopkins

(SEAL)



(2) Elizabeth Williams WORTON  
Name Residence  
77 years Co-chair  
Length of Residence in Kent Co. Committee Title  
Phone No. 410-778-1687 Elizabeth Williams  
(Signature of Applicant)

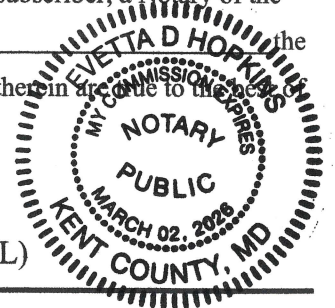
STATE OF MARYLAND

This certifies, that on the 29th day of August, 2022, before the subscriber, a Notary of the State of Maryland, personally appeared Elizabeth Williams the applicant(s) named in the foregoing application and made oath in the due form of law that the statements therein are true to the best of (his, their) knowledge and belief.

WITNESS my hand and official seal.

Evetta D Hopkins

(SEAL)



(3) Joyce Luft Chestertown  
Name Residence  
78 years member  
Length of Residence in Kent Co. Committee Title  
Phone No. 410-778-4151 Joyce Luft  
(Signature of Applicant)

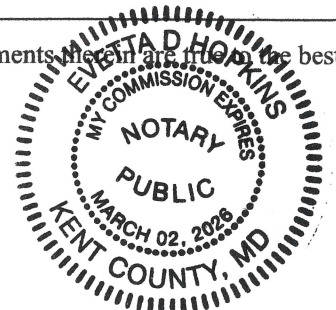
STATE OF MARYLAND

This certifies, that on the 29th day of August, 2022, before the subscriber, a Notary of the State of Maryland, personally appeared Joyce Luft the applicant(s) named in the foregoing application and made oath in the due form of law that the statements therein are true to the best of (his, their) knowledge and belief.

WITNESS my hand and official seal.

Evetta D Hopkins

(SEAL)



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

(I, WE) HEREBY CERTIFY, That (I am, we are) the owner(s) of the property named in the a foregoing application made to the aforesaid licensing authority for said county under the Alcoholic Beverages Laws of Maryland and assent to the granting of the license applied for, and hereby authorize the State Comptroller, his duly authorized deputies, inspectors and clerks, the Board of License Commissioners (if any) of said county, its duly authorized agents and employees, and any peace officer of such county, to inspect and search, without warrant, the premises upon which the business is to be conducted, and any and all parts of the building in which said business is to be conducted, at any and all hours.

Elizabeth H. Williams Signature (s)

Elizabeth H. Williams Print Name

STATE OF MARYLAND, \_\_\_\_\_

THIS CERTIFIES, that on the 29th day of August, 2022,  
before the subscriber, a Notary of the State of Maryland, personally appeared Elizabeth H. Williams

\_\_\_\_\_ and acknowledged the execution of the foregoing  
statement to be a true act.

WITNESS my hand and official seal.

Evetta D. Hopkins

(SEAL)





# The Board of License Commissioners of Kent County

P. THOMAS MASON  
PRESIDENT  
CHESTERTOWN, MD

RONALD H. FITHIAN  
MEMBER  
ROCK HALL, MD

ROBERT N. JACOB, JR.  
MEMBER  
WORTON, MD

R. Clayton Mitchell, Jr.  
Kent County Government Center  
400 High Street  
Chestertown, Maryland 21620  
TELEPHONE 410-778-7435

[www.kentcounty.com/alcoholic-beverage](http://www.kentcounty.com/alcoholic-beverage)

SHELLEY L. HELLER  
COUNTY ADMINISTRATOR

THOMAS N. YEAGER  
COUNTY ATTORNEY

BONNIE PEARSALL  
INSPECTOR

## **SPECIAL CLASS "C" (PER DIEM) LICENSE AFFIDAVIT**

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

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

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

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

Name of organization, club, etc. Chestertown High School/Class of '62 - 60th Reunion

Address 25367 Larks Meadow Rd WORTON

Name Elizabeth (Sis) Williams Phone # 410-778-1687  
(Please Print)

Elizabeth A. Williams Date 8/29/22  
(Signature)





---

**Kent County Chamber of Commerce, Beer and Wine Only, September  
24, 2022  
9/6/2022  
County Commissioners Meeting**

ATTACHMENTS:

Description

4844 Kent County Chamber of Commerce

4844

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

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

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

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

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

Kent County Chamber of Commerce

Address 122 N. Cross Street, Chestertown, MD 21620

Type of Function Fall Funfest

Location of Function Park Row High Street, Chestertown, MD X

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

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

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

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

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

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

8. The license for which this application is made is to be for the following day(s) 9/24/2022.  
Begin at: 2:00 PM End at: 5:00 PM and the applicant tenders herewith the sum of (\$ 15 Per Diem) (\$ 15)  
in payment for the license.

**Please Select One:**

☒ **Pick Up**

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

County Commissioners  
Office

Date 8-15-22 LLC



9. Applicants

(1) Karyn L Dustin 23150 Old Fairlee Rd Chestertown, MD 21620  
Name Residence  
19 Months Treasurer 410-490-5703 Karyn L Dustin  
Length of Residence in Kent Co. Committee Title Phone No. (Signature of Applicant)

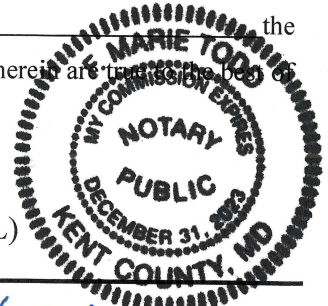
STATE OF MARYLAND

This certifies, that on the 6th day of July, 2022, before the subscriber, a Notary of the State of Maryland, personally appeared Karyn L. Dustin the applicant(s) named in the foregoing application and made oath in the due form of law that the statements therein are true to the best of (his, their) knowledge and belief.

WITNESS my hand and official seal.

F. Marie Todd

(SEAL)



(2) M.L. - Meghan Livie 10275 Mill Hollow Lane Chestertown MD 21620  
Name Residence  
41 years Vice President 443-480-1441 [Signature]  
Length of Residence in Kent Co. Committee Title Phone No. (Signature of Applicant)

STATE OF MARYLAND

This certifies, that on the 7th day of July, 2022, before the subscriber, a Notary of the State of Maryland, personally appeared Meghan Livie the applicant(s) named in the foregoing application and made oath in the due form of law that the statements therein are true to the best of (his, their) knowledge and belief.

WITNESS my hand and official seal.

Karyn L Dustin

(SEAL)

(3) BARBARA FOSTER 17 Byford Court, Chestertown, MD 21620  
Name Residence  
22 years President, K.C. Chamber of Commerce 410-708-4444 Barbara Barrett Foster  
Length of Residence in Kent Co. Committee Title Phone No. (Signature of Applicant)

STATE OF MARYLAND

This certifies, that on the 7th day of July, 2022, before the subscriber, a Notary of the State of Maryland, personally appeared Barbara Foster the applicant(s) named in the foregoing application and made oath in the due form of law that the statements therein are true to the best of (his, their) knowledge and belief.

WITNESS my hand and official seal.

Karyn L Dustin

(SEAL)

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

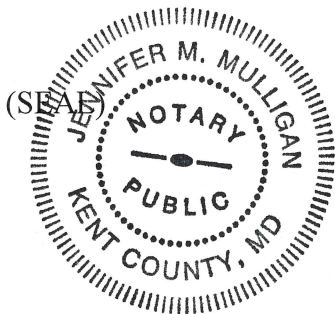
(I, WE) HEREBY CERTIFY, That (I am, we are) the owner(s) of the property named in the a foregoing application made to the aforesaid licensing authority for said county under the Alcoholic Beverages Laws of Maryland and assent to the granting of the license applied for, and hereby authorize the State Comptroller, his duly authorized deputies, inspectors and clerks, the Board of License Commissioners (if any) of said county, its duly authorized agents and employees, and any peace officer of such county, to inspect and search, without warrant, the premises upon which the business is to be conducted, and any and all parts of the building in which said business is to be conducted, at any and all hours.

W. S. Ingersoll Signature (s)  
W. S. INGERSOLL Print Name

STATE OF MARYLAND, County of Kent:

THIS CERTIFIES, that on the 11th day of July, 2022,  
before the subscriber, a Notary of the State of Maryland, personally appeared  
W. S. Ingersoll and acknowledged the execution of the foregoing  
statement to be a true act.

WITNESS my hand and official seal.



Jennifer A. McCann  
(Formerly Jennifer M. Mulligan)  
my commission expires 4/7/2023

# The Board of License Commissioners of Kent County

P. THOMAS MASON  
PRESIDENT  
CHESTERTOWN, MD

RONALD H. FITHIAN  
MEMBER  
ROCK HALL, MD

ROBERT N. JACOB, JR.  
MEMBER  
WORTON, MD

R. Clayton Mitchell, Jr.  
Kent County Government Center  
400 High Street  
Chestertown, Maryland 21620  
TELEPHONE 410-778-7435

[www.kentcounty.com/alcoholic-beverage](http://www.kentcounty.com/alcoholic-beverage)

SHELLEY L. HELLER  
COUNTY ADMINISTRATOR

THOMAS N. YEAGER  
COUNTY ATTORNEY

BRANDON MCFAYDEN  
INSPECTOR

## **SPECIAL CLASS "C" (PER DIEM) LICENSE AFFIDAVIT**

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

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

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

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

Name of organization, club, etc. Kent County Chamber of Commerce

Address 122 N. Cross Street, Chestertown, MD 21620

Name Sarah King Phone # 410-810-2968  
(Please Print) (C) 410-708-2528

[Signature] Date 6/30/2022  
(Signature)





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**Thomas N. Yeager, County Attorney**  
**9/6/2022**  
**County Commissioners Meeting**

**Item Summary:**

Protocol for Alcoholic Beverage Public Hearing

**ATTACHMENTS:**

Description





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## **Alcoholic Beverage License Hearing 9/6/2022 County Commissioners Meeting**

### **Item Summary:**

Fortunato P. Cristiano, President

Robert T. Connell, Vice-President

Pip's Bar and Discount Liquors Inc. trading as Pip's Discount Liquors Application for Transfer of Location  
Class A, Beer, Wine, and Liquor License with BWLT(tasting) and EXPR (delivery)

### **ATTACHMENTS:**

#### **Description**

09.06.22 Pip's Bar and Discount Liquors, Inc. trading as Pip's Discount Liquors Hearing Notice

4802 Pip's Discount Liquors License

09.06.22 Testimony Log Pip's Liquors Inc., Public Hearing



## Board of License Commissioners

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

### NOTICE

Application has been made by: Fortunato P. Cristiano, President, and Robert T. Connell, Vice-President, representing Pip's Bar & Discount Liquors Inc., for a transfer of a Class A, Beer, Wine, and Liquor License with BWLT (tasting) and EXPR (delivery) on the premises known as:

Pip's Discount Liquors  
861 Washington Avenue  
Chestertown, MD 21620

(current address: 2 Washington Square, Chestertown) which shall authorize the holder thereof to sell Beer, Wine, and Liquor at retail, at the place therein described, for off-premises consumption. A hearing on the application will be held in the County Commissioners' Hearing Room, R. Clayton Mitchell, Jr. Government Center, 400 High Street, Chestertown, MD on September 06, 2022, at 6:00 p.m. at which time any exceptions to the application will be heard.

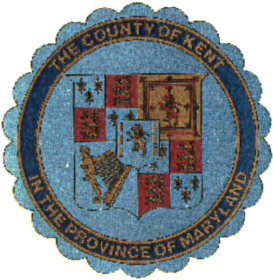
By order of:

THE BOARD OF LICENSE COMMISSIONERS  
FOR KENT COUNTY, MARYLAND

Sondra M. Blackiston, Clerk

PUBLISH KCN 08/18/22, 08/25/22





No 4802

# STATE OF MARYLAND

## ALCOHOLIC BEVERAGE LICENSE

### BOARD OF LICENSE COMMISSIONERS OF KENT COUNTY

**CLASS A**

Beer, Wine, Liquor   X  

Beer and Wine           

Beer           

Wine           

Extended Privilege (EXPR)   X  

**BWLT-Tasting:**

Beer, Wine, Liquor   X  

Beer and Wine           

Beer           

Wine           

**CLASS B**

Beer, Wine, Liquor           

Beer and Wine           

Beer           

Bed and Breakfast (BWL)           

Country Inn (BWL)           

Brewery (B)           

Wine Shop and Lounge (W)           

Caterer's Privilege (CP)           

Corkage Privilege (CKP)           

Extended Privilege (EXPR)           

**CLASS C**

Beer, Wine, Liquor           

Corkage Privilege (CKP)           

**CLASS D**

Beer, Wine, Liquor           

Beer           

Brewery (B)           

Extended Privilege (EXPR)           

**THEATER VENUE**

Beer, Wine, Liquor           

\*\*\*\*\*

This is to certify that:

**Fortunato P. Cristiano, President**  
**Robert T. Connell, Jr., Vice-President**  
**Denise M. Norman, Secretary**

Corporate name: **Pip's Bar and Discount Liquors, Inc.**

is licensed by the STATE OF MARYLAND, to keep for sale and sell alcoholic beverages for the class indicated:

T/A: **Pip's Discount Liquors**  
 Located: **2 Washington Square**  
**Chestertown, MD 21620**

This license is issued under Authority of the Alcoholic Beverages Article of the Annotated Code of Maryland.

This license continues in force, unless revoked or suspended, until the last day of the month, **April 2023**

Cost of license: **\$1,950.00** Issued the 22nd day of April, 2022 Registration No. **01933394**

*Patricia Merid*

Kent County Chief Finance Officer

Revised 11/21

*A license holder shall frame the license under glass and display the license conspicuously in the licensed premises.*

# TESTIMONY LOG

## PUBLIC HEARING

September 6, 2022

### Pip's Bar and Discount Liquors Inc. trading as Pip's Discount Liquors for Transfer of Location

**PLEASE SIGN IF YOU WISH TO SPEAK:**

NAME (Please Print)

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_
9. \_\_\_\_\_
10. \_\_\_\_\_
11. \_\_\_\_\_
12. \_\_\_\_\_
13. \_\_\_\_\_
14. \_\_\_\_\_
15. \_\_\_\_\_
16. \_\_\_\_\_
17. \_\_\_\_\_
18. \_\_\_\_\_



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**John Price, Kent County Sheriff and Andy Meehan, Committee Chair,  
Kent Goes Purple  
9/6/2022  
County Commissioners Meeting**

**Item Summary:**

2022 Kent Goes Purple Proclamation

**ATTACHMENTS:**

**Description**

09.06.22 Proclamation, Kent Goes Purple

KGP Ad

# *Kent County, Maryland*



## *Proclamation*

### **Kent Goes Purple** ***September 1-30, 2022***

- 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, 2022, as "*Kent Goes Purple*" in Kent County, and recognize and acknowledge the importance of bringing awareness to our community. 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.

**LIGHT UP KENT COUNTY PURPLE, SEPTEMBER 1 - 30** Help us raise awareness of Opioid Abuse, Recovery, and Prevention by lighting up purple your businesses, homes, offices, and churches!

THE COUNTY COMMISSIONERS OF KENT COUNTY, MARYLAND

*P. Thomas Mason*  
P. Thomas Mason, President

*Ronnie Fithian*  
Ronald H. Fithian, Member

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

September 6, 2022





# KENT GOES PURPLE 5K COLOR FUN

## RUN/WALK

### Sunday, Sept. 11<sup>th</sup>

**Wilmer Park • Chestertown, Maryland**  
**Registration 7:30am Run 8:30am**

Online Registration \$10 for 19 Year Olds & Over Until Sept 10<sup>th</sup>

Free for Kids 18 and Under!

Onsite Registration \$20 Per Person

T-Shirt, Color Pack and Meal Ticket for First 300 Registrants!

On-line registration  
[www.kentgoespurple.org](http://www.kentgoespurple.org)

To benefit Kent Goes Purple initiative to  
 educate and raise awareness of opioid abuse




# PURPLE JAMBOREE

## WILMER PARK

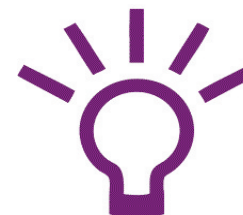
### SUNDAY, SEPTEMBER 11

#### After Color Run

#### 9 am - 11 am



- Free Admission
- Food and Beverages by Phat Daddy's BBQ
- Family Fun and Activities for all Ages
- Music & Entertainment
- Children's activities by Willy Woo Woo!
- Substance Use Disorder & Recovery Resources and Education
- Lockbriar Farms Ice Cream



## LIGHT UP KENT COUNTY PURPLE FOR SEPTEMBER!

### SEPTEMBER 1 - 30

Help us raise awareness of Opioid Abuse,  
 Recovery, and Prevention by lighting up purple  
 your businesses, homes, offices, and churches!

**Kent County Sheriff's Office**

**Chestertown Rotary Club**

**Kent County Behavioral  
 Health Prevention Office**



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**Karen Stevens, Americanism Chair, Chestertown Elks Lodge #2474**  
**9/6/2022**  
**County Commissioners Meeting**

**Item Summary:**

National Patriotism Week Proclamation - September 11-17, 2022

**ATTACHMENTS:**

Description

09.06.22 Proclamation, Elks National Patriotism Week



# *Kent County, Maryland*



## *Proclamation*

**NATIONAL PATRIOTISM WEEK  
SEPTEMBER 11-17, 2022**

- 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 11-17, 2022, as "NATIONAL PATRIOTISM WEEK" in Kent County, and recognize and acknowledge the importance of bringing awareness to our community.

THE COUNTY COMMISSIONERS OF KENT COUNTY, MARYLAND

*P. Thomas Mason*  
P. Thomas Mason, President

*Ronald H. Fithian*  
Ronald H. Fithian, Member

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

September 6, 2022



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**Hope Clark, Executive Director, United Way of Kent County**  
**9/6/2022**  
**County Commissioners Meeting**

**Item Summary:**

United Way Month Proclamation

**ATTACHMENTS:**

Description

09.06.22 Proclamation, United Way Month

# *Kent County, Maryland*



## *Proclamation*

### **UNITED WAY MONTH SEPTEMBER**

- WHEREAS,** The United Way is a non-profit fundraising organization staffed primarily by volunteers, supports 27 carefully selected and screened local education, health, and human service agencies; and
- WHEREAS,** The United Way is a progressive and flexible program enabling people to care for civic needs as they emerge under changing social conditions; and
- WHEREAS,** The dedicated service of volunteers enables the United Way to rank among the most efficient charitable organizations; and
- WHEREAS,** The unified fund-raising by United Way volunteers provides the most efficient and effective means by which public-spirited individuals may extend their support to associations that meet the essential needs of our home community; and
- WHEREAS,** The notable and essential services rendered by the United Way have won for it such public approval that its support has consistently expanded since its inauguration in 1957; and
- WHEREAS,** United Way of Kent County celebrates its 65<sup>th</sup> year in operation this year, and that it has, since its inception, distributed over \$5.1 million to programs that directly benefit the citizens of Kent County, and intends to continue to beneficially impact the community in the future.

**NOW, THEREFORE, WE, THE COUNTY COMMISSIONERS OF KENT COUNTY, MARYLAND,** join the nation, and hereby proclaim September 2022, as “**United Way Month**” in Kent County, and recognize and acknowledge the importance of bringing awareness to our community.

THE COUNTY COMMISSIONERS OF KENT COUNTY, MARYLAND

*P. Thomas Mason*  
P. Thomas Mason, President

*Ronald H. Fithian*  
Ronald H. Fithian, Member

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

September 6, 2022



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**Dawson Hunter, Housing and Transportation Coordinator, Economic  
and Tourism Development and Rick Carter, Delmarva Craft**

**9/6/2022**

**County Commissioners Meeting**

**Item Summary:**

The Kent County Rides Mobile App Project is supported by the Upper Shore Regional Council and by Kent County Economic and Tourism Development. The purposes of this app are to provide a central repository for all transportation options in Kent County and to provide convenient access to these options via mobile electronic devices.

**ATTACHMENTS:**

Description

09.06.22 Kent County Rides, App Overview, Presentation

# Kent County Rides Mobile App Overview

**Connecting to Transportation**

# Purpose

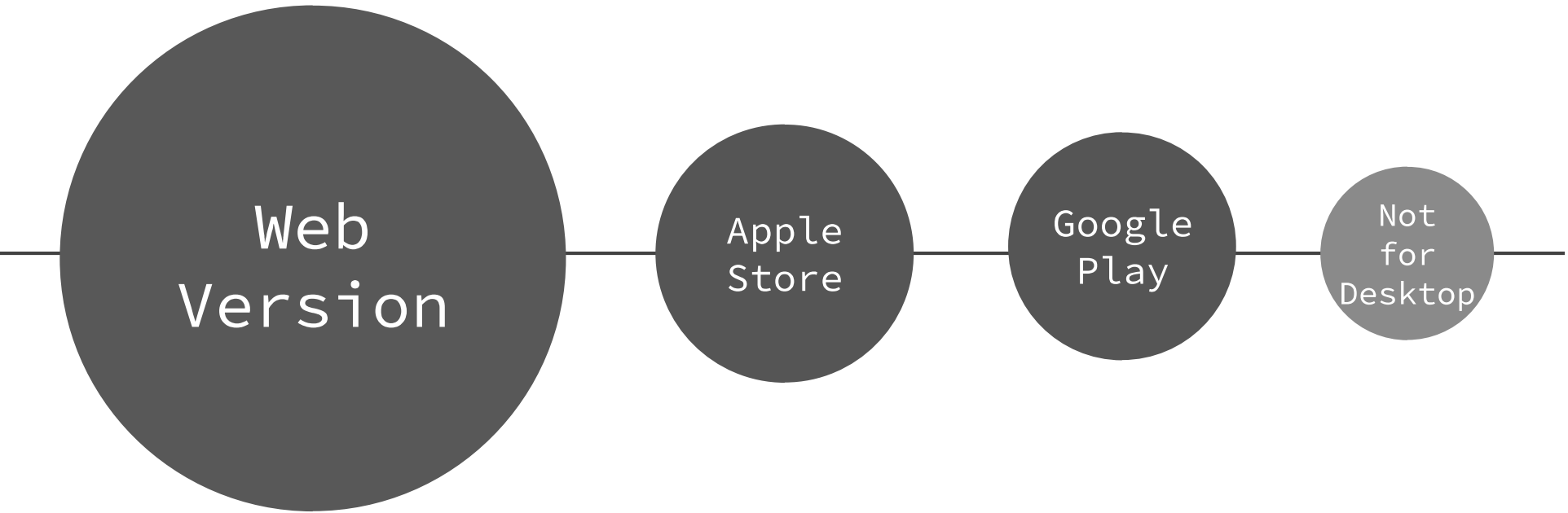
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Provide a centralized location for accessing all transportation options in Kent County via mobile digital devices.

Ultimately, give residents and visitors the ability to book rides with all participating services, via the app.



# Accessing the App



# Main Menu

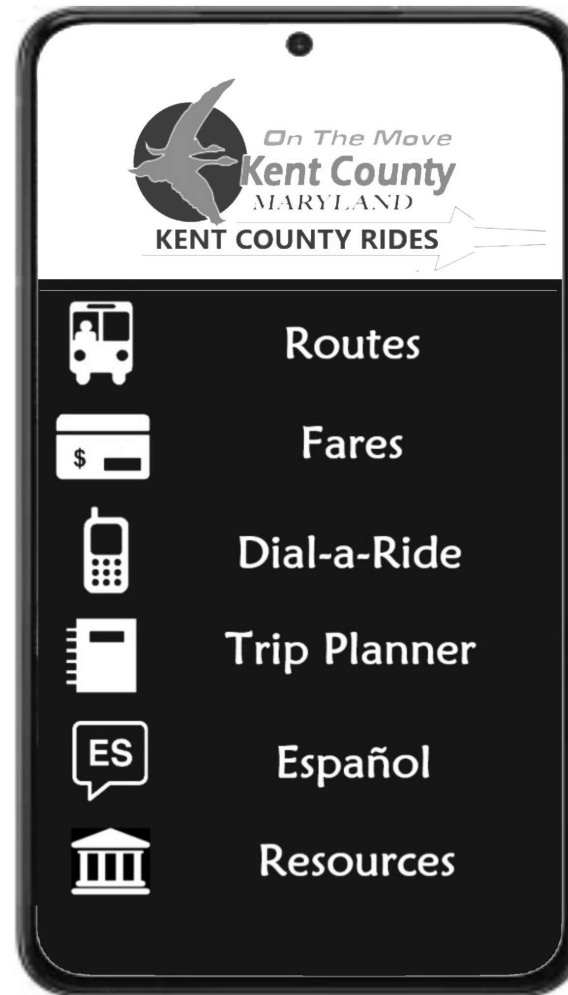
- 1) Access to DCT Bus Information
- 2) Access to Taxi / Sedan Information
- 3) Access and Ticket Purchasing for the Rock Hall Shuttle
- 4) Information about towns throughout the area that can be reached via these services
- 5) Spanish Language Information
- 6) Government resources



# Weekday Buses

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- 1) Information for all routes with links to schedules and Google Maps
- 2) Lists all Fares as described in current DCT literature
- 3) Direct link to DCT Dial-A-Ride
- 4) Link to MTA Trip Planner
- 5) Spanish Language Information
- 6) Government resources



# Routes

— — —

- 1) Access to DCT Bus Information
- 2) Access to Taxi / Sedan Information
- 3) Access and Ticket Purchasing for the Rock Hall Shuttle
- 4) Information about towns throughout the area that can be reached via these services
- 5) Spanish Language Information
- 6) Government resources



# Routes

- 1) Each Route includes descriptions in English and Spanish
- 2) Detailed Schedules
- 3) Google Maps showing all bus stops
- 4) You can click the bus stop icons to get more information about each location

# Descriptions



**On The Move**  
**Kent County**  
**MARYLAND**  
**DELMARVA COMMUNITY TRANSIT**

**Route (Ruta) 4**  
📞 (410) 778-5187

📍 📍 📍

Route 4 (Ruta 4): Rock Hall - Chestertown - Centreville - Easton

This route begins in Rock Hall at 5:05 AM with stops in Chestertown, Church Hill, Centreville, Wye Mills and Easton. It concludes in Chestertown at 5:50 PM. Passengers needing return travel to Fairlee or Rock Hall should contact the Kent County Dispatcher 24 hours in advance. 410-778-5187

\*\* Call-in at least two hours prior to pick up time, no later than 3 PM. 410-778-5187

Route in service M-F, 5:05 AM-5:50 PM

DEVIATED FIXED ROUTE: Buses deviate ¼ mile around route corridor for anyone calling in. Must provide 2 hour advance notice. Call for rate information.

=====

Esta ruta comienza en Rock Hall a las 5:05 a. m. con paradas en Chestertown, Church Hill, Centreville, Wye

# Schedules



**On The Move**  
**Kent County**  
**MARYLAND**  
**DELMARVA COMMUNITY TRANSIT**

**Route 4 (Ruta 4): Rock Hall - Chestertown - Centreville - Easton**

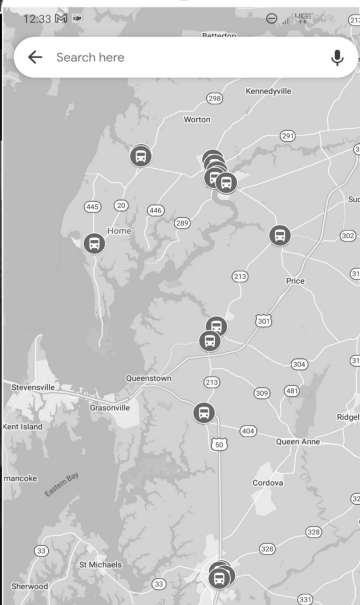
[Download a Schedule](#)   [Return to Routes](#)

|                                | AM   | AM   | AM    | PM    | PM   | PM   |
|--------------------------------|------|------|-------|-------|------|------|
| Bayside Foods - Rock Hall      | 5:05 | -    | -     | -     | -    | -    |
| Baywood Court - Fairlee        | 5:00 | -    | -     | -     | -    | -    |
| Woodsedge Dr. - Fairlee        | 5:22 | -    | -     | -     | -    | -    |
| Tractor Supply - Chestertown   | 5:45 | -    | 8:55  | 11:55 | -    | 2:55 |
| Pedernach - Chestertown        | 5:50 | -    | 9:00  | 12:00 | -    | 3:00 |
| Hospital - Chestertown         | 5:55 | -    | 9:05  | 12:05 | -    | 3:05 |
| Dollar General - Chestertown   | 6:00 | 7:00 | 9:10  | 12:10 | -    | 3:10 |
| Social Services - Chestertown  | 6:03 | -    | 9:13  | 12:13 | -    | 3:13 |
| Southern States - Kingstown    | -    | 7:03 | -     | -     | -    | -    |
| Rhode's Store - Church Hill    | 6:10 | 7:10 | 9:20  | 12:20 | -    | 3:20 |
| Kramer Center - Centreville    | 6:25 | 7:25 | -     | -     | -    | -    |
| Shopping Center - Centreville  | 6:30 | 7:30 | 9:40  | 12:40 | -    | 3:40 |
| Chesapeake College - Wye Mills | -    | 7:40 | 9:55  | 12:55 | -    | 4:00 |
| Goldsbrough - Easton           | -    | 8:00 | -     | -     | 3:20 | -    |
| High & Chopbank - Easton       | -    | 8:10 | -     | -     | 3:00 | -    |
| Walmart - Easton               | 7:15 | 8:15 | 10:15 | 1:15  | 3:30 | 4:30 |
| Greyhound@Sunoco - Easton      | -    | -    | -     | -     | -    | -    |
| Chesapeake College Wye Mills   | 7:45 | -    | 10:55 | 1:55  | 4:00 | 4:50 |
| Shopping Center - Centreville  | 8:00 | -    | 11:00 | 2:00  | 4:10 | 5:00 |
| Kramer Center - Centreville    | 8:05 | -    | -     | -     | -    | -    |
| Rhode's Store - Church Hill    | 8:20 | -    | 11:20 | 2:20  | 4:30 | 5:20 |
| Kingstown Apts - Kingstown     | -    | -    | -     | -     | -    | -    |
| Dollar General - Chestertown   | 8:30 | -    | 11:30 | 2:30  | 4:40 | 5:30 |
| Social Services - Chestertown  | 8:35 | -    | 11:35 | 2:35  | -    | 5:35 |
| Hospital - Chestertown         | 8:40 | -    | 11:40 | 2:40  | -    | 5:40 |
| Tractor Supply - Chestertown   | 8:45 | -    | 11:45 | 2:45  | -    | 5:45 |

# Maps

12:33 PM

Search here



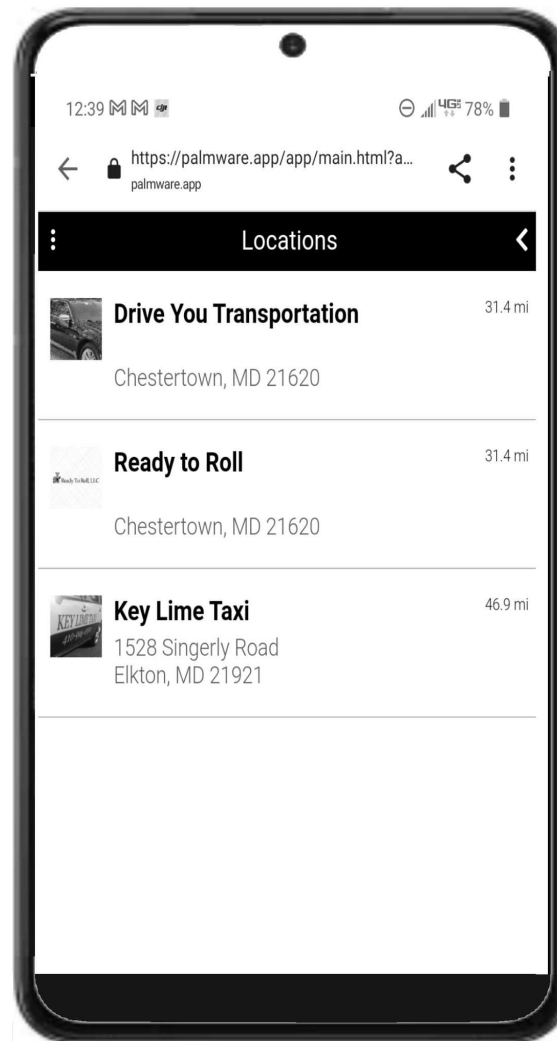
AM-Route 4 (Ruta 4)

Rock Hall - Chestertown - Centreville - Easton

Downloaded from 12/12/2023

# Taxi & Sedan

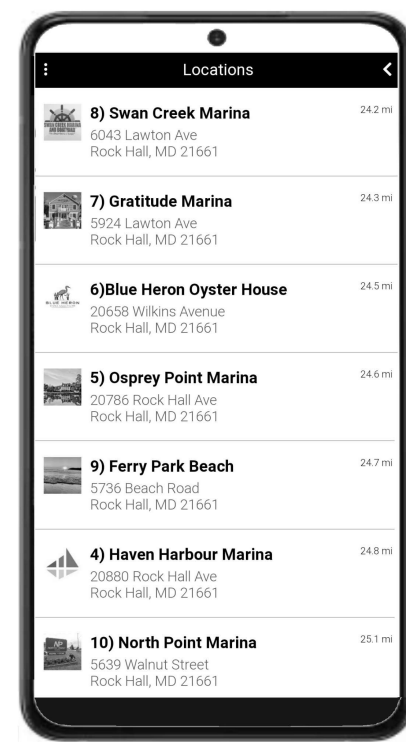
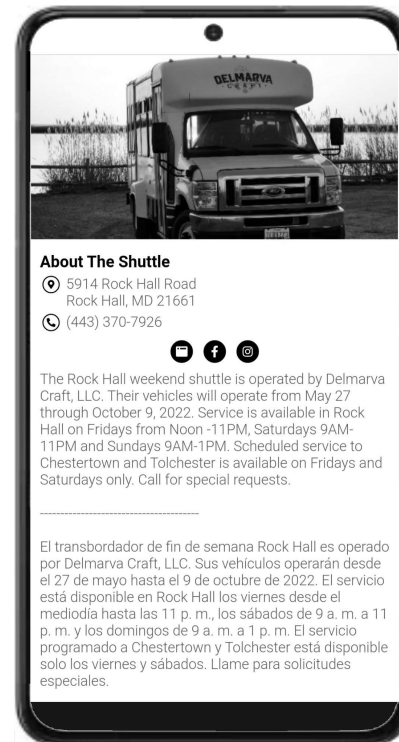
- 1) Access to Taxi and Sedan services in Kent County
- 2) Provides links to information about each service provider
- 3) Provides direct access to contact each service provider





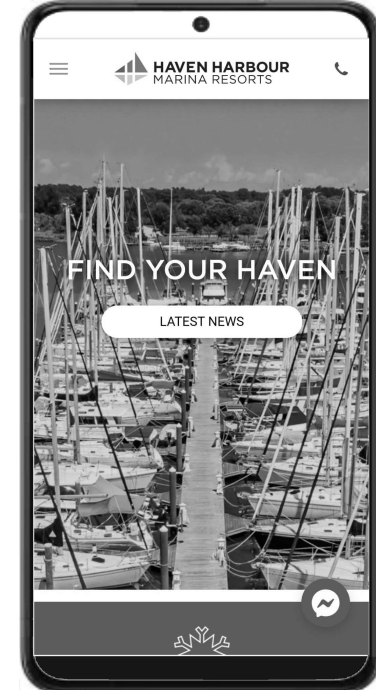
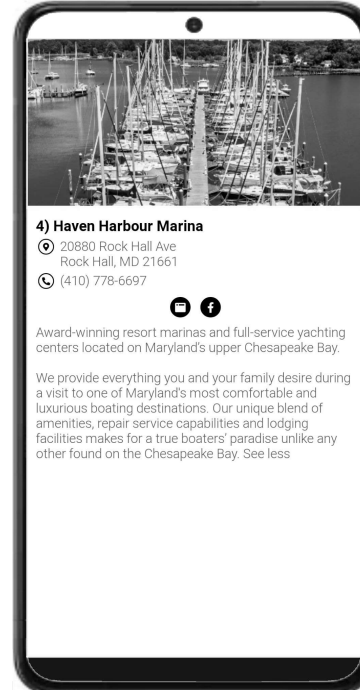
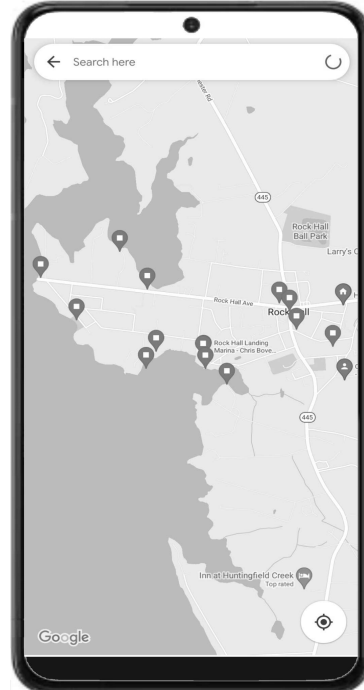
# Weekend Shuttle

- 1) Information about the shuttle is available in English & Spanish
- 2) Information and maps are available for all shuttle routes



# Bus Stop Information

- 1) Route Maps are available for each shuttle area
- 2) You can view information about each location
- 3) You can link to their websites and social media
- 4) You can call directly from each business information page



# Weekend Shuttle Tickets

- 1) The Rock Hall - Chestertown - Tolchester Shuttle allows you to purchase digital tickets
- 2) Riders will receive QR Code tickets that will be scanned upon boarding the bus
- 3) Pickup/ Destination and time can be selected
- 4) The booking will appear on the drivers Scheduled Events list



**On The Move**  
**Kent County**  
MARYLAND  
**KENT COUNTY RIDES**

Already have a ticket? Need to schedule a route pickup. You can schedule a pickup up to a week in advance.

**Tolchester to Rock Hall (Round Trip)**

Provides one (1) round trip from Tolchester Marina to Rock Hall or Chestertown.

\$10.00 per ticket  
Passenger(s)

**Tolchester to Rock Hall Day Pass**

Provides Hop-on/Hop-Off access for one calendar day, with initial pick up/with one round trip to/from Tolchester Marina.

\$20.00 per ticket  
Passenger(s)

**Chestertown to Rock Hall (Round Trip)**

This ticket provides one round trip from Chestertown to Rock Hall or Tolchester.

\$10.00 per ticket  
Passenger(s)



**On The Move**  
**Kent County**  
MARYLAND  
**KENT COUNTY RIDES**

Pickup Requested

Pickup At/Location

Drop Location

Phone

Email

Have an account? Login now.

Card Holder Name

Card Number

MM/YY   CVV  Billing Zip

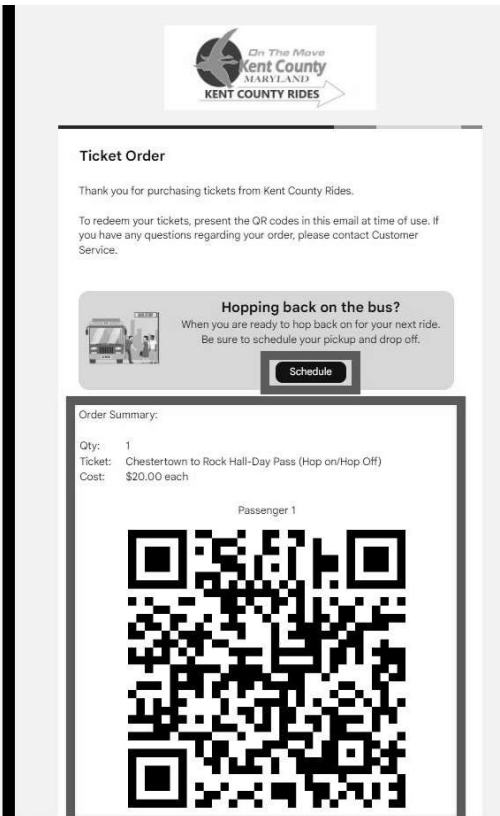
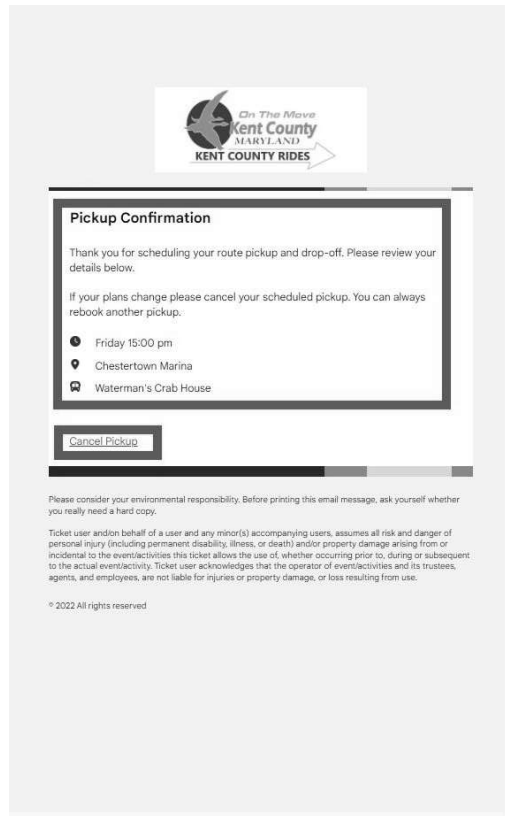
☐ Register and save your card info?

**Rock Hall IN TOWN Round Trip (In Rock Hall Only)**  
**1 x Passenger(s)**  
**\$5.00**

☐ I authorize this purchase and agree to the terms and conditions of this purchase.

# Confirmation / Tickets

- 1) You will receive two emails
- 2) The first confirms the Date/Time/Location of pickup
- 3) The second contains the QR Code Ticket for boarding the bus
- 4) There are links provided to allow you to Cancel or Schedule new pickup information
- 5) The QR code will be scanned when you board the bus
- 6) Safeguards have been built into the system to prevent unauthorized use of tickets



# Purchasing Tickets

- 1) Click “Weekend Shuttle”
- 2) Click “Get Tickets”
- 3) Select Service/Quantity



# Purchasing Tickets

- 1) Click “Purchase”
- 2) Enter Pickup/Payment
- 3) Authorize / Purchase

**KENT COUNTY RIDES**

**Rock Hall Day Pass (In Rock Hall Only)**  
Valid for one (1) calendar day. Service is available on Fridays from Noon - 11:00 PM and Saturdays from 10:00 AM - 11:00 PM; from May 27, 2022 through October 8, 2022. The shuttle provides hourly loops around Rock Hall with 3 trips per day between Rock Hall and Chestertown AND 3 trips per day between Rock Hall and Tolchester Marina. Keep receipt on your phone. Receipt must be displayed to driver upon boarding the bus. Driver may ask for ID.  
  
\$10.00 per ticket  
Passenger(s)

**Rock Hall IN TOWN Round Trip (In Rock Hall Only)**  
Valid for one round trip (board bus twice) in 5 mile radius of Rock Hall. If you need to make multiple stops in Rock Hall upon arriving from one of these locations, please purchase a day pass. Service is available on Fridays from Noon - 11:00 PM and Saturdays from 10:00 AM - 11:00 PM and Sundays 8: AM - 1:00 PM; from May 27, 2022 through October 8, 2022. Keep receipt on your phone. Receipt must be presented to the driver upon entering the bus. Driver may ask for ID.  
  
\$5.00 per ticket  
Passenger(s)

**Rock Hall to Chestertown (Round Trip)**  
Good for one Round Trip between Rock Hall and Chestertown. Entire trip must be used in one calendar day.  
  
\$10.00 per ticket  
Passenger(s)

**KENT COUNTY RIDES**

Pickup Requested

Pickup At/Location

Drop Location

Phone

Email

Have an account? Login now.

Card Holder Name

Card Number 

MM/YY   CVV  Billing Zip

☐ Register and save your card info?

**Rock Hall IN TOWN Round Trip (In Rock Hall Only)**  
**2 x Passenger(s)**  
**\$10.00**  
☒ I authorize this purchase and agree to the terms and conditions of this purchase.

**KENT COUNTY RIDES**

Pickup Requested

Pickup At/Location

Drop Location

Phone

Email

Have an account? Login now.

Card Holder Name

Card Number 

MM/YY   CVV  Billing Zip

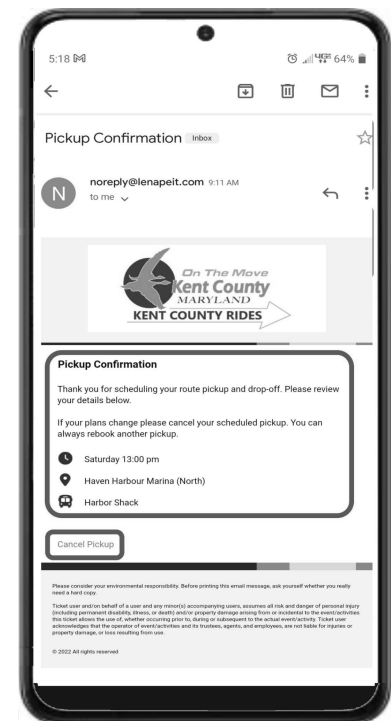
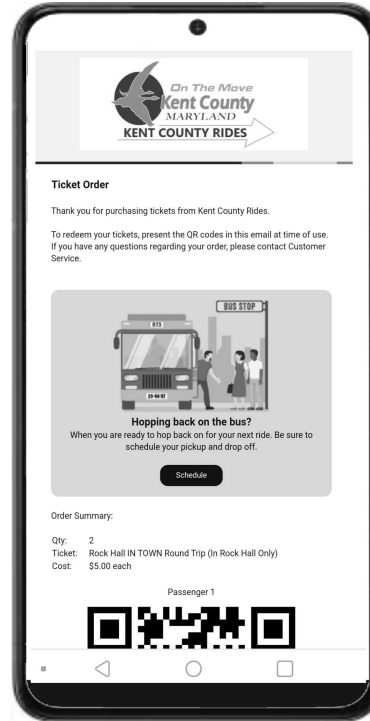
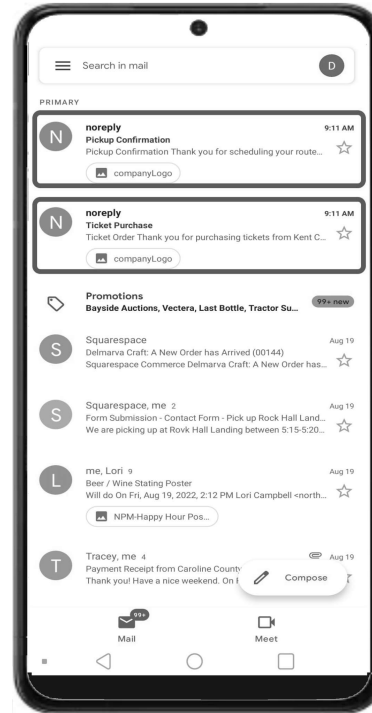
☐ Register and save your card info?

