

June 8, 2021

A meeting of the County Commissioners of Kent County was called to order at 10:01 a.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 Eugene Mills, Jr., Geno's Automotive Services, Inc.

Shelley L. Heller, County Administrator; Thomas N. Yeager, County Attorney; Pat Merritt, Chief Finance Officer, Office of Finance; Mike Moulds, Director, Public Works; Jamie Williams, Director, Katie Wright, Economic Manager, and Shayln Boulden, Administrative Assistant, Economic and Tourism Development; Bill Mackey, Director, Planning, Housing, and Zoning; Marty Hale, Director, and Josh Pace, Human Resources Specialist, Human Resources, were present in person.

Myra Butler, Director, Parks and Recreation attended the meeting virtually.

PUBLIC HEARING – PROPOSED FISCAL YEAR 2022 BUDGET

A public hearing was held and minutes from the public hearing are posted on the County's website at <https://www.kentcounty.com/commissioners/meeting-agenda>.

At the conclusion of the public hearing, the Commissioners took a brief recess and reconvened at 10:55 a.m.

CONSENT ITEMS

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

1. Regular Session Minutes, June 1, 2021
2. Liquor Minutes, June 1, 2021

ECONOMIC AND TOURISM DEVELOPMENT

Jamie Williams, Director, Economic and Tourism Development presented the Upper Shore Regional Council (USRC) Micro Ag Grant, Maryland Agricultural and Resource-Based Industry Development Corporation (MARBIDCO) Match Grant Agreement. At the January 12th meeting, the Commissioners approved a reallocation of \$14,000.00 within the Economic and Tourism Development budget to the USRC Micro Ag Grant Program to leverage funding from MARBIDCO's cost share grant program. These programs promote the development, expansion and coordination of ag enterprises and initiatives within the Upper Shore area. Ms. Williams stated an application has been submitted and approved for Crow Vineyard for matching funds in the amount of \$2,500.00. The MARBIDCO Grant Agreement was presented for approval and signature. On motion by Commissioner Fithian and seconded by Commissioner Jacob, the

Commissioners unanimously approved and signed the Upper Shore Regional Council Micro Ag Grant, MARBIDCO Match Grant Agreement.

Ms. Williams announced the department has two new employees. Katie Wright, Economic Development Manager, and Shalyn Boulden, Administrative Assistant introduced themselves to the Commissioners. The Commissioners welcomed Ms. Wright and Ms. Boulden to Kent County. Ms. Williams gave a departmental update which highlighted the distribution of COVID-19 grants, advertising, the County web page, and new signage.

Commissioner Fithian mentioned an overall frustration with the State's unemployment benefits system. Ms. Williams and Commissioner Fithian have helped several citizens with the process. Commissioner Jacob, who serves as the Commissioner Liaison on the Economic and Tourism Development Commission, mentioned the attendance of members serving on County boards, commissions, and committees.

HUMAN RESOURCES

Marty Hale, Director, Human Resources, introduced new employee Josh Pace, Human Resources Specialist. The Commissioners welcomed Mr. Pace to Kent County.

Mr. Hale, on behalf of Myra Butler, Director, Parks and Recreation, presented a request to hire a summer seasonal staff member at the recommended salary, pending successful completion of County pre-employment requirements. On motion by Commissioner Fithian and seconded by Commissioner Jacob, the Commissioners unanimously approved the hiring of a lifeguard as requested.

Seasonal hiring practice: Mr. Hale and Ms. Butler requested to eliminate the practice of bringing hiring actions for Parks and Recreation seasonal workers before the Board for approval. Mr. Hale stated the process can become lengthy. Most seasonal workers are returning from the prior season, and the budget is already established for these hires. On motion by Commissioner Fithian and seconded by Commissioner Jacob, the Commissioners unanimously approved to allow Mr. Hale and Ms. Butler to hire seasonal workers. Mike Moulds, Director, Public Works also requested permission to hire seasonal workers for the department in the same manner. On motion by Commissioner Fithian and seconded by Commissioner Jacob, the Commissioners unanimously approved Mr. Hale and Mr. Moulds to have the ability to hire part-time seasonal help for the summer months.

PUBLIC WORKS

Mr. Moulds, on behalf of the County Engineer, presented a request to Award the FY2022 Fuel Bids. Bids for FY2022 Petroleum Fuel and Propane were received for the delivery of petroleum fuels to various County buildings and properties from July 1, 2021, to June 30, 2022. It was recommended to award Contract "A" Diesel Fuel, all locations, Contract "B" No. 2 Heating Oil, and Contract "C" Propane, All Locations, to Dixie Land Oil Company, LLC, the low bidder for all locations. On motion by Commissioner Fithian and seconded by

Commissioner Jacob, the Commissioners unanimously approved to award Contract "A" Diesel, "B" No. 2 Heating Oil and "C" Propane, all locations, to Dixie Land Energy, LLC, the low bidder, and to sign the attached proposed contract.

