

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

June 7, 2022

6:00 PM Call to Order/Pledge of Allegiance/Moment of Silence

Meeting Announcements

Building is Open for In-Person Attendance, for Remote Participation Dial 1-872-239-8359,
Conference ID 424 983 487#

Consent Items

#1 - Regular Session Minutes, May 24, 2022

#2 - Public Hearing Minutes, May 24, 2022

#3 - Liquor Minutes, May 24, 2022

Recognition

Kent County Learning Center

Recognition of 2022 Volunteer Tutors

Commission on Aging

Michael J. Brison, Store Manager, Chestertown Dollar General

Special Class C Licenses

The Arc of Central Chesapeake Region, Beer and Wine, June 18, 2022

Thomas N. Yeager, County Attorney

Public Hearing Protocols

Public Hearing

Fiscal Year 2023 Proposed County Budget

Appointments

John Price, Sheriff, Kent County Sheriff's Office

FY2023 Sex Offender Compliance and Enforcement Grant Application

Human Resources Director

Public Works- Procurement Manager

Procurement Manager Vacancy

Departmental Appointments

Jamie Williams, Director, Economic and Tourism Development and Susan O'Neill, Executive
Director, Upper Shore Regional Council

Rural Maryland Economic Development Grant Funding Possibilities

Rosemary Ramsey Granillo, Director, Kent County Local Management Board

Request for Contingency Funds, Office Restructure

County Attorney

Thomas N. Yeager, County Attorney

Annexation Proposal, 172 Sassafras Street, Millington, MD 21651

County Administrator Report

Maryland Department of Assessment and Taxation

Constant Yield Rate Notice

Public Comment/Media Review

Procedures for Public Comment

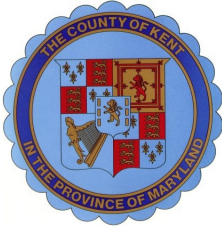
American Rescue Plan Act Funds

American Rescue Plan Act (ARPA) Funds Spend Plan

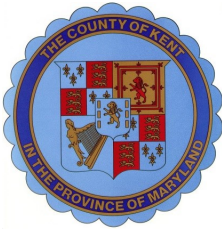
Contingency Fund

Contingency and Use of Fund Balance Report

(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.)



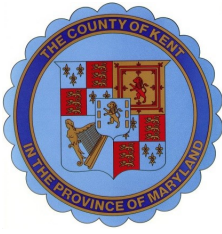
**Building is Open for In-Person Attendance, for Remote Participation
Dial 1-872-239-8359, Conference ID 424 983 487#
6/7/2022
County Commissioners Meeting**



**#1 - Regular Session Minutes, May 24, 2022
6/7/2022
County Commissioners Meeting**

ATTACHMENTS:

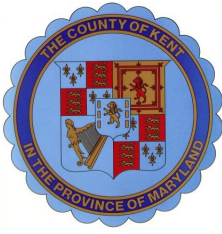
Description



**#2 - Public Hearing Minutes, May 24, 2022
6/7/2022
County Commissioners Meeting**

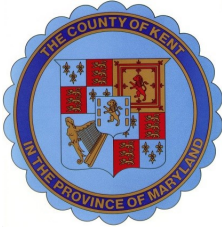
ATTACHMENTS:

Description



**#3 - Liquor Minutes, May 24, 2022
6/7/2022
County Commissioners Meeting**

ATTACHMENTS:
Description



Kent County Learning Center 6/7/2022 County Commissioners Meeting

Item Summary:

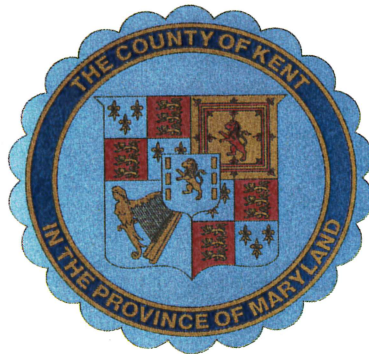
Recognition of 2022 Volunteer Tutors

ATTACHMENTS:

Description

05.17.22 Kent County Learning Center Volunteer Tutors (All 25)

2022 KCLC Tutors and Students Photo



Certificate of Recognition

This is to certify that

Anna Hurd

is hereby recognized

for her dedication to tutoring the students at the Rock Hall Elementary School. The pandemic expanded the achievement gaps which affected the disