

August 29, 2023

A meeting of the County Commissioners of Kent County was called to order at 10:00 a.m. with the following present: Ronald H. Fithian, President, and John F. Price. The meeting convened with the Pledge of Allegiance. Commissioner Fithian asked the audience to remain standing for a moment of silence to keep Florida residents in our thoughts and prayers as the hurricane makes landfall in the coming days.

Thomas N. Yeager, Attorney, and Shelley L. Heller, County Administrator, were also present.

CONSENT ITEMS

On a motion by Commissioner Price and seconded by Commissioner Fithian, the Commissioners by a majority vote approved the following items:

1. Regular Session Minutes, August 22, 2023
2. Liquor Minutes, August 22, 2023
3. Public Hearing Minutes, August 22, 2023
4. Closed Session Minutes, August 22, 2023
5. Kent County Youth Soccer, Raffle Permit, September 9, 2023
6. Republicans of Kent, Raffle Permit, September 24, 2023

PROCLAMATION

Hispanic Heritage Month: Rosemary Ramsey Granillo, Director, Kent County Local Management Board (KCLMB), and John Schratwieser, Director, Kent Cultural Alliance (KCA), gave an overview of the scheduled celebrations that are due to take place in Kent County in honor of Hispanic Heritage Month. KCA, KCLMB, and a group of local Hispanic and Latino residents, now called Eñe have worked hard to organize the celebrations. The proclamation was read into the record in English by Ms. Ramsey Granillo and in Spanish by Fredy Granillo. National Hispanic Heritage Month is celebrated from September 15, 2023, through October 15, 2023. Kent County will host a series of events in Chestertown including an art exhibition, crafts, and Talavera painting demonstrations, and other activities. A dance party with a DJ and Food Trucks has been planned along with a presentation of Latin American dance and song traditions. The Commissioners presented the proclamation to all in attendance including Mr. Granillo, Camilo Granillo, Ivanna and Murphy O'Neill, Alejandro M., and Norma and Jose Vasquez.

United Way of Kent County Month September 2023: Hope Clark, Executive Director, United Way of Kent County (UWKC), gave an overview of what UWKC does within the community and its residents. During the annual campaign kickoff held on High Street, Chestertown, MD on September 1st, the community can meet the UWKC partners, and learn about the programs and volunteer opportunities. UWKC has allocated \$165,000.00 for twenty-four (24) partner agencies contributing to programs trying to meet the needs of the population. UWKC was awarded \$10,000.00 to support the local Food Policy Council and to share best practices and resources as a community to create more food security in Kent County. Commissioner Price read the proclamation into the record. Bob Altieri, Board President, Johnnie

Johnson, Board Director, and Carol Droge, Board Director were also in attendance to receive the proclamation.

SHERIFF'S DEPARTMENT

Harry Kettner, Captain, Kent County Sheriff's Office, presented the Grant Award and Acceptance Form for the PACT-2024-0034 Grant. The Commissioners gave approval on March 29, 2023, for an application to be submitted for the 2024 Police Accountability, Community, and Transparency (PACT) Grant program funding through the Governor's Office of Crime Control and Prevention. The application requested funding for service upgrades and cloud-based footage storage for twenty-seven (27) body-worn cameras; and eight (8) new vehicle cameras to include licensing, installation, and training. This grant application received approval for the full amount of \$202,735.00. Discussion took place. On a motion made by Commissioner Price and seconded by Commissioner Fithian, the Commissioners by a majority vote approved to accept and sign the grant award and acceptance form of the PACT-2024-0034 grant funding in the amount of \$202,735.00 through the Governor's Office of Crime Control and Prevention.

