

July 6, 2021

A meeting of the County Commissioners of Kent County was called to order at 6:00 p.m. with the following present: P. Thomas Mason, President, Ronald H. Fithian, and Robert N. Jacob, Jr. The meeting convened with the Pledge of Allegiance. Commissioner Mason asked the audience to remain standing for a moment of silence for the passing of the father of Pat Merritt, Chief Financial Officer, Office of Finance, and for the passing of Patricia Young-Gruber, Chestertown Natural Foods.

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

PUBLIC NOTICE

Commissioner Fithian read the following notice of a second public hearing:

The Board of County Commissioners of Kent County, Maryland, will conduct a Public Hearing, provide an update, and welcome comments and input on the Maryland Community Development Block Grant Program (CDBG) COVID Round 1 project regarding funds awarded through the federal CARES Act. Funds must be used to prevent, prepare for, and respond to the coronavirus. Citizens will have the opportunity to discuss the project and to provide input. All comments and input are welcome. The Public Hearing will be held at 10:00 a.m., on Tuesday, July 20, 2021, in the Commissioners' Hearing Room, R. Clayton Mitchell, Jr., Kent County Government Center, 400 High Street, Chestertown, Maryland. The agenda for the meeting will be published online at <https://www.kentcounty.com/commissioners/meeting-agenda>. The agenda will be posted 24 hours in advance of the meeting, and it will include a unique call-in number, so members of the public may participate in the Public Hearing and offer comments at the meeting either by phone or by attending in-person. The Hearing Room at 400 High Street in Chestertown is open to the public. Citizens who wish only to view and listen to the Public Hearing may do so on the Kent County livestream webpage at <https://www.kentcounty.com/commissioners/meeting-live-video>.

CONSENT ITEMS

On motion by Commissioner Fithian and seconded by Commissioner Jacob, the Commissioners unanimously approved the following items:

1. Regular Session Minutes, June 29, 2021
2. Liquor Minutes, June 29, 2021
3. 2020 Planning Commission Annual Report, Planning, Housing, and Zoning

COUNTY ATTORNEY

Thomas N. Yeager, County Attorney summarized a Code Home Rule legislative bill for the Board's consideration.

LEGISLATIVE SESSION

On motion by Commissioner Fithian and seconded by Commissioner Jacob, the Commissioners unanimously agreed to go into legislative session.

Introduction of Code Home Rule Bill 9-2021 Agricultural Advisory Commission

Bill Mackey, Director, Planning, Housing, and Zoning read Code Home Rule Bill 9-2021 Agricultural Advisory Commission, AN ACT to amend Chapter 172, Agriculture Advisory Commission, of the Code of Public Laws of Kent County, Maryland, by amending the text to change the total number of members from seven to nine. Mr. Mackey summarized the intent of the legislation. The Commissioners discussed amending the bill to read, no less than seven (7) members but not more than nine (9) members. On motion by Commissioner Jacob and seconded by Commissioner Fithian, the Commissioners unanimously agreed to introduce Code Home Rule Bill 9-2021 to revise Chapter 172 Agricultural Advisory Commission and directed staff to prepare an amendment to state at least seven (7) but no more than nine (9) members and schedule a Public Hearing for August 3, 2021.

On motion by Commissioner Fithian and seconded by Commissioner Jacob, the Commissioners unanimously agreed to adjourn the legislative session and return to the regular meeting.

PLANNING, HOUSING, AND ZONING

Mr. Mackey presented a request for the Board to consider member reappointments to the Kent County Historic Preservation Commission; two (2) members terms have expired. Staff recommends the reappointments of Jennifer Moore and Melinda Zupon. On motion by Commissioner Fithian and seconded by Commissioner Jacob, the Commissioners unanimously approved to reappoint the recommended candidates to the Historic Preservation Commission for terms ending on December 31, 2024.

Commissioner Fithian inquired about the old Granary structure at Turners Creek and asked if the Historic Preservation Commission would look at the structure to see if it is worth saving or not. Over the years, the County funded efforts to stabilize the structure however it appears to be in bad shape. Mr. Mackey stated he will pass along the inquiry.

The Commissioners and Mr. Mackey discussed the progress of the Comprehensive Rezoning Update (CRU) and its Task Force. Mr. Mackey stated it is a two (2) step process, zoning text revisions and map changes. The goal is to work on the text amendments first, with a projected completion date of March 2022 and to begin the legislative process April 2022.

DETENTION CENTER

Herbert Dennis, Warden, Detention Center, on behalf of the correctional officers, thanked the Commissioners for the FY2022 pay increase. The salary increase was well received and deserved.

Warden Dennis presented a request to approve the Correctional Mental Health Services, LLC Agreement for FY2022 Inmate Mental Health Services for a one (1) year term. The annual Agreement reflects a base amount increase of 3.7% and will provide professional medical services provided by a psychiatric nurse practitioner onsite (26) hours of services per week, and two (2) hours of telepsychiatry services per week. On motion by Commissioner Fithian and seconded by Commissioner Jacob, the Commissioners unanimously approved the renewal of Inmate Mental Health Services Agreement for FY2022. The total cost of the agreement is not to exceed \$62,033.39 with Correctional Mental Health Services, LLC.