**Rock Hall IN TOWN Round Trip (In Rock Hall Only)**  
**2 x Passenger(s)**  
**\$10.00**  
☒ I authorize this purchase and agree to the terms and conditions of this purchase.



# Confirmation / Tickets

- 1) Email Confirmation/Tickets
- 2) QR Code Ticket
- 3) Confirm Date/Time/Location

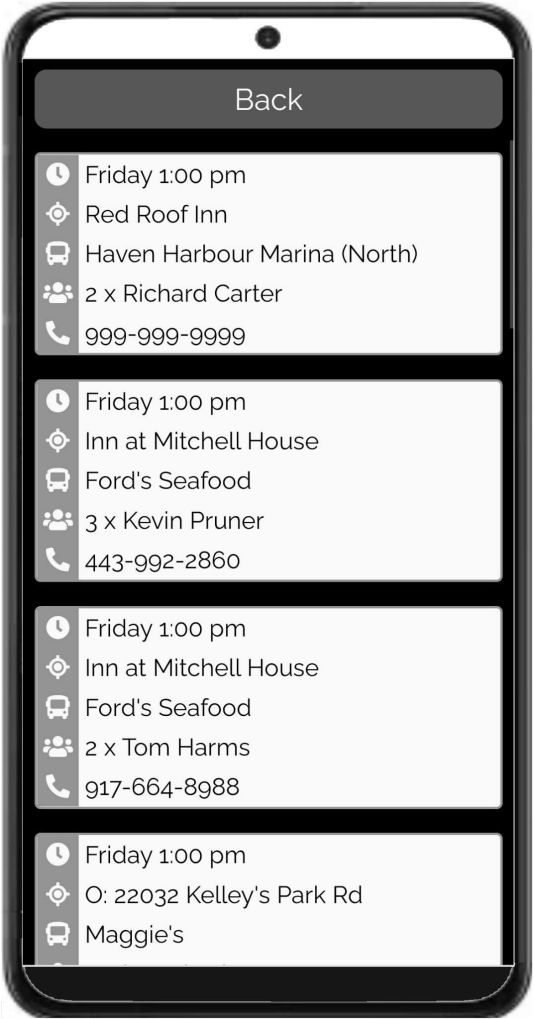


# Bus Driver Screen

— — —

Bus drivers have a display that shows them the scheduled pickup times, locations, customer info and number of people to be picked up.

Riders will scan their QR Code Ticket as they board the bus.





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**Jamie Williams, Director, Economic and Tourism Development**  
**9/6/2022**  
**County Commissioners Meeting**

**Item Summary:**

Economic and Tourism Development Reappointment Recommendation

**ATTACHMENTS:**

Description



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**Scott Boone, Director, and April Bitter, Project Manager, Information  
Technology**

**9/6/2022**

**County Commissioners Meeting**

**Item Summary:**

Office of Statewide Broadband - DHCD Grant Opportunities - Request to Approve MOU, Request to Approve Broadband Infrastructure Contracts

Kent County, in partnership with two Internet Service Providers, were awarded 11 Neighborhood grant awards from the Office of Statewide Broadband through the Department of Housing and Community Development know as the "Neighborhood Connect Maryland Broadband Funding Program."

**ATTACHMENTS:**

Description



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**Patricia Merritt, Chief Finance Officer, Office of Finance**  
**9/6/2022**  
**County Commissioners Meeting**

**Item Summary:**

Renewal of OpenGov Contract

**ATTACHMENTS:**

**Description**

09.06.22 OpenGov Inc. Agreement, Quote Number OG-00MD396, Software Services Agreement, Reporting & Analytics Transparency, Between OpenGov, Inc. and County of Kent, MD



OpenGov Inc.  
PO Box 41340  
San Jose, CA 95160  
United States

Quote Number: OG-00MD396  
Created On: 6/8/2022  
Order Form Expiration: 8/31/2022  
Subscription Start Date: 7/1/2022  
Subscription End Date: 6/30/2027

Prepared By: Jenny Russell  
Email: jrussell@opengov.com  
Contract Term: 60 Months

#### Customer Information

Customer: County of Kent, MD  
Bill To/Ship To: 400 High Street  
Chestertown, Maryland 70500  
United States

Contact Name: Patricia Merritt  
Email: pmerritt@kentgov.org

#### Order Details

Billing Frequency: Annually in Advance  
Payment Terms: Net Thirty (30) Days

#### SOFTWARE SERVICES:

| Product / Service                                                       | Start Date | End Date  | Annual Fee  |
|-------------------------------------------------------------------------|------------|-----------|-------------|
| Reporting & Analytics<br><i>Reporting &amp; Analytics, Transparency</i> | 7/1/2022   | 6/30/2027 | \$15,015.00 |

Annual Subscription Total: \$15,015.00

#### Billing Table:

| Billing Date | Amount Due  |
|--------------|-------------|
| July 1, 2022 | \$15,015.00 |
| July 1, 2023 | \$15,015.00 |
| July 1, 2024 | \$15,015.00 |
| July 1, 2025 | \$15,015.00 |
| July 1, 2026 | \$15,015.00 |

#### Order Form Legal Terms

Welcome to OpenGov! Thanks for using our Software Services. This Order Form is entered into between OpenGov, Inc., with its principal place of business at PO Box 41340, San Jose, CA 95160 ("OpenGov"), and you, the entity identified above ("Customer"), as of the Effective Date. This Order Form includes and incorporates the OpenGov Software Services Agreement ("SSA") executed by the parties and attached, or if no such SSA is executed or attached, the SSA at <https://opengov.com/terms-of-service> and the applicable Statement of Work ("SOW") incorporated herein in the event Professional Services are purchased. The Order Form, SSA and SOW shall hereafter be referred to as the "Agreement". Unless otherwise specified above, fees for the Software Services and Professional Services shall be due and payable, in advance, on the Effective Date. By signing this Agreement, Customer acknowledges that it has reviewed, and agrees to be legally bound by, the OpenGov Terms and Conditions. Each party's acceptance of this Agreement is conditional upon the other's acceptance of the terms in the Agreement to the exclusion of all other terms.

County of Kent, MD

Signature: P. Thomas Mason

Name: P. Thomas Mason

Title: President

Date: 09/06/22

OpenGov, Inc.

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_



## OPENGOV, INC. SOFTWARE AGREEMENT



OpenGov, Inc.  
955 Charter Street  
Redwood City, CA 94063  
United States

Quote Number: OG-000002300  
Created Date: 6/9/2017  
Expiration Date: 6/30/2017

Prepared By: Eric DiProspero  
Phone: 484-798-9882  
Email: ediprospero@opengov.com  
Contract Dates: Effective: 2017-7-1  
Ends on: 2022-6-30

**Customer Information**

Contact Name: Shelley Heller  
Phone: 410-778-3805  
Email: sheller@kentgov.org

Bill To Name: County of Kent, Maryland  
Bill To: 400 High Street  
Chestertown, MD 21620

Fax

**Order Details**

**Description** OpenGov Intelligence and Transparency™ allows customers to easily create a collaborative budget and share internal operational reports, combining unlimited financial (e.g., general ledger, chart of accounts, current year and month spending, transactions, and balance sheet) and non-financial data (performance metrics, operational data, census data, custom financial projections, etc.) from numerous sources to help governments make better financial decisions and operate more efficiently.

**Fees**

| Product                                    | Quantity | Sales Price | Discount    | Total Price |
|--------------------------------------------|----------|-------------|-------------|-------------|
| OpenGov Intelligence – Annual Subscription | 5.00     | \$14,300    |             | \$71,500    |
| OpenGov – Implementation Fee               | 1.00     | \$1,100     |             | \$1,100     |
| Billing Frequency: Annual                  |          |             | Total Price | \$72,600    |

Welcome to OpenGov! Thanks for using our software. This Software Agreement ("Agreement") is entered into between OpenGov, Inc., with its principal place of business at 955 Charter Street, Redwood City, 94063 ("OpenGov"), and you, the entity identified above ("Customer"), as of the Effective Date. This Agreement includes and incorporates the Terms and Conditions listed in Appendix A. Each party's acceptance of this Agreement is conditional upon the other's acceptance of the terms in the Agreement to the exclusion of all other terms.

**Signature**

Customer

OpenGov, Inc.

Signature: [Signature]  
Name: William Pickrum  
Title: President  
Date: 8/1/17

Signature: [Signature]  
Name: Leo Choi  
Title: Sr. Director Finance  
Date: 8/1/2017

**Terms and Conditions**

**Appendix A**

**OpenGov Terms and Conditions**

**1. SOFTWARE SERVICES**

1.1 Subject to the terms and conditions of these OpenGov Terms and Conditions (the "Agreement"), OpenGov will use commercially reasonable efforts to perform the software services (the "Software Services") identified in the applicable Software Agreement entered into by OpenGov and Customer ("Software Agreement").

1.2 Customer understands that OpenGov's performance depends on Customer timely providing OpenGov with a copy of the Customer's chart of accounts in .csv or .xls format. In addition, Customer agrees to provide OpenGov with five or more years of general ledger data, also in .csv or .xls format, including budget data for the current year and actual expense and revenue data for past years. Any dates or time periods relevant to OpenGov's performance will be extended appropriately and equitably to reflect any delays caused by Customer's failure to timely deliver any such materials. OpenGov shall not be liable for any delays in performance under this Agreement resulting from Customer's failure to meet these obligations.

**2. RESTRICTIONS AND RESPONSIBILITIES**

2.1 This is a contract for access to the Software Services and Customer agrees not to, directly or indirectly: reverse engineer, decompile, disassemble, or otherwise attempt to discover the source code, object code, or underlying structure, ideas, or algorithms of the Software Services, documentation or data related to the Software Services, except to the extent such a restriction is limited by applicable law; modify, translate, or create derivative works based on the Software Services; or copy, rent, lease, distribute, assign, sell, or otherwise commercially exploit, transfer, or encumber rights to the Software Services; or remove any proprietary notices.

2.2 Customer will use the Software Services only in compliance with all applicable laws and regulations (including, but not limited to, any export restrictions).

2.3 Customer shall be responsible for obtaining and maintaining any equipment and other services needed to connect to, access or otherwise use the Software Services and Customer shall also be responsible for (a) ensuring that such equipment is compatible with the Software Services, (b) maintaining the security of such equipment, user accounts, passwords and files, and (c) for all uses of Customer user accounts with or without Customer's knowledge or consent.

3. **OWNERSHIP.** OpenGov retains all right, title, and interest in the Software Services and all intellectual property rights (including all past, present, and future rights associated with works of authorship, including exclusive exploitation rights, copyrights, and moral rights, trademark and trade name rights and similar rights, trade secret rights, patent rights, and any other proprietary rights in intellectual property of every kind and nature) therein.

4. **CONFIDENTIALITY.** Each party (the "Receiving Party") agrees not to disclose (except as permitted herein) any Confidential Information of the other party (the "Disclosing Party") without the Disclosing Party's prior written consent. "Confidential Information" means all confidential business, technical, and financial information of the disclosing party that is marked as "Confidential" or an equivalent designation or that should reasonably be understood to be confidential given the nature of the information and/or the circumstances surrounding the disclosure (including the terms of the applicable Software Agreement). OpenGov's Confidential Information includes, without limitation, the software underlying the Software Services and all documentation relating to the Software Services. "Confidential Information" does not include "Public Data," which is data that the Customer has previously released or would be required to release according to applicable federal, state, or local public records laws. The Receiving Party agrees: (i) to use and disclose the Confidential Information only in connection with this Agreement; and (ii) to protect such Confidential Information using the measures that Receiving Party employs with respect to its own Confidential Information of a similar nature, but in no event with less than reasonable care. Notwithstanding the foregoing, Confidential Information does not include information that: (i) has become publicly known through no breach by the receiving party; (ii) was rightfully received by the receiving party from a third party without restriction on use or disclosure; or (iii) is independently developed by the Receiving Party without access to such Confidential Information. Notwithstanding the above, the Receiving Party may disclose Confidential Information to the extent required by law or

## OPENGOV, INC. SOFTWARE AGREEMENT

court order, provided that prior written notice of such required disclosure and an opportunity to oppose or limit disclosure is given to the Disclosing Party.

**5. DATA LICENSE.** Customer grants OpenGov a non-exclusive, transferable, perpetual, worldwide, and royalty-free license to use any data or information submitted by Customer to OpenGov for the development of new software or the provision of the Software Services.

**6. PAYMENT OF FEES.** The fees for the Software Services ("Fees") are set forth in the applicable Software Agreement. Customer shall pay all Fees within thirty (30) days after the date of OpenGov's invoice, which shall be billed as of the effective date.

### **7. TERM & TERMINATION**

**7.1** Subject to compliance with all terms and conditions, the term of this Agreement shall start on page one (1) of the Agreement. The Customer will be billed according to the Billing Frequency as specified above. Unless either party declines to renew in writing no less than thirty (30) days before the applicable term, this Agreement shall renew for four (4) additional (1) year periods. The customer will be billed on an annual basis for each twelve (12) month term. If either party materially breaches any term of this Agreement and fails to cure such breach within thirty (30) days after notice by the non-breaching party (ten (10) days in the case of non-payment), the non-breaching party may terminate this Agreement immediately upon notice.

**7.2** Upon termination, Customer will pay in full for all Software Services performed up to and including the effective date of termination. Upon any termination of this Agreement: (a) all Software Services provided to Customer hereunder shall immediately terminate; and (b) each party shall return to the other party or, at the other party's option, destroy all Confidential Information of the other party in its possession.

**7.3** All sections of this Agreement which by their nature should survive termination will survive termination, including, without limitation, accrued rights to payment, confidentiality obligations, warranty disclaimers, and limitations of liability.

### **8. WARRANTY AND DISCLAIMER**

**8.1** OpenGov represents and warrants that: (i) it has all right and authority necessary to enter into and perform this Agreement; and (ii) the Software Services shall be performed in a professional and workmanlike manner in accordance with generally prevailing industry standards.

**8.2** Customer represents and warrants that (i) it has all right and authority necessary to enter into and perform this Agreement; (ii) it owns all right, title, and interest in and to all data provided to OpenGov for use in and in connection with this Agreement, or possesses the necessary authorization thereto; and (iii) OpenGov's use of such materials in connection with the Software Services will not violate the rights of any third party.

**8.3** OPENGOV DOES NOT WARRANT THAT THE SOFTWARE SERVICES WILL BE UNINTERRUPTED OR ERROR FREE; NOR DOES IT MAKE ANY WARRANTY AS TO THE RESULTS THAT MAY BE OBTAINED FROM USE OF THE SOFTWARE SERVICES. EXCEPT AS SET FORTH IN THIS SECTION 8, THE SOFTWARE SERVICES ARE PROVIDED "AS IS" AND OPENGOV DISCLAIMS ALL WARRANTIES, EXPRESS OR IMPLIED, INCLUDING, BUT NOT LIMITED TO, IMPLIED WARRANTIES OF MERCHANTABILITY, TITLE, FITNESS FOR A PARTICULAR PURPOSE, AND NON-INFRINGEMENT.

**9. LIMITATION OF LIABILITY.** NEITHER PARTY, NOR ITS SUPPLIERS, OFFICERS, AFFILIATES, REPRESENTATIVES, CONTRACTORS AND EMPLOYEES, SHALL BE RESPONSIBLE OR LIABLE WITH RESPECT TO ANY SUBJECT MATTER OF THIS AGREEMENT OR RELATED TERMS AND CONDITIONS UNDER ANY CONTRACT, NEGLIGENCE, STRICT LIABILITY, OR OTHER THEORY: (A) FOR ERROR OR INTERRUPTION OF USE OR FOR LOSS OR INACCURACY OF DATA OR COST OF PROCUREMENT OF SUBSTITUTE GOODS OR SERVICES OR LOSS OF BUSINESS; (B) FOR ANY INDIRECT, EXEMPLARY, PUNITIVE, INCIDENTAL, SPECIAL, OR CONSEQUENTIAL DAMAGES; OR (C) FOR ANY MATTER BEYOND SUCH PARTY'S REASONABLE CONTROL, EVEN IF SUCH PARTY HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH LOSS OR DAMAGE. IN NO EVENT SHALL EITHER PARTY'S AGGREGATE, CUMULATIVE LIABILITY FOR ANY CLAIMS ARISING OUT OF OR IN ANY WAY RELATED TO THIS AGREEMENT EXCEED

## OPENGOV, INC. SOFTWARE AGREEMENT

THE FEES PAID BY CUSTOMER TO OPENGOV (OR, IN THE CASE OF CUSTOMER, PAYABLE) FOR THE SOFTWARE SERVICES UNDER THIS AGREEMENT IN THE 12 MONTHS PRIOR TO THE ACT THAT GAVE RISE TO THE LIABILITY.

10. **MISCELLANEOUS.** Capitalized terms not otherwise defined in these Terms and Conditions have the meaning set forth in the applicable Software Agreement. Neither party shall be held responsible or liable for any losses arising out of any delay or failure in performance of any part of this Agreement, other than payment obligations, due to any act of god, act of governmental authority, or due to war, riot, labor difficulty, failure of performance by any third party service, utilities, or equipment provider, or any other cause beyond the reasonable control of the party delayed or prevented from performing. OpenGov shall have the right to use and display Customer's logos and trade names for marketing and promotional purposes in connection with OpenGov's website and marketing materials, subject to Customer's trademark usage guidelines (as provided to OpenGov). If any provision of this Agreement is found to be unenforceable or invalid, that provision will be limited or eliminated to the minimum extent necessary so that this Agreement will otherwise remain in full force and effect and enforceable. This Agreement is not assignable or transferable by either party without the other party's prior written consent, provided however that either party may assign this Agreement to a successor to all or substantially all of its business or assets. This Agreement (including the Software Agreement) is the complete and exclusive statement of the mutual understanding of the parties and supersedes and cancels all previous written and oral agreements, communications, and other understandings relating to the subject matter of this Agreement, and that all waivers and modifications must be in a writing signed by both parties. No agency, partnership, joint venture, or employment is created as a result of this Agreement and neither party has any authority of any kind to bind the other party in any respect. In any action or proceeding to enforce rights under this Agreement, the prevailing party will be entitled to recover costs and attorneys' fees. All notices under this Agreement will be in writing and will be deemed to have been duly given when received, if personally delivered; when receipt is electronically confirmed, if transmitted by facsimile or e-mail; the day after it is sent, if sent for next day delivery by recognized overnight delivery service; and upon receipt, if sent by certified or registered mail, return receipt requested. This Agreement shall be governed by the laws of the State of California without regard to its conflict of laws provisions



**Appendix B**  
**OpenGov Service Level Metrics**

**1. SCHEDULED DOWNTIME.** When needed, OpenGov will schedule downtime for routine maintenance or system upgrades ("Scheduled Downtime") for its Services. OpenGov shall exercise commercially reasonable efforts to schedule Scheduled Downtime outside of peak traffic periods. OpenGov will notify Customer's designated contact at least twenty-four (24) hours prior to the occurrence of Scheduled Downtime.

**2. SYSTEMS ACCESSABILITY WARRANTY.**

**A.** The Services will be accessible 99.9% of the time, 7 days of the week, and 24 hours per day, as calculated over a calendar month ("Systems Accessibility Warranty"). Such System Accessibility Warranty shall not apply to, and OpenGov will not be responsible for, any inaccessibility which: 1) results from Scheduled Downtime, including a maintenance period every Tuesday from 6:00pm Pacific Time to 11:00pm Pacific Time ; 2) results from a failure of equipment, software or services not under the direct control of OpenGov; 3) results from the failure of communication or telephone access service or other outside service or equipment not the fault of OpenGov; 4) is caused by a third party not under OpenGov' control; or 5) is a result of causes beyond the reasonable control of OpenGov, including any force majeure event. To the extent solely under OpenGov' control, OpenGov shall be responsible for monitoring and maintaining adequate controls over Customer Data transmissions and storage. OpenGov shall be solely responsible for setting applicable data processing and transmission parameters.

**B.** If the Services experience Downtime, then as Customer's sole and exclusive remedy, and OpenGov' sole and exclusive financial liability and obligation, Customer is entitled to a Service Level Credit equal as follows:

| Monthly Uptime Percentage | Percentage of monthly bill for Services to be credited to future monthly bills of Customer |
|---------------------------|--------------------------------------------------------------------------------------------|
| 99.00% - < 99.9%          | 10%                                                                                        |
| 95.00% - < 99.00%         | 25%                                                                                        |
| < 95.00%                  | 50%                                                                                        |

- "Downtime" means that for a valid request by our external verification service, made on no less than a minutely basis, results in a server error (HTTP status 5XX or the server response takes 3 or more minutes).
- "Downtime Period" means a period of fifteen consecutive minutes of Downtime. Intermittent Downtime for a period of less than fifteen minutes will not be counted towards any Downtime Periods.
- "Monthly Uptime Percentage" means total number of minutes in a month, minus the number of minutes of Downtime suffered from all Downtime Periods in a month, divided by the total number of minutes in a month.

**C.** To receive a Service Level Credit, Customer must submit a written request for Service Level Credits to Customer's designated account manager or the OpenGov support team. To be eligible, the request must (i) include the dates and times of each incident of Downtime experienced by Customer in the preceding month; and (ii) be received by OpenGov within thirty days after the end of the current monthly period in which the Downtime occurred.

**D.** Upon receipt of a Service Level Credit request in compliance with the above requirements, OpenGov shall have 30 days to review the request and to validate the information provided. If OpenGov determines in good faith that the Services failed to meet the Systems Accessibility Warranty as alleged in such a request, then OpenGov will apply such Service Level Credits to Customer's next billing period. Customer's failure to comply with the provisions of Section 2.C. above will disqualify it from receiving a Service Level Credit.

**E.** Customers whose accounts are past due, delinquent, and/or not in good standing at any time during the service month of a given service outage are not eligible for a credit.

## OPENGOV, INC. SOFTWARE AGREEMENT

### APPENDIX C

#### OpenGov Support Services

1. **Support.** Customer support is available via email 12 hours per day, Monday through Friday, excluding OpenGov' corporate designated holidays. See below for a list of holidays observed by OpenGov. Problems may be reported any time, however, OpenGov will not be obligated to assign work after business hours (9 a.m. to 5 p.m. Pacific Time).
2. **Liaisons.** On or before the Activation Date, Customer and OpenGov shall each designate a liaison as a respective point of contact for technical issues. Each party may change such liaison upon written notice from time to time at reasonable intervals. OpenGov will not be obligated to provide support to any person other than the Customer's designated liaison.
3. **Holidays.** OpenGov observes the following holidays: New Year's Day, Presidents Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Day after Thanksgiving Day, Christmas Eve Day, Christmas Day, and New Year's Eve.



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**Rosemary Ramsey Granillo, Director, Kent County Local Management  
Board  
9/6/2022  
County Commissioners Meeting**

**Item Summary:**

Kent County Local Management Board Furniture

**ATTACHMENTS:**

Description





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## **Engineering - Grounds Maintenance 9/6/2022 County Commissioners Meeting**

### **Item Summary:**

Worton Park Multi Purpose Field Lighting Project

### **ATTACHMENTS:**

Description

Grant Award Notification

FY22 LPPI Grant Summary



*Larry Hogan, Governor  
Boyd Rutherford, Lt. Governor  
Jeannie Haddaway-Riccio, Secretary  
Allan Fisher, Deputy Secretary*

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February 22, 2022

**Via Electronic Delivery to**

Myra Butler  
Director  
Parks & Recreation  
Kent County  
PO Box 67  
Worton, MD 21678  
[mbutler@kentgov.org](mailto:mbutler@kentgov.org)

RE: LPPI-14-3, Bayside Landing Park & Pool Bathhouse Flooring  
LPPI-14-5, Betterton Beach & Park Pavilion Roof Rehabilitation  
LPPI-14-9, Edesville Park Playground Swings  
LPPI-14-10, Worton Park Enhancements  
Kent County

Dear Ms. Butler:

It gives me great pleasure to inform you that the Board of Public Works has approved your request for Local Parks and Playgrounds Infrastructure funds regarding the above referenced project(s). A copy of the agenda item(s) is attached for your reference.

You may proceed with this project at your earliest opportunity. When the project commences, please have your staff contact the Program Open Space program administrator with whom they have been working so that arrangements can be made to coordinate reimbursement.

If I may be of further assistance, please do not hesitate to contact me at 443-534-8255.

Sincerely,

Carrie R. Lhotsky  
Grants and Stewardship Manager  
[carrie.lhotsky@maryland.gov](mailto:carrie.lhotsky@maryland.gov)

Attachments



Larry Hogan, Governor  
Boyd Rutherford, Lt. Governor  
Jeannie Haddaway-Riccio, Secretary  
Allan Fisher, Deputy Secretary

January 4, 2022

**Via Electronic Delivery to**

[steve.hershey@senate.state.md.us](mailto:steve.hershey@senate.state.md.us)

[steven.arentz@house.state.md.us](mailto:steven.arentz@house.state.md.us)

[Jeff.Ghrist@house.state.md.us](mailto:Jeff.Ghrist@house.state.md.us)

[jay.jacobs@house.state.md.us](mailto:jay.jacobs@house.state.md.us)

Dear Honorable Senator(s) and Delegate(s):

It is a pleasure to inform you that the Department of Natural Resources has received grant requests for Local Parks and Playgrounds Infrastructure Funding assistance as outlined below.

| Project Number | Project Title                                       | Applicant City/County | BPW Amount And Total Amount                              | Project Description                                                                                                                               |
|----------------|-----------------------------------------------------|-----------------------|----------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------|
| LPPI-14-3      | Bayside Landing Park & Pool Bathhouse Flooring      | Kent County           | BPW Amount<br>\$15,381.00<br>Total Amount<br>\$15,381.00 | Purchase and install slip proof flooring in the pool bathhouse.                                                                                   |
| LPPI-14-5      | Betterton Beach & Park Pavilion Roof Rehabilitation | Kent County           | BPW Amount<br>\$20,000.00<br>Total Amount<br>\$20,000.00 | Replace the deteriorated wood and shingles on the roof of the pavilion.                                                                           |
| LPPI-14-9      | Edesville Park Playground Swings                    | Kent County           | BPW Amount<br>\$9,764.00<br>Total Amount<br>\$9,764.00   | Purchase and install swing set playground equipment consistent with National Playground Safety Standards and the Americans with Disabilities Act. |

|            |                                                                                               |             |                                                                      |                                                                                                                                                                                                                                                                                                                                                                         |
|------------|-----------------------------------------------------------------------------------------------|-------------|----------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| LPPI-14-10 | Worton Park Enhancement<br>Field Lighting,<br>Playground &<br>Pavilion Roof<br>Rehabilitation | Kent County | BPW<br>Amount<br>\$509,310.00<br><br>Total<br>Amount<br>\$509,310.00 | Replace picnic pavilion roof, purchase and install playground equipment consistent with National Playground Safety Standards and the Americans with Disabilities Act, athletic field lighting system for one multi-purpose field, and associated park amenities. Lighting designed to perform its intended function, be energy efficient, and minimize light pollution. |
|------------|-----------------------------------------------------------------------------------------------|-------------|----------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

These projects are consistent with Local Parks and Playgrounds Infrastructure Funding objectives and funding was approved and appropriated by the General Assembly. However, Board of Public Works approval is necessary prior to the commitment of funds. These projects will be submitted to the Board for approval in the very near future and if approved, the local government may begin at their earliest opportunity.

Your continued support and interest in improving the quality of our parks and recreation for the citizens of Maryland is greatly appreciated. If you would like to receive confirmation of approval or need any other information regarding these projects, please contact me at (443) 534-8255.

Sincerely,



Carrie Lhotsky  
Land Acquisition and Planning  
[carrie.lhotsky@maryland.gov](mailto:carrie.lhotsky@maryland.gov)

cc: Myra Butler, Director, Parks & Recreation [mbutler@kentgov.org](mailto:mbutler@kentgov.org)



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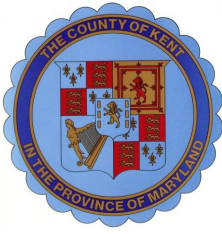
**Engineering**  
**9/6/2022**  
**County Commissioners Meeting**

**Item Summary:**

Public Safety Building Architectural Services

**ATTACHMENTS:**

Description



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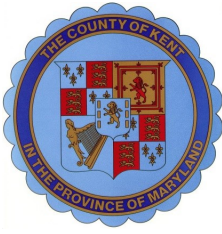
**Roads Division**  
**9/6/2022**  
**County Commissioners Meeting**

**Item Summary:**

FY2023 Blacktop Project, Quaker Neck Road

**ATTACHMENTS:**

Description



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**Bonnie S. Pearsall, Inspector, Kent Alcohol and Tobacco Enforcement**  
**9/6/2022**  
**County Commissioners Meeting**

**Item Summary:**

License Update

**ATTACHMENTS:**

Description





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## **Consolidated Transportation Plan Tour, Maryland Department of Transportation 9/6/2022 County Commissioners Meeting**

### **Item Summary:**

Invitation Letters

### **ATTACHMENTS:**

#### **Description**

09.06.22 Maryland Department of Transportation, 2022 Schedule for Annual Consultation Meeting

08.31.22 Stephen S. Hershey, Senator, State of Maryland, Maryland Department of Transportation, Consolidation Transportation Programs(CTP) Tour

08.31.22 District 36 Delegation, State of Maryland, Maryland Department of Transportation, Consolidation Transportation Programs (CTP) Tour

08.31.22 Donald E. Sutton, Mayor, Town of Betterton, State of Maryland, Maryland Department of Transportation, Consolidation Transportation Programs (CTP) Tour

08.31.22 David Foster, Mayor, Town of Chestertown, State of Maryland, Maryland Department of Transportation, Consolidation Transportation Programs (CTP) Tour

08.31.22 John T. Carroll Mayor, Town of Galena, State of Maryland, Maryland Department of Transportation, Consolidation Transportation Programs (CTP) Tour

08.31.22 Kevin Hemstock, Mayor, Town of Millington, State of Maryland, Maryland Department of Transportation, Consolidation Transportation Programs (CTP) Tour

08.31.22 Dawn Jacobs, Mayor, Town of Rock Hall, State of Maryland, Maryland Department of Transportation, Consolidation Transportation Programs (CTP) Tour

# Maryland Department of Transportation

## 2022 SCHEDULE ANNUAL CONSULTATION MEETING [Full Draft CTP](#) or [www.ctp.maryland.gov](http://www.ctp.maryland.gov)

| Day | Date     | County            | Time     | Location                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|-----|----------|-------------------|----------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| F   | 9/16/22  | Cecil             | 10:00 AM | County Administration Building, Elk Room, 200 Chesapeake Boulevard, Elkton, MD 21921<br><b>Watch</b> live at: <a href="http://www.ccgov.org/council">www.ccgov.org/council</a>                                                                                                                                                                                                                                                                                                                                                                  |
|     |          | Baltimore CITY    | 3:30 PM  | City Hall, Board of Estimates Room, 2 <sup>nd</sup> Floor, 100 N. Holliday Street, Baltimore, MD 21202<br><b>Join</b> the <a href="#">Webex meeting</a> , or <b>Dial</b> (US Toll): 1-408-418-9388<br>Webinar Number: 2348 353 3029, Password: Public (782542 from phones)                                                                                                                                                                                                                                                                      |
| T   | 9/20/22  | Kent              | 6:00 PM  | 400 High Street, Chestertown, MD 21620<br><b>Watch</b> live at: <a href="https://www.kentcounty.com/commissioners/meeting-live-video">https://www.kentcounty.com/commissioners/meeting-live-video</a>                                                                                                                                                                                                                                                                                                                                           |
| W   | 9/21/22  | Charles           | 3:00 PM  | Charles County Government Building, 200 Baltimore Street, LaPlata, MD 20646<br><b>Watch</b> live at: <a href="http://www.CharlesCountyMD.gov/our-county/ccgtv-live-stream">www.CharlesCountyMD.gov/our-county/ccgtv-live-stream</a> or<br><b>listen</b> live at: 301-645-0500                                                                                                                                                                                                                                                                   |
| Th  | 9/22/22  | Wicomico          | 7:00 PM  | Wicomico County Civic Center, DaNang Room, 500 Glen Avenue, Salisbury, MD 21804<br><b>Watch</b> live at: <a href="http://www.pac14.org/">http://www.pac14.org/</a>                                                                                                                                                                                                                                                                                                                                                                              |
| M   | 9/26/22  | Harford           | 1:00 PM  | Harford County Council Chambers, 212 S. Bond Street, Bel Air, MD 21014                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| T   | 9/27/22  | St. Mary's        | 9:00 AM  | Commissioners Meeting Room, Chesapeake Building, 41770 Baldrige Street, Leonardtown, MD 20650<br><b>Watch</b> live at: <a href="https://www.youtube.com/user/StMarysCoMDGov">https://www.youtube.com/user/StMarysCoMDGov</a>                                                                                                                                                                                                                                                                                                                    |
| Th  | 9/29/22  | Prince George's   | 10:00 AM | Wayne K. Curry Administration Building, 1 <sup>st</sup> Floor Council Hearing Room, 1301 McCormick Drive, Largo, MD 20774<br><b>Watch</b> live at: <a href="https://pgccouncil.us/LIVE">https://pgccouncil.us/LIVE</a><br>Persons wishing to speak should register on the Council's Public Hearings/Sign-up to Speak page: <a href="https://pgccouncil.us/Speak">https://pgccouncil.us/Speak</a> and the meeting link will be sent to them in advance of the meeting                                                                            |
|     |          | Howard            | 6:00 PM  | G. Howard Bldg., 3430 Court House Drive, Ellicott City, MD 21043<br><b>Watch</b> live at: <a href="https://cc.howardcountymd.gov/Online-Tools/Watch-Us">https://cc.howardcountymd.gov/Online-Tools/Watch-Us</a>                                                                                                                                                                                                                                                                                                                                 |
| T   | 10/4/22  | Worcester         | 10:00 AM | Worcester County Government Center, One West Market Street, Snow Hill, MD 21863-1195<br><b>Watch</b> live at: <a href="http://www.co.worcester.md.us/event/commissioners-meeting-october-4">http://www.co.worcester.md.us/event/commissioners-meeting-october-4</a>                                                                                                                                                                                                                                                                             |
|     |          | Talbot            | 3:00 PM  | Talbot County Community Center, Wye Oak Room, 10028 Ocean Gateway, Easton, MD 21601<br><b>Join</b> the <a href="#">Zoom meeting</a><br>Or <b>Dial</b> : 301-715-8592<br>Meeting ID: 895 8609 8500, Passcode: 570973                                                                                                                                                                                                                                                                                                                             |
| T   | 10/11/22 | Anne Arundel      | 10:00 AM | Anne Arundel County Council Chambers, 44 Calvert Street, 1 <sup>st</sup> Floor, Annapolis, MD 21401<br><b>Watch</b> live on local cable channels or via Arundel TV, visit: <a href="http://www.aacounty.org/services-and-programs/government-television">www.aacounty.org/services-and-programs/government-television</a><br>For concerns with accessibility, contact the Administrative Officer at least 72 hours in advance of the meeting: <a href="mailto:CouncilAdmin@aacounty.org">CouncilAdmin@aacounty.org</a> or by phone 410-222-1401 |
|     |          | Montgomery County | 7:00 PM  | Montgomery Council Office Building, 100 Maryland Avenue, 3 <sup>rd</sup> Floor Council Hearing Room, Rockville, MD 20850<br><b>Watch</b> live at: <a href="https://www.youtube.com/channel/UCbZz9T0h3xWo2ZWaEveO-9g?view_as=subscriber">https://www.youtube.com/channel/UCbZz9T0h3xWo2ZWaEveO-9g?view_as=subscriber</a>                                                                                                                                                                                                                         |

# Maryland Department of Transportation

## 2022 SCHEDULE ANNUAL CONSULTATION MEETING Full Draft CTP or [www.ctp.maryland.gov](http://www.ctp.maryland.gov)

|    |          |                  |          |                                                                                                                                                                                                                                                                                                |
|----|----------|------------------|----------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| W  | 10/12/22 | Baltimore COUNTY | 2:00 PM  | TradePoint Atlantic, 6995 Bethlehem Boulevard, Suite 100, Sparrows Point, MD 21219<br><b>Watch</b> live at: <a href="https://www.youtube.com/user/BaltimoreCounty">https://www.youtube.com/user/BaltimoreCounty</a>                                                                            |
| Th | 10/13/22 | Carroll          | 2:00 PM  | County Office Building, Reagan Room #003, 225 N. Center Street, Westminster, MD 21157<br><b>PHOTO ID REQUIRED TO ENTER BUILDING</b><br><b>Watch</b> live at: <a href="#">Carroll County Government YouTube Channel</a> or through the <a href="#">Carroll County Government Meeting Portal</a> |
| M  | 10/24/22 | Frederick        | 7:00 PM  | Winchester Hall, 1 <sup>st</sup> Floor Hearing Room, 12 E. Church Street, Frederick, MD 21701<br>To <b>join by phone</b> , dial 855-925-2801, Meeting Code: 8774<br><b>Join</b> the meeting at: <a href="https://publicinput.com/C0230">https://publicinput.com/C0230</a>                      |
| T  | 10/25/22 | Calvert          | 10:00 AM | Commissioners Hearing Room, 175 Main Street, Prince Frederick, MD 20678<br><b>Join</b> the <a href="#">Zoom meeting</a><br>Meeting ID: 899-4188-8251, Passcode: #<br>Or <b>Dial</b> 301-715-8592, Meeting ID: 899-4188-8251                                                                    |
|    |          | Queen Anne's     | 3:00 PM  | Queen Anne's County Commissioners Meeting Room, Liberty Building, 107 N. Liberty Street, Centreville, MD 21617<br><b>Join</b> the <a href="#">Zoom meeting</a><br>Meeting ID: 337 639 6733, Passcode: Studio7<br>Or <b>Dial</b> : 201-715-8592<br>Meeting ID: 337 639 6733, Passcode: 440058   |
| T  | 11/1/22  | Caroline         | 9:00 AM  | Caroline County Board of Education, 204 Franklin Street, Denton, MD 21629<br><b>Listen</b> live at: <a href="https://us06web.zoom.us/j/300062187">https://us06web.zoom.us/j/300062187</a>                                                                                                      |
|    |          | Somerset         | 2:00 PM  | 11916 Somerset Avenue, Room 111, Princess Anne, MD 21853<br><b>Virtual link to be provided in the near future.</b>                                                                                                                                                                             |
|    |          | Dorchester       | 7:00 PM  | County Office Building, Room 110, 501 Court Lane, Cambridge, MD 21613<br><b>Listen</b> live to the meeting, <b>Dial</b> : 701-802-5222<br>When prompted enter the Pin number: 873725#                                                                                                          |
| Th | 11/3/22  | Washington       | 10:00 AM | Washington County Public Safety Training Center, 1850 Public Safety Place, Hagerstown, MD 21740<br><b>Watch</b> live at: <a href="https://www.facebook.com/WashingtonCountyMD/">https://www.facebook.com/WashingtonCountyMD/</a>                                                               |
|    |          | Allegany         | 2:00 PM  | LaVale Library, 815 National Highway, LaVale, MD 21502<br><b>Join</b> the <a href="#">Zoom Meeting</a><br>Or <b>Dial</b> : 301-715-8592<br>Meeting ID: 876 2110 8608                                                                                                                           |
| F  | 11/4/22  | Garrett          | 10:00 AM | Frederick A. Thayer III Courthouse, Room 209, 203 South Fourth Street, Oakland, MD 21550<br><b>Watch</b> live at: <a href="https://www.facebook.com/garrettcountygovernment/">https://www.facebook.com/garrettcountygovernment/</a>                                                            |

*Please note that these are County meetings, and the County decides the meeting format. As always, these meetings are subject to change. Please check back closer to the meeting you plan to attend to ensure the meeting is still in-person and/or the meeting date/time hasn't changed.*

Items highlighted in **YELLOW** are changes to the date, time, or location



**The County Commissioners of Kent County**  
P. Thomas Mason, President | Ronald H. Fithian, Member | Robert N. Jacob, Jr., Member  
Shelley L. Heller, County Administrator | Thomas N. Yeager, County Attorney

August 31, 2022

The Honorable Stephen S. Hershey, Jr.  
James Senate Office Building, Room 420  
1 Bladen Street  
Annapolis, MD 21401-1991

Re: Maryland Department of Transportation, Annual Consultation Meeting

Dear Senator Hershey:

An invitation has been extended to you regarding the annual Maryland Department of Transportation overview of the Consolidated Transportation Programs (CTPs) for Kent County. It is an opportune time to discuss the transportation needs of Kent County. You can attend the meeting virtually, in person, or by calling in. If you would like to attend the meeting virtually, please provide an email address to the Commissioners' Office at the address listed below. An invitation will be sent with a link just prior to the meeting date. If you would like to call in by phone, please dial 1-872-239-8359 and enter the conference id number 767890011 followed by the pound (#) symbol.

On behalf of the County Commissioners of Kent County, I hope to see you at the Kent County Commissioners' regularly scheduled meeting on Tuesday, September 20, 2022, at 6:00 p.m. If you would, please kindly confirm your attendance by September 12, 2022, with the Commissioners' Office at [kentcounty@kentgov.org](mailto:kentcounty@kentgov.org).

Very truly yours,

A blue ink signature of Shelley L. Heller, written in a cursive style.

Shelley L. Heller  
County Administrator

SLH: tlt

cc: County Commissioners of Kent County  
The Honorable Jay A. Jacobs  
The Honorable Steven J. Arentz  
The Honorable Jefferson L. Ghrist



**The County Commissioners of Kent County**  
P. Thomas Mason, President | Ronald H. Fithian, Member | Robert N. Jacob, Jr., Member  
Shelley L. Heller, County Administrator | Thomas N. Yeager, County Attorney

August 31, 2022

The Honorable Jay A. Jacobs  
Lowe House Office Building, Room 321  
6 Bladen Street  
Annapolis, MD 21401-1912

The Honorable Steven J. Arentz  
Lowe House Office Building, Room 308  
6 Bladen Street  
Annapolis, MD 21401-1912

The Honorable Jefferson L. Ghrist  
Lowe House Office Building, Room 430  
6 Bladen Street  
Annapolis, MD 21401-1912

Re: Maryland Department of Transportation, Annual Consultation Meeting

Dear Delegates Jacobs, Arentz and Ghrist:

An invitation has been extended to you regarding the annual Maryland Department of Transportation overview of the Consolidated Transportation Programs (CTPs) for Kent County. It is an opportune time to discuss the transportation needs of Kent County. You can attend the meeting virtually, in person, or by calling in. If you would like to attend the meeting virtually, please provide an email address to the Commissioners' Office at the address listed below. An invitation will be sent with a link just prior to the meeting date. If you would like to call in by phone, please dial 1-872-239-8359 and enter the conference id number 767890011 followed by the pound (#) symbol.

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Very truly yours,

A handwritten signature in blue ink, reading "Shelley L. Heller".

Shelley L. Heller  
County Administrator

SLH: tlt

cc: County Commissioners of Kent County  
The Honorable Stephen S. Hershey, Jr.





**The County Commissioners of Kent County**  
P. Thomas Mason, President | Ronald H. Fithian, Member | Robert N. Jacob, Jr., Member  
Shelley L. Heller, County Administrator | Thomas N. Yeager, County Attorney

August 31, 2022

Mayor Donald E. Sutton and Council  
Town of Betterton  
100 Main Street  
PO Box 339  
Betterton, MD 21610

Re: Maryland Department of Transportation, Annual Consultation Meeting

Dear Mayor Sutton and Council Members:

An invitation has been extended to you regarding the annual Maryland Department of Transportation overview of the Consolidated Transportation Programs (CTPs) for Kent County. It is an opportune time to discuss the transportation needs of Kent County. You can attend the meeting virtually, in person, or by calling in. If you would like to attend the meeting virtually, please provide an email address to the Commissioners' Office at the address listed below. An invitation will be sent with a link just prior to the meeting date. If you would like to call in by phone, please dial 1-872-239-8359 and enter the conference id number 767890011 followed by the pound (#) symbol.

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Very truly yours,

A blue ink signature of Shelley L. Heller, written in a cursive style.