REBUILDING TOGETHER KENT COUNTY

Genevieve Croker, Executive Director, Rebuilding Together Kent County (RTKC) requested a letter of support from the Commissioners for the RTKC's grant application to Maryland Affordable Housing Trust. If approved, a letter will go forth to Kecia A. Campbell, Community Development Programs, Maryland Department of Housing and Community Development. The grant funds will help continue to support the RTKC's Critical Home Repair program. The program helps assist income-eligible families who have home repairs that they cannot afford to have done. Last year RTKC touched thirty (30) properties and completed sixty (60) repairs. An Open House and Ribbon Cutting Ceremony will take place at RTKC's new location at 903 Washington Avenue, Suite 2, Chestertown, MD 21620, on September 13, 2023. Discussion took place. On a motion made by Commissioner Price and seconded by Commissioner Fithian, the Commissioners by a majority vote approved to sign a letter of support.

PUBLIC WORKS

Environmental Operations Division: Mike Moulds, Director, Public Works, discussed Scrap Tire Drop-Off Event Sponsorship. Maryland Environmental Service (MES) is responsible for establishing the scrap tire recycling system statewide. For the County to designate an in-county location and date for a scrap tire drop-off, an Inter-Governmental Agreement (IGA) is required. This IGA, MES Contract No. 2-24-4-25, establishes the responsibilities and services of MES and the County (at no expense) contingent upon adequate funding being provided by the Maryland Department of the Environment. Mr. Moulds stated the event is a method to reduce illegal dumping of tires. Discussion took place. On a motion made by Commissioner Price and seconded by Commissioner Fithian, the Commissioners by a majority vote approved to sign the Citizen Scrap Tire Drop-Off Day Event Intergovernmental Agreement with the Maryland Environmental Service. This year's event is scheduled for September 30, 2023.

Water and Wastewater Division: Mr. Moulds presented supplier contracts for consideration. In FY2021, a request for proposals was advertised to supply water treatment chemicals for the County water and wastewater treatment facilities. Two suppliers were awarded contracts for their low-bid unit pricing for the various chemicals. In addition, both chemical suppliers contractually can be utilized as secondary suppliers in the event the primary supplier encounters a chemical supply shortage. The contracts for Intercoastal Trading, Inc. and George S. Coyne Chemical Co., Inc. / Sterling Water Technologies, LLC have been renewed for the last two fiscal years based on similar pricing. For FY2024, due to inflation and supply issues, it was necessary to request updated unit pricing from both suppliers. The County continues to have a very good working relationship with these suppliers who have maintained reliable delivery of essential chemicals to keep the treatment facilities compliant. Discussion took place. On a motion made by Commissioner Price and seconded by Commissioner Fithian, the Commissioners by a majority vote approved the signing of the FY2024 Chemical Supplier Unit Price Contracts for Intercoastal Trading, Inc. and George S. Coyne Chemical Co., Inc. as primary and secondary suppliers of water treatment chemicals.

Commissioner Price asked Mr. Moulds to research whether additional parking at Green Point Landing is possible. The parking has caused some congestion, making it difficult to access the boat ramp at times. Commissioner Price also shared information that alleges a property owner is charging \$5.00 for alternative parking.

FINANCE

Pat Merritt, Chief Finance Officer, Office of Finance, gave an overview of the FY2023 Projected General Fund Revenues and Expenditures and Revised Projections. Each category of surplus and deficit was reviewed. The revisions show a decrease in property tax and an increase in income tax. Discussion took place.

HUMAN RESOURCES

Jim Miller, Director, Human Resources (HR), had additional information as a follow-up to a conversation on June 27, 2023. A memorandum and illustrated slides provided an explanation of the compensation analysis of flat rate versus percentage-based salary increases for County employees. Discussion took place. Staff will continue to research employee compensation options.

Mr. Miller requested the addition of one Grade 4 position to the HR department. Mr. Miller further stated this request is due to the overwhelming workload within the HR Department. This title will distinguish this role from other Administrative Specialist positions within the County and avoid confusion with the currently titled HR Specialist position. Retitling the position of HR Coordinator to HR Business partner will recognize the expanded role this position has within the department. There are no grade changes associated with these title changes. Discussion took place. On a motion made by Commissioner Price and seconded by Commissioner Fithian, the Commissioners by a majority vote permitted the HR Department to recruit for the position of HR Administrative Specialist and retitle the position of HR Coordinator to HR Business Partner. 0

COUNTY ADMINISTRATOR

Ms. Heller reported the Sheriff's Office requested Commissioner Fithian's signature on the FY2024 Annual Certification Report/Equitable Sharing Agreement and Certification NCIC/ORI /Tracking Number MD0150000. Commissioner Fithian signed the agreement/certification on August 25, 2023.

PUBLIC COMMENT

The procedures for public comment were in effect. Comments were not offered by anyone in the audience.

AMERICAN RESCUE PLAN ACT (ARPA) FUNDS

A copy of the ARPA Spend Plan outlining the approved expenditures to date was provided to the Commissioners for informational purposes.

CONTINGENCY FUND

The FY2024 Contingency balance as of August 22, 2023, is \$302,013.00. No use of Fund Balance has been requested to date.

At 11:29 a.m., on a motion by Commissioner Price and seconded by Commissioner Fithian, the Commissioners by a majority vote approved to adjourn the meeting. The Board is scheduled to meet again on Tuesday, September 12, 2023, at 10:00 a.m.

Respectfully submitted,

Sondra M. Blackiston
Clerk

Approved:

Ronald H. Fithian, President
The County Commissioners
of Kent County, Maryland

August 29, 2023

The Board of License Commissioners met today with the following present: Ronald H. Fithian, presiding, and John F. Price.

Shelley L. Heller, County Administrator; Thomas N. Yeager, County Attorney; and Bonnie S. Pearsall, Inspector, Kent Alcohol and Tobacco Enforcement were also present.

CONSENT ITEM

On a motion by Commissioner Price and seconded by Commissioner Fithian, the Commissioners by a majority vote approved Consent Item #2 - Liquor Minutes, August 22, 2023.

SPECIAL CLASS C LICENSES

Thomas N. Yeager, County Attorney, explained that two applications were postponed last week due to technical defects found within the applications. Both entities resubmitted applications for the Board's consideration. Mr. Yeager brought the Board's attention to the corrected/clarified applications. Mr. Yeager stated that each application is subject to a public hearing and anyone in the audience will have the opportunity to speak in favor of or in opposition to each application.

Kent County Bar Association applied for a Beer and Wine only, Special Class C per diem liquor license. The event is scheduled for October 12, 2023, from 4:00 p.m. to 9:00 p.m. at Turner's Creek Pavilion in Kennedyville, Maryland during their crab feast. No comments were received by the public. On a motion made by Commissioner Price and seconded by Commissioner Fithian, the Commissioners by a majority vote approved the Special Class C Per Diem Liquor License application for Kent County Bar Association.

Kent Cultural Alliance applied for a Beer and Wine only, Special Class C per diem liquor license. The event is scheduled for September 16, 2023, from 6:00 p.m. to 9:00 p.m. on Park Row between Cross Street and Spring Avenue, Chestertown, Maryland during the Hispanic Heritage Festival. No comments were received by the public. On a motion made by Commissioner Price and seconded by Commissioner Fithian, the Commissioners by a majority vote approved the Special Class C per diem liquor license application for Kent Cultural Alliance.

Kent County Chamber of Commerce applied for a Beer, Wine, and Liquor Special Class C per diem liquor license. The event is scheduled for September 23, 2023, from 12:00 p.m. to 6:00 p.m. on the 200 Block of High Street and Memorial Plaza in Chestertown, Maryland during Fall FunFest. No comments were received by the public. On a motion made by Commissioner Price and seconded by Commissioner Fithian, the Commissioners by a majority vote approved the Special Class C per diem liquor license application for Kent County Chamber of Commerce.