INFORMATION TECHNOLOGY

April Bitter, Project Manager, Information Technology presented a request to approve the purchase of the County's Microsoft Licensing in the amount of \$49,618.08. The County currently has a three-year Agreement with Planet Technologies, Inc. to provide Microsoft Office 365 Licensing as well as support. The Agreement locks in pricing for a three-year term, but the licenses are renewed annually. On motion by Commissioner Fithian and seconded by Commissioner Jacob, the Commissioners unanimously approved the renewal of Planet Technologies, Inc. Agreement for a three-year term to expire July 31, 2023, in the amount of \$49,618.08, annually.

COUNTY ADMINISTRATOR REPORT

Shelley L. Heller, County Administrator, reviewed a correspondence dated June 16, 2021, from Gregory Slater, Secretary, Maryland Department of Transportation, acknowledging Kent County's transportation priorities letter for the Consolidated Transportation Program (CTP).

LETTERS FOR SIGNATURE

At their June 29th meeting, the Commissioners appointed Catherine Boyer-Sterling and Sara Cunningham to the Kent County Department of Social Services Advisory Board to fill two (2) vacant terms ending June 30, 2024. The formal appointment letters were presented for signature.

PUBLIC COMMENT

Commissioner Fithian inquired about the length of permits issued to the companies installing fiber throughout the County. Commissioner Fithian stated a recent job was shut down due to an expired permit and inquired about the possibility of validating permits for a longer time, beyond the forty-five (45) days.

The procedures for public comment were in effect. The public was invited to participate. No comments were received from citizens.

CONTINGENCY FUND

The FY2021 Contingency Fund balance as of June 22, 2021, is \$392,907.00 and the use of fund balance total is \$72,723.00.

CLOSED SESSION – PERSONNEL

At 6:37 p.m., a motion was made by Commissioner Fithian, seconded by Commissioner Jacob, and carried unanimously to go into closed session. The meeting was closed under the Annotated Code of Maryland, General Provisions Article § 3-305(b) (1) To discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom this public body has jurisdiction; or any other personnel matter that affects one or more specific individuals.

Shelley L. Heller, County Administrator; Marty Hale, Director, Human Resources; Sondra M. Blackiston, Clerk/KATE Manager; and Sallie Watson, Deputy Clerk II, were in attendance.

Topic to be discussed: Senior staff employment contract renewals.

Reason for closing: Discussion of employee contracts are confidential and must be shielded.

Mr. Hale, Ms. Heller, and the Commissioners discussed senior staff employment contract renewals.

At 6:48 p.m., a motion was made by Commissioner Jacob, seconded by Commissioner Fithian, and carried unanimously to adjourn the closed session and reconvene in open session.

OPEN SESSION

In closed session, there was a personnel discussion regarding senior staff employment contract renewals. On motion by Commissioner Fithian and seconded by Commissioner Jacob, the Commissioners unanimously approved and signed fifteen (15) senior staff employment contract renewals as presented.

At 6:48 p.m. a motion was made by Commissioner Jacob, seconded by Commissioner Fithian, and the Board unanimously agreed to adjourn the meeting. The Board is scheduled to meet again on Tuesday, July 20, 2021, at 10:00 a.m.

Regular Session Minutes
July 6, 2021
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Respectfully submitted,

Sondra M. Blackiston
Clerk/KATE Manager

Approved:

P. Thomas Mason, President
The County Commissioners
of Kent County, Maryland

July 6, 2021

The Board of License Commissioners met today with the following present: P. Thomas Mason, presiding, Ronald H. Fithian, and Robert N. Jacob, Jr.

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

CONSENT ITEM

On motion by Commissioner Fithian and seconded by Commissioner Jacob, the Commissioners unanimously approved Consent Item #2 - Liquor Minutes, June 29, 2021.

KENT ALCOHOL AND TOBACCO ENFORCEMENT

Sondra M. Blackiston, Clerk/KATE Manager stated KATE Advisory No. 2021-01 dated July 1, 2021, was mailed to each licensed establishment. The advisory was cosigned with Brandon L. McFayden, Inspector, Kent Alcohol and Tobacco Enforcement. The advisory shares information regarding legislation passed by the Maryland General Assembly specifically, the sale of alcoholic beverages for off-premises consumption (carryout and delivery). License holders must register and receive authorization from the Board to extend privileges and/or make deliveries.

There being no further business to claim their attention, the Board adjourned and agreed to meet again on Tuesday, July 20, 2021, at 10:00 a.m.

THE BOARD OF LICENSE COMMISSIONERS
OF KENT COUNTY, MARYLAND

Sondra M. Blackiston
Clerk/KATE Manager

Approved:

P. Thomas Mason, President
The County Commissioners
of Kent County, Maryland