Shelley L. Heller  
County Administrator

SLH: tlt

cc: County Commissioners of Kent County



**The County Commissioners of Kent County**  
P. Thomas Mason, President | Ronald H. Fithian, Member | Robert N. Jacob, Jr., Member  
Shelley L. Heller, County Administrator | Thomas N. Yeager, County Attorney

August 31, 2022

Mayor David Foster and Council  
Town of Chestertown  
118 N. Cross Street  
Chestertown, MD 21620

Re: Maryland Department of Transportation, Annual Consultation Meeting

Dear Mayor Foster and Council Members:

An invitation has been extended to you regarding the annual Maryland Department of Transportation overview of the Consolidated Transportation Programs (CTPs) for Kent County. It is an opportune time to discuss the transportation needs of Kent County. You can attend the meeting virtually, in person, or by calling in. If you would like to attend the meeting virtually, please provide an email address to the Commissioners' Office at the address listed below. An invitation will be sent with a link just prior to the meeting date. If you would like to call in by phone, please dial 1-872-239-8359 and enter the conference id number 767890011 followed by the pound (#) symbol.

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Very truly yours,

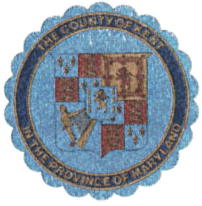
A handwritten signature in blue ink, appearing to read "Shelley L. Heller", is written over a blue line.

Shelley L. Heller  
County Administrator

SLH: tlt

cc: County Commissioners of Kent County





**The County Commissioners of Kent County**  
P. Thomas Mason, President | Ronald H. Fithian, Member | Robert N. Jacob, Jr., Member  
Shelley L. Heller, County Administrator | Thomas N. Yeager, County Attorney

August 31, 2022

Mayor John T. Carroll, Jr. and Council  
Town of Galena  
101 S. Main Street  
Galena, MD 21635

Re: Maryland Department of Transportation, Annual Consultation Meeting

Dear Mayor Carroll and Council Members:

An invitation has been extended to you regarding the annual Maryland Department of Transportation overview of the Consolidated Transportation Programs (CTPs) for Kent County. It is an opportune time to discuss the transportation needs of Kent County. You can attend the meeting virtually, in person, or by calling in. If you would like to attend the meeting virtually, please provide an email address to the Commissioners' Office at the address listed below. An invitation will be sent with a link just prior to the meeting date. If you would like to call in by phone, please dial 1-872-239-8359 and enter the conference id number 767890011 followed by the pound (#) symbol.

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Very truly yours,

A blue ink signature of Shelley L. Heller, written in a cursive style.

Shelley L. Heller  
County Administrator

SLH: tlt

cc: County Commissioners of Kent County



**The County Commissioners of Kent County**  
P. Thomas Mason, President | Ronald H. Fithian, Member | Robert N. Jacob, Jr., Member  
Shelley L. Heller, County Administrator | Thomas N. Yeager, County Attorney

August 31, 2022

Mayor Kevin Hemstock and Council  
Town of Millington  
PO Box 330  
Millington, MD 21651

Re: Maryland Department of Transportation, Annual Consultation Meeting

Dear Mayor Hemstock and Council Members:

An invitation has been extended to you regarding the annual Maryland Department of Transportation overview of the Consolidated Transportation Programs (CTPs) for Kent County. It is an opportune time to discuss the transportation needs of Kent County. You can attend the meeting virtually, in person, or by calling in. If you would like to attend the meeting virtually, please provide an email address to the Commissioners' Office at the address listed below. An invitation will be sent with a link just prior to the meeting date. If you would like to call in by phone, please dial 1-872-239-8359 and enter the conference id number 767890011 followed by the pound (#) symbol.

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Very truly yours,

A handwritten signature in blue ink, appearing to read "Shelley Heller", is written over a blue line.

Shelley L. Heller  
County Administrator

SLH: tlt

cc: County Commissioners of Kent County



**The County Commissioners of Kent County**  
P. Thomas Mason, President | Ronald H. Fithian, Member | Robert N. Jacob, Jr., Member  
Shelley L. Heller, County Administrator | Thomas N. Yeager, County Attorney

August 31, 2022

Mayor Dawn Jacobs and Council  
Town of Rock Hall  
5585 Main Street  
Rock Hall, MD 21661

Re: Maryland Department of Transportation, Annual Consultation Meeting

Dear Mayor Jacobs and Council Members:

An invitation has been extended to you regarding the annual Maryland Department of Transportation overview of the Consolidated Transportation Programs (CTPs) for Kent County. It is an opportune time to discuss the transportation needs of Kent County. You can attend the meeting virtually, in person, or by calling in. If you would like to attend the meeting virtually, please provide an email address to the Commissioners' Office at the address listed below. An invitation will be sent with a link just prior to the meeting date. If you would like to call in by phone, please dial 1-872-239-8359 and enter the conference id number 767890011 followed by the pound (#) symbol.

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Very truly yours,

A blue ink signature of Shelley L. Heller, written in a cursive style.

Shelley L. Heller  
County Administrator

SLH: tlt

cc: County Commissioners of Kent County



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**Robert Rager, Community Relations Manager, Maryland Department of  
Transportation  
9/6/2022  
County Commissioners Meeting**

**Item Summary:**

Public Service Announcement, Resurfacing of MD Rt. 213, Chestertown

**ATTACHMENTS:**

**Description**

09.06.22 Robert Rager, Community Relations Manager, MD Dept of Transportation, 213 Resurfacing in Chestertown

In mid-September, the Maryland Department of Transportation State Highway Administration (MDOT SHA) will resurface MD 213 (Maple Avenue) from the drawbridge at Chester River to just north of Spring Avenue. This will be overnight work (Sunday nights through Friday mornings) to minimize traffic impacts and will include milling, patching, paving and striping. Also in mid-September crews from SHA's Office of Structures will repair/replace windows in the drawbridge tender house - this will be overnight work as well, and some preliminary site preparation is already underway. With good weather both projects will be completed in about two weeks. Motorists should expect single lane closures and flagging, with brief delays possible during work hours.

Please don't hesitate to contact me anytime with questions.

Kind Regards,

Bob Rager  
Community Relations Manager  
Maryland Department of Transportation  
State Highway Administration, District 2  
410-810-3226 (o)  
443-463-3768 (c)

Governor Hogan is committed to outstanding customer service. Tell us how we are doing. [Click here.](#)



[Maryland now features 511 traveler information!](#)

[Visit: www.md511.org](http://www.md511.org)



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**Kyle O'Donnell, District Financial Officer, District 2 MDOT State  
Highway Administration**

**9/6/2022**

**County Commissioners Meeting**

**Item Summary:**

Response Letter

**ATTACHMENTS:**

**Description**

09.06.2022 Kyle O'Donnell, Director, District Financial Officer District 2 MDOT State Highway  
Administration, Letter of Response





**The County Commissioners of Kent County**  
P. Thomas Mason, President | Ronald H. Fithian, Member | Robert N. Jacob, Jr., Member  
Shelley L. Heller, County Administrator | Thomas N. Yeager, County Attorney

September 6, 2022

Kyle O'Donnell, MBA  
District Financial Officer, District 2  
MDOT- State Highway Administration  
615 Morgnec Road  
Chestertown, MD 21620

Re: Water and Sewer Late Fee Waiver Request

Dear Mr. O'Donnell:

In response to your letter dated August 5, 2022, we are sympathetic to your circumstances. Unfortunately, we regret to inform you that your request was not approved. Consistent with our policy, waivers of interest and fees are only granted if an error by the County caused the interest or penalty to accrue.

Very truly yours,  
THE COUNTY COMMISSIONERS  
OF KENT COUNTY, MARYLAND

A handwritten signature in blue ink that reads "P. Thomas Mason".

P. Thomas Mason, President

Ronald H. Fithian, Member

A handwritten signature in blue ink that appears to read "Robert N. Jacob, Jr.".

Robert N. Jacob, Jr., Member

KCC: tlt

Cc: Pat Merritt, Chief Finance Officer





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## **Procedures For Public Comment 9/6/2022 County Commissioners Meeting**

### **ATTACHMENTS:**

#### **Description**

Press and Public Comments 2022

09.06.22 Public Comments Sign In Sheet

### 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

**PUBLIC COMMENTS  
SIGN IN SHEET  
September 6, 2022**

| NAME (please print) | ADDRESS                            | TOPIC              |
|---------------------|------------------------------------|--------------------|
| Andrew Meehan       | PO Box 92<br>Sta 71 Pond, MD 21667 | 1 Cant Goes Purple |
|                     |                                    |                    |
|                     |                                    |                    |
|                     |                                    |                    |
|                     |                                    |                    |



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**James F. Ports, Jr., Secretary, Maryland Department of Transportation**  
**9/6/2022**  
**County Commissioners Meeting**

**Item Summary:**

Strategic Highway Safety Plan

**ATTACHMENTS:**

**Description**

08.23.22 James F. Ports, Jr., Secretary, Maryland Department of Transportation, Seeking Support for Solutions of Making Safer Roadways



Office of the Secretary

Larry Hogan  
Governor

Boyd K. Rutherford  
Lt. Governor

James F. Ports, Jr.  
Secretary

August 10, 2022

County Commissioners  
Office  
Date 8-15-22 *LC*

The Honorable P. Thomas Mason  
President  
Kent County Government Center  
400 High Street  
Chestertown MD 21620

Dear President Mason:

As the Maryland Department of Transportation (MDOT) Secretary, I am writing to ask for your support in seeking solutions to make Maryland roadways safer for all travelers. Motor vehicle crashes remain one of the most preventable causes of death and serious injury in the nation. Death or injury as a result of carelessness is never an acceptable consequence of using our transportation network, and it is our shared responsibility to implement countermeasures at the local, State and federal levels to reduce crash severity.

Maryland developed a comprehensive Strategic Highway Safety Plan (SHSP) that addresses six emphasis areas proven to be the primary factors that contribute to crashes and fatalities. You can access the SHSP at the MDOT Motor Vehicle Administration's (MDOT MVA) Highway Safety Office (MHSO) website at [zerodeathsmd.gov](http://zerodeathsmd.gov). Click "Highway Safety Office" from the top navigation, then select "Strategic Highway Safety Plan." The success of this plan requires the full support and involvement of our partners and stakeholders at the local level.

I am calling on all county and city officials to take a leadership role in creating your own localized SHSP using our plan as a template and addressing the concerns and problems unique to your jurisdictions. Officials from Baltimore, Cecil, Harford, Howard, Montgomery, Prince George's, and Washington Counties and the City of Salisbury have submitted their SHSPs, which are available for review on [zerodeathsmd.gov](http://zerodeathsmd.gov) under the "Resources" tab and "Community Outreach" section. I also extend MHSO resources to assist you in developing your own SHSP.

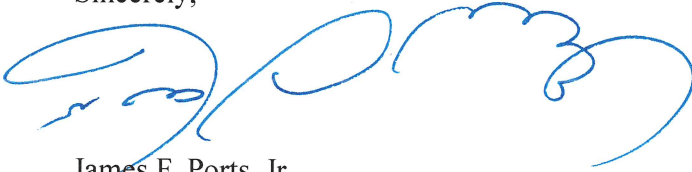
Developing a local highway safety plan may also qualify you for project funding on locally owned roads through the Local Highway Safety Improvement Program (HSIP). The MDOT State Highway Administration's (MDOT SHA) Office of Traffic and Safety (OOTS) reviews all candidate projects, confirms their eligibility for HSIP funds, and selects the best projects submitted for the receipt of HSIP fund. Counties must have an approved LRSP in order to submit project proposals.

The vast majority of crashes are not accidents. People choose to not buckle up, drive while impaired, text and drive, speed, and cross roadways at unsafe locations. They choose to put themselves and others in danger with reckless decisions resulting in crashes that devastate communities and families. Economic burdens from crashes are felt at every level, including city and county budgets.

The Honorable P. Thomas Mason  
Page Two

I invite you to join MDOT in our mission to achieve zero deaths in Maryland and help make a difference in the lives of all who travel in our State. I look forward to working with you and pledge my full support as you move through this important SHSP plan. For more information about the process, please contact Dr. Tim Kerns, MHSO Director, at 410-787-4014 or [tkerns@mdot.maryland.gov](mailto:tkerns@mdot.maryland.gov). Dr. Kerns will be happy to assist you.

Sincerely,

A handwritten signature in blue ink, appearing to read "James F. Ports, Jr.", with a stylized flourish at the end.

James F. Ports, Jr.  
Secretary

cc: Dr. Tim Kerns, Director, MHSO, MDOT MVA  
Ms. Christine Nizer, Administrator, MDOT MVA



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**Wayne R. Silver, Sr., Executive Director, Police Training and Standards  
Commission, Department of Public Safety and Correctional Services**

**9/6/2022**

**County Commissioners Meeting**

**Item Summary:**

Police Accountability Board Administrative Charging Committee Training

**ATTACHMENTS:**

**Description**

08.23.22 Wayne R. Silver, Sr., Executive Director, Police Training and Standards Commission, Department of Public Safety and Correctional Services, Administrative Charging Committees Training Program





## Department of Public Safety and Correctional Services

### Police Training and Standards Commission

6852 4<sup>TH</sup> STREET • SYKESVILLE, MARYLAND 21784 • [www.dpscs.maryland.gov/aboutdpscs/pct](http://www.dpscs.maryland.gov/aboutdpscs/pct)  
(410) 875-3400 • V/TTY (800) 735-2258

Larry Hogan, Governor  
Boyd K. Rutherford, Lt. Governor

#### COMMISSION MEMBERS

Sheriff Troy Berry, Chair  
Charles County Sheriff's Office  
Regional Representative

Colonel Woodrow W. Jones III, Vice Chair  
Secretary, Department of State Police

Michael Harrison, Police Commissioner  
Baltimore Police Department

Chief Melissa Hyatt, President  
Maryland Chiefs of Police Association

Sheriff Mike Lewis, President  
Maryland Sheriffs' Association

Brian E. Frosh, Attorney General  
*Represented by Zenita Hurley*  
Assistant Attorney General

Thomas J. Sobocinski, SAC - Baltimore  
Federal Bureau of Investigation

Clyde Boatwright, President  
State Fraternal Order of Police

Richard Gibson, State's Attorney  
Howard County  
Maryland State's Attorneys' Association

Chief Arnold Downing, Chairman  
Maryland Municipal League  
Police Executive Association

Chief Robert V. Liberati, Jr., President  
Police Chiefs Association of P.G. County

John Moses  
Wor-Wic Program Advisory Committee -  
Criminal Justice

Chief Barbara Duncan  
Salisbury Police Department  
Regional Representative

Lieutenant Allison Ehart  
Howard County Police Department  
Regional Representative

William M. Crabbs  
Community Policing Expertise

Miguel Dennis  
Policing Standards Expertise

Dr. Michael B. Finegan  
Mental Health Expertise

Matthew G. Alonsozana  
Citizen of the State

Marcus E. Pollock  
Citizen of the State

*Vacancy*  
Citizen of the State

EXECUTIVE DIRECTOR  
Wayne R. Silver, Sr.

July 25, 2022

To Our Community Partners,

During the most recent Maryland Police Training and Standards Commission meeting, the Commission voted and approved a 40-hour training program for members of the established Administrative Charging Committees (ACC) throughout the State. Training will cover police procedures utilizing lecture, case studies, and situational based learning. Regional classes will be conducted throughout the State. We anticipate partnering with local community colleges and/or police training facilities for the use of classroom space. Training will consist of 5 consecutive 8-hour days (Monday through Friday). ACC Members may not miss any time during this training period. We will begin scheduling training once members are identified.