Mr. Moulds presented a request to renew an existing HVAC Agreement with Johnson Controls, Inc. The original contract for HVAC maintenance and repairs was approved by the County Commissioners on April 4, 2017, for the first year of service, with annual pricing for the next four years. The second, third, and fourth years were subsequently approved by the Commissioners at the time of renewal. The bid price for FY2022, or year five of the agreement, is \$167,330.91 which reflects an increase of \$4,873.71. Staff recommended renewal of the contract. Discussion took place. On motion by Commissioner Fithian and seconded by Commissioner Jacob, the Commissioners unanimously approved year five of the five-year renewable contract with Johnson Controls, Inc. for the contract amount of \$167,330.91, and sign the renewal letter.

COUNTY ADMINISTRATOR

Shelley L. Heller, County Administrator, on behalf of the Upper Shore Workforce Investment Board (USWIB), presented for approval the appointment of a new member and the reappointment of a member. The USWIB has requested to reappoint Eric Kuster, and to appoint Daniel Lessard, both for a three-year term, with an expiration date of May 31, 2024. On motion by Commissioner Jacob and seconded by Commissioner Fithian, the Commissioners unanimously approved to sign the reappointment letter and appointment letter as presented.

LETTERS FOR SIGNATURE

The Economic Development and Tourism Development departments have merged. Members whose terms have expired will no longer be serving on the newly formed Economic and Tourism Development Commission. Letters for Brandon Jones, Casey Carroll, Cindy Genther, Greg Waddell, Ingrid Hansen, Jim Luff, and Kate Goodall-Gray were presented for signature. The letters acknowledged their commitment to serving on their respective Board/Commission and thanked them for their continued support.

PUBLIC COMMENT

Sondra M. Blackiston, Clerk/KATE Manager provided a staff update. Hannah Kinne, Administrative Assistant, began working for the County as an intern as part of Summer Youth Employment Program (SYEP). Ms. Kinne has been an asset to the County ever since. Ms. Kinne will be attending graduate school in Colorado in August. The Commissioners directed staff to prepare a Certificate of Recognition for Ms. Kinne, so she may include that in her portfolio.

Commissioner Jacob proposed to change the Board's meeting schedule to include the possibility of meeting every other week during the summer as the agenda items are lighter. Staff was directed to draft a summer schedule for further discussion.

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

FOR YOUR INFORMATION

Maryland Leadership Workshops will host a Leadership Development event for rising 6th thru 12th graders at Washington College from July 12 – 14, 2021. Visit www.mlw.org/apply to register or contact anita@leadershipmd.org for more information.

CONTINGENCY FUND

The FY2021 Contingency Fund balance as of May 25, 2021, is \$392,907.00 and the use of fund balance total is \$72,723.00.

CLOSED SESSION

At 12:08 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, and (7) To consult with counsel to obtain legal advice, respectively.

PERSONNEL

Shelley L. Heller, County Administrator; Thomas N. Yeager, County Attorney; Bill Mackey, Director, and Carla Gerber, Deputy Director, Planning, Housing, and Zoning; Sondra M. Blackiston, Clerk/KATE Manager; Sallie Watson, Deputy Clerk II; and Lacey T. Cox, Deputy Clerk I, were in attendance.

Topic to be discussed: Individuals applications to serve on a Board/Commission.

Reason for closing: Discussion of applicants' resumes, and qualifications are confidential and must be shielded.

Mr. Mackey discussed the composition of a Commission. Three interest forms were discussed. The Commissioners, staff, and Mr. Yeager discussed specifics concerning current members and attendance. Mr. Yeager and staff offered options for amendments and provided legal advice.

LEGAL

All persons from the abovementioned session remained and Mike Moulds, Director, Public Works joined the meeting.

Topic to be discussed: Legal advice on a proposed agreement.

Reasons for closing: Attorney and staff need to discuss options concerning a proposed Public Works Agreement. Attorney's advice must remain confidential while the agreement is drafted.

Mr. Moulds presented an update on the Village at Kennedyville Public Works Agreement (PWA). Along with a memo, several documents were presented for the Commissioners review. The Commissioners, Ms. Heller, Mr. Moulds, and Mr. Yeager discussed a counter proposal. Mr. Yeager offered legal advice concerning certain requirements of the PWA.

At 1:57 p.m., a motion was made by Commissioner Fithian, seconded by Commissioner Jacob, and carried unanimously to adjourn the closed session and reconvene in open session.

OPEN SESSION

Ms. Heller summarized the first closed session; the Commissioners and staff discussed applications and resumes for a Board/Commission. On motion by Commissioner Jacob and seconded by Commissioner Fithian, the Commissioners unanimously agreed for staff to proceed as discussed.

Ms. Heller summarized the second closed session; the Commissioners, staff, and the County Attorney discussed and obtained legal advice on options concerning a proposed Public Works Agreement Amendment. On motion Commissioner Jacob, and seconded by Commissioner Fithian, the Commissioners unanimously agreed to direct staff to proceed as directed.

At 2:00 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, June 15, 2021, at 6:00 p.m.

Respectfully submitted,

Sondra M. Blackiston
Clerk/KATE Manager

Approved:

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

PUBLIC HEARING
PROPOSED FISCAL YEAR 2022 BUDGET

June 8, 2021

In compliance with and pursuant to Maryland Annotated Code sections 6-308 of the Tax Property Article; 10-103 and 10-106 of the Tax-General Article, the County Commissioners of Kent County held a public hearing on Tuesday, June 8, 2021, at 10:03 a.m. in the Commissioners' Hearing Room, R. Clayton Mitchell Jr., Kent County Government Center, 400 High Street, Chestertown, Maryland, on the Proposed Fiscal Year 2022 Budget beginning July 1, 2021.

County Commissioners P. Thomas Mason, Ronald H. Fithian, and Robert N. Jacob, Jr., were in attendance as well as Shelley L. Heller, County Administrator, Thomas N. Yeager, County Attorney, and Patricia Merritt, Chief Finance Officer, Office of Finance.

Sondra M. Blackiston, Clerk read the Notice of public hearing into record. Commissioner Mason read the procedures for testifying. Written comments will be accepted by the County Commissioners' Office until Friday, June 11, 2021, at 12:00 p.m.

Ms. Merritt reviewed the Proposed Fiscal Year 2022 Budget via a presentation. Ms. Merritt explained the categories that encompass the County's revenue sources. Kent County's property tax rate is 1.0220, the second highest on the Shore; income tax rate is 3.20%, the highest allowed rate by the State of Maryland. Ms. Merritt reviewed the level of funding by function. There is a proposed 1 cent decrease per \$100.00 of assessable base to property tax and the elimination of the planned 4% increase to the water and sewer rates. Ms. Merritt reviewed historical revenue growth through FY2021 for property tax, income tax, and other revenues. The proposed budget estimates the County's Fund Balance to end FY2021 at 12.4%, above target. Ms. Merritt reviewed non-recurring expenditures which are as follows: capital expenditures and capital projects. For FY2022, Kent County Public Schools (KCPS) will be funded at the required Maintenance of Effort. Contingency Funds will be reduced to the pre-pandemic level. Personnel actions included salary increases for employees and the addition of five (5) full-time and three (3) part-time positions. Funding to most agencies was restored to the pre-pandemic funding levels. The County has allocated \$70,000.00 for one-time funding to be distributed to the County's five municipalities.

Commissioner Mason invited comments from citizens in the audience and those who had the option to join the hearing through a virtual meeting platform. The following individuals provided comment: Dr. Karen Couch, Superintendent, KCPS, and Karen Miller, Kent Soil Conservation District. Ms. Blackiston read into record written comments received by Wes Campbell, Executive Director, Kent Center, and Charles D. MacLeod, Esq., MacLeod Law Group, LLC, Clean Chesapeake Coalition.

The presentation and all related documents can be viewed at <https://www.kentcounty.com/commissioners/meeting-agenda> or by contacting the Commissioners' Office at 410-778-4600, and press 4, Monday through Friday, 8:30 a.m. to 4:30

Public Hearing FY2022 Proposed Budget

June 8, 2021

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p.m. The Commissioners are scheduled to adopt the proposed rates and the FY2022 County Budget on June 15, 2021.

At 10:46 a.m. the public hearing concluded. The hearing was taped for reference.

Respectfully submitted,

Sondra M. Blackiston
Clerk/KATE Manager

Approved:

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

June 8, 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 present in person.

CONSENT ITEM

On motion by Commissioner Fithian and seconded by Commissioner Jacob, the Commissioners unanimously approved Consent Item #2 - Liquor Minutes, June 1, 2021.

COUNTY ADMINISTRATOR REPORT

Shelley L. Heller, County Administrator stated an application for a Special Class C, Beer and Wine License was received by Main Street Historic Chestertown for an event on June 5, 2021. This event originally scheduled for May 19th, was canceled due to the weather. The original application did not indicate a rain date, the organizer had to reapply. A per diem license was granted on June 3, 2021.

There being no further business to claim their attention, the Board adjourned and agreed to meet again on Tuesday, June 15, 2021, at 6:00 p.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