Minary's Dream Alliance (MDA) applied for a Beer and Wine only, Special Class C per diem liquor license. The event is scheduled for September 16, 2023, from 1:00 p.m. to 6:00 p.m.

at MDA, 9155 American Legion Road, Chestertown, Maryland during a Musical and Wine Festival fundraiser. Doncella S. Wilson and Paul L.A. Tue, III, Executive Directors, MDA were in attendance to give an overview of the proposed fundraiser. Ms. Wilson and Vanessa Truxon, Parent Coordinator, MDA, both stated that the Sheriff's Department was contacted for festival security. Commissioner Price was unable to confirm the information provided was valid regarding security. Commissioner Price stated that what he read in an incident report from November 2022 was concerning. Commissioner Price requested a verbal commitment that MDA would fully cooperate and conform with all applicable laws and regulations. Both Ms. Wilson and Mr. Tue gave their commitment to cooperating and conforming to the required laws. Discussion took place. Comments were offered by Eric Colliflower, in opposition to the application for MDA, and requested the Board not issue a temporary permit. Further discussion took place. On a motion made by Commissioner Price and seconded by Commissioner Fithian, the Commissioners by a majority vote approved the Special Class C per diem liquor license application for Minary's Dream Alliance.

PUBLIC HEARING PROTOCOL

Mr. Yeager read the public notice into the record. Notice an application has been made by members: Christian Havemeyer, Jameson C. Culp, and Karen B. McAuliffe, representing White Swan Investors, LLC., for a Class B, Country Inn, Beer, Wine, and Liquor License on the premises known as The White Swan Tavern, 231 High Street, Chestertown, MD 21620, which shall authorize the holder thereof to sell Beer, Wine, and Liquor at the place therein described, for on-premises consumption to a registered guest. A hearing on the application will be held in the County Commissioners' Hearing Room, R. Clayton Mitchell, Jr. Government Center, 400 High Street, Chestertown, Maryland on August 29, 2023, at 10:00 a.m. at which time any exceptions to the application will be heard. The hearing was duly advertised.

Mr. Yeager reviewed the public hearing protocols. Mr. Yeager administered the Oath to applicants Christian Havemeyer, Karen B. McAuliffe, and Bonnie Pearsall, Inspector, Kent Alcohol and Tobacco Enforcement (KATE), and anyone wishing to testify. The rules for a public hearing were in effect.

WHITE SWAN INVESTERS, LLC TRADING AS WHITE SWAN TAVERN, CLASS B, COUNTRY INN, BEER, WINE, AND LIQUOR LICENSE

The hearing commenced at 10:22 a.m. Mr. Yeager stated a legal review of the application for a Class B License was complete. The White Swan Inn is an existing business operating on the premises of 231 High Street, Chestertown, Maryland. The license shall authorize the holder thereof to sell Beer, Wine, and Liquor at the place therein described, for on-premises consumption to a registered guest.

Inspector Pearsall reported an onsite inspection of the premises was done. Ms. McAuliffe explained their business plan regarding the Inn's services. Staff recommends a conditional approval of the application subject to contingencies. No comments were offered in favor of or in opposition to the application. There being no objections, Commissioner Price

made a motion to approve the application. The motion was seconded by Commissioner Fithian; the Commissioners by a majority vote approved the White Swan Investors, LLC., alcohol license contingent on the proper fingerprinting being completed and satisfying requirements noted by the Fire Marshal including smoke detectors.

At 11:29 p.m., a motion was made by Commissioner Price, seconded by Commissioner Fithian, The Commissioners by a majority vote approved to adjourn the meeting. The Board is scheduled to meet again on Tuesday, September 12, 2023, at 10:00 a.m.

THE BOARD OF LICENSE COMMISSIONERS
OF KENT COUNTY, MARYLAND

Sondra M. Blackiston
Clerk/KATE Manager

Approved:

Ronald H. Fithian, President
The County Commissioners
of Kent County, Maryland