We will rely on the chairperson of each Police Accountability Board (PAB) to act as a conduit for identifying the selected ACC Members requiring training. A registration link will be sent to ACC Members once identified by the PAB Chairperson in order to register for training. Confirmation will be emailed to both the PAB Chairperson and the ACC Member upon receipt. PAB Chairpersons should contact [pab.acc@maryland.gov](mailto:pab.acc@maryland.gov) to provide their contact information as well as ACC membership names and contact information. Any question regarding registration can be sent to [pab.acc@maryland.gov](mailto:pab.acc@maryland.gov).

Please reach out to me at [wayne.silver@maryland.gov](mailto:wayne.silver@maryland.gov) or the Director of Law Enforcement Training, Mr. Robert Wagner, at [robert.wagner2@maryland.gov](mailto:robert.wagner2@maryland.gov) with any additional questions or concerns regarding this training.

Sincerely,

Wayne R. Silver, Sr.  
Executive Director  
Police Training and Standards Commission

County Commissioners  
Office

Date 7-28-22 *LLC*



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**Patrick F. Sacbibit, Branch Chief Engineering Services Branch, Federal  
Insurance and Mitigation Administration, U.S. Department of  
Homeland Security**

**9/6/2022**

**County Commissioners Meeting**

**Item Summary:**

Letter of Map Amendment

**ATTACHMENTS:**

**Description**

08.23.22 Patrick F. Sacbibit, Branch Chief Engineering Services Branch, Federal Insurance and Mitigation Administration, U.S. Department of Homeland Security, FEMA, Letter of Map Amendment, NFIP



# Federal Emergency Management Agency

Washington, D.C. 20472

August 3, 2022

P. Thomas Mason  
President, County Commissioners  
Kent County  
400 High Street  
Chestertown, MD 21620

IN REPLY REFER TO CASE NO.: 22-03-1026A  
Community: Kent County, Maryland  
(Unincorporated Areas)  
Community No.: 240045  
Map Panel: 24029C0255D  
Effective Date: June 9, 2014  
218-70-NVS

Dear P. Thomas Mason:

This is in response to a recent request that the Federal Emergency Management Agency (FEMA) issue a Letter of Map Amendment in accordance with the National Flood Insurance Program (NFIP) regulations. Using the information submitted and the effective NFIP map, we determined that the structure on the property described below is located within the Special Flood Hazard Area (SFHA) and the Coastal High Hazard Area (CHHA) for Chesapeake Bay.

The structure, which was constructed before the CHHA was designated, is correctly shown on the effective NFIP map in the SFHA, designated Zone VE. However, the structure is not in violation of Subparagraph 60.3(e)(4,5,6) of the NFIP regulations because it was built prior to the CHHA designation. The SFHA is an area that would be inundated by the flood having a 1% chance of being equaled or exceeded in any given year (base flood).

|                       |                                                                                                                                                                  |
|-----------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Property Description: | A parcel of land, as described in the Consolidation Deed recorded in Liber 504, Folio 393 through 398, in the Office of the Circuit Court, Kent County, Maryland |
| Street Address:       | 9104 Point Lane                                                                                                                                                  |

The elevation of the lowest adjacent grade to a structure (the lowest ground touching the structure) must be at or above the base (1% annual chance) flood elevation (BFE) for the structure to be removed from the SFHA. Because the elevation of the lowest adjacent grade to the structure, 12.5 feet, is lower than the BFE, 16.0 feet, as shown on the effective NFIP map panel, the is within the CHHA and SFHA. Therefore, flood insurance is required. These elevations are referenced to the North American Vertical Datum of 1988.

In accordance with Subparagraph 60.3(e)(6) of the NFIP regulations, the use of fill for structural support of buildings within Zones V1-30, VE and V on the NFIP map is prohibited. Your community may want to contact April Cummings, Division Director, Mitigation Division of the Federal Emergency Management Agency in Philadelphia, Pennsylvania at (215) 931-5635 for guidance.

County Commissioners  
Office

Date 8-8-22 LC

This determination is based on the flood data presently available. If you have any questions about this document, please contact the FEMA Mapping and Insurance eXchange toll free at (877) 336-2627 (877-FEMA MAP) or by letter addressed to the Federal Emergency Management Agency, LOMC Clearinghouse, 3601 Eisenhower Avenue, Suite 500, Alexandria, VA 22304-6426.

Sincerely,

A handwritten signature in black ink, appearing to read "Rick F. Sacbibit".

Patrick "Rick" F. Sacbibit, P.E., Branch Chief  
Engineering Services Branch  
Federal Insurance and Mitigation Administration

cc: Stephanie LaMotte  
State/Commonwealth NFIP Coordinator  
Region



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**Kevin N. Baynes, Director, State Revitalization Programs, Department  
of Housing and Community Development  
9/6/2022  
County Commissioners Meeting**

**Item Summary:**

Notification of Application Received

**ATTACHMENTS:**

**Description**

Kevin N. Baynes, Director, State Revitalization Programs, Department of Housing and Community Development, Letter of Information





LARRY HOGAN  
Governor  
BOYD K. RUTHERFORD  
Lt. Governor  
KENNETH C. HOLT  
Secretary  
OWEN MCEVOY  
Deputy Secretary

August 23, 2022

The Honorable P. Thomas Mason  
President of the Board of County Commissioners  
Kent County  
400 High Street  
Chestertown, MD 216400

Dear President Mason:

The Maryland Department of Housing and Community Development (the "Department") is required to provide local governments written notification and the opportunity to comment for applications received under the Baltimore Regional Neighborhood Initiative, Community Legacy, National Capital Strategic Economic Development Fund, Seed Community Anchor Institution Program, Strategic Demolition Fund – Statewide, and Strategic Demolition Fund – Project C.O.R.E. This letter is to inform you of an application(s) received under the aforementioned programs that are located within your jurisdiction. Please review the attached list of project(s) that have been provided. A brief description of the proposed project(s) is attached; please see Attachment A for further details on the project.

Any comments expressing approval or disapproval of the project(s) must be received by the Department within 45 days of receipt of this letter. Comments can come in the form of either a local government resolution or a letter of support or disapproval from an authorized designee. However, the Department may approve applications after 45 days if the local government has neither issued a resolution nor delivered a letter of support by an authorized designee.

Comments must be submitted in writing to:

Kevin Baynes, Director, State Revitalization Programs  
Division of Neighborhood Revitalization  
2 North Charles Street, Suite 450  
Baltimore, Maryland 21201

If you have any general questions about the programmatic policies or procedures, please contact Larry Brown at 410-209-5819 or email at [larry.brownjr@maryland.gov](mailto:larry.brownjr@maryland.gov) for Baltimore City and Baltimore, Anne Arundel and Howard Counties; or Olivia Ceccarelli-McGonigal at 410-209-5826 or email at [olivia.ceccarelli@maryland.gov](mailto:olivia.ceccarelli@maryland.gov) for Western Maryland (Allegany, Carroll, Frederick, Garrett, Washington), Central and Southern Maryland (Calvert, Charles, Montgomery, Prince George's, St. Mary's), Upper Eastern Shore (Cecil, Caroline, Harford County, Kent, Queen Anne's, Talbot), Lower Eastern Shore (Dorchester, Somerset, Wicomico, Worcester). However, if you have any questions about any specific project, please contact the individual listed on Attachment A for further information.

Sincerely,

Kevin N. Baynes, AICP  
Director, State Revitalization Programs, Department of Housing and Community Development

County Commissioners

Attachment

Page | 1



**MARYLAND DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT**  
2 NORTH CHARLES, SUITE 450 • BALTIMORE, MD 21201201 • [DHCD.MARYLAND.GOV](http://DHCD.MARYLAND.GOV)  
(P) 410-209-5800 • 1-800-756-0119 • TTY/RELAY 711 or 1-800-735-2258

Office  
Date 08/25/22  
*OR*

# Local Support Considerations State Revitalization Programs Applications FY2023

Attachment A

Baltimore Regional Neighborhood Initiative (BRNI)

Community Legacy (CL)

Strategic Demolition Fund (SDF)

National Capital Strategic Economic Development Fund (NED)

Seed Community Development Anchor Institution Program (SEED)

| Program Type          | Organization Name             | Application ID     | Project Name                  | ProjectDescription                                                                                                                                                                                                                           | Total Request Amount | Application City | Application County | Application Contact                                           |
|-----------------------|-------------------------------|--------------------|-------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|------------------|--------------------|---------------------------------------------------------------|
| Community Legacy (CL) | Kent Attainable Housing, Inc. | CL-2023-KAHI-00094 | Chestertown Workforce Housing | Housing for essential workers in and around Chestertown is in short supply, hampering economic recovery and growth. This project encompasses the construction of two affordable homes neighboring a similar home we recently built and sold. | \$200,000.00         | Worton           | Kent               | Ms. Ronnie Edelman (240) 620-1498<br>Ronnie.Edelman@gmail.com |

\$200,000.00





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**Robin Davenport, Executive Director, Court Appointed Special  
Advocates for Children**

**9/6/2022**

**County Commissioners Meeting**

**Item Summary:**

Letter of Thanks

**ATTACHMENTS:**

**Description**

09.06.22 Robin Davenport, Executive Director, Court Appointed Special Advocates for Children, Letter of Thanks



July 13, 2022

Patricia Merritt, Director  
Kent County Commissioners  
400 High Street  
Chestertown, MD 21620

Dear Ms. Merritt:

I write on behalf of everyone at CASA of the Mid-Shore to thank you and the Kent County Commissioners for the generous \$14,000 allocation for FY 2023. We are delighted to have the support of the Commissioners as we work with Kent County children who need CASA services.

Please extend my thanks to all of the Commissioners. This generous and thoughtful philanthropy during this challenging time is deeply appreciated. We often remark that in addition to assisting judges, our CASA volunteers' consistent presence gives children the message that their lives matter. This continues to be hugely important. Our CASA volunteers continue to reach out to their appointed children in creative and meaningful ways. We want each child to know we care and are continuing to advocate for him or her in any way possible.

Everyone at CASA of the Mid-Shore appreciates the Kent County Commissioners' support of our unique and important mission.

With gratitude,

Robin Davenport  
Executive Director

County Commissioners

Office  
Date 08/10/22  
SMB

CASA of the Mid-Shore is a private, nonprofit 501(c)(3) organization.  
Under the terms of the Federal Tax law relating to charitable giving, we confirm that you received no goods or services for this gift.  
A copy of our current financial statement is available upon request by contacting CASA of the Mid-Shore at 1 S. Washington Street, Suite 2, Easton, MD 21601  
or by calling 410-822-2866. Documents and information submitted under the Maryland Solicitations Act are also available, for the cost of postage and copies,  
from the Maryland Secretary of State, State House, Annapolis MD 21401, 410-974-5534.



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**Barbara Jorgenson, President, The Historical Society of Kent County**  
**9/6/2022**  
**County Commissioners Meeting**

**Item Summary:**

Letter of Thanks

**ATTACHMENTS:**

Description

09.06.22 Barbara Jorgenson, President, The Historical Society of Kent County, Letter of Thanks



THE HISTORICAL SOCIETY  
KENT COUNTY  
UNLOCKING OUR PAST

August 27, 2022

Sondra M. Blackiston, Clerk  
Office of Kent County Commissioners  
400 High Street  
Chestertown, MD 21620

Dear Ms. Blackiston:

On behalf of the Historical Society of County, I write to express our thanks to the Kent County Commissioners and to your office for the donation of the Kent County flag. The flag is a wonderful and appropriate addition to the Bordley History Center. It will be displayed permanently in our museum. Most recently it was added to the 9<sup>th</sup> Annual Legacy Day exhibit featuring African American veterans of Kent County.

Again, many thanks for our county's flag. We are proud to include it in our museum.

Yours Truly,  
  
Barbara Jorgenson  
President

RECEIVED  
AUG 29 2022  
KENT COUNTY  
COMMISSIONERS OFFICE



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## **American Rescue Plan Act (ARPA) Funds Spend Plan 9/6/2022 County Commissioners Meeting**

### **ATTACHMENTS:**

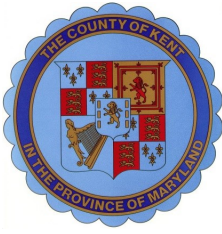
#### **Description**

8-23-2022 ARPA Fund Commissioner Report

**FY22 AMERICAN RESCUE PLAN ACT FUND  
AS OF COMMISSIONER MEETING MINUTES DATED  
8/23/2022**

**AMERICAN RESCUE PLAN ACT FUND**

| <b>DATE<br/>APPROVED</b>               | <b>DEPARTMENT</b>           | <b>AMOUNT<br/>APPROVED</b> | <b>DESCRIPTION</b>                                                                           |
|----------------------------------------|-----------------------------|----------------------------|----------------------------------------------------------------------------------------------|
| 8/31/2021                              | Water & Wastewater Fund     | \$ 275,000                 | Clariflocculator Replacement Project                                                         |
| 9/21/2021                              | KC Local Management Board   | 112,800                    | Feed the Elderly Year 1                                                                      |
| 10/26/2021                             | Information Technology      | 67,429                     | AV System                                                                                    |
| 10/26/2021                             | Information Technology      | 27,095                     | IT Software                                                                                  |
| 12/14/2021                             | Information Technology      | 665,000                    | Neighborhood Grants & Infrastructure Grants<br>Office of Statewide Broadband                 |
| 1/11/2022                              | Water & Wastewater Fund     | 2,817                      | Change order #1 equipment and cabinet, Fairlee<br>Clariflocculator Replacement Project       |
| 1/11/2022                              | Water & Wastewater Fund     | 90,642                     | Change order #2 Demo, aeration tower, Fairlee<br>Clariflocculator Replacement Project        |
| 2/1/2022                               | Emergency Operations Center | 14,087                     | A/V equipment in EOC-video conferencing                                                      |
| 2/8/2022                               | Water & Wastewater Fund     | 110,065                    | SCADA Pump Station Monitoring                                                                |
| 2/8/2022                               | Water & Wastewater Fund     | 57,500                     | Kent County Regional Wastewater Treatment<br>Plant Feasibility Study-Millington/Rt 301       |
| 2/8/2022                               | Water & Wastewater Fund     | 52,910                     | Tolchester Wastewater Treatment Plant Influent<br>Screen Replacement Project-design services |
| 3/8/2022                               | KC Local Management Board   | 204,115                    | Feed the Elderly Year 2 and Year 3                                                           |
| 3/22/2022                              | Water & Wastewater Fund     | 32,981                     | Worton WWTP influent lagoon-engineering-<br>Design and bid services                          |
| <b>AMOUNT OF FUNDS COMMITTED</b>       |                             | <b>\$ 1,712,441</b>        |                                                                                              |
| <b>AMOUNT OF ARPA FUNDS</b>            |                             | <b>\$ 3,766,777</b>        |                                                                                              |
| <b>BALANCE OF ARPA FUNDS REMAINING</b> |                             | <b>\$ 2,054,336</b>        |                                                                                              |



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## **Contingency and Use of Fund Balance Report**

### **9/6/2022**

### **County Commissioners Meeting**

#### **ATTACHMENTS:**

Description

8-23-2022 Commissioner Report Contingency



[illegible]



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**Marty Hale, Director, Human Resources and Mike Moulds, Director,  
Public Works  
9/6/2022  
County Commissioners Meeting**

**Item Summary:**

Personnel

STATUTORY AUTHORITY TO CLOSE SESSION, 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

**ATTACHMENTS:**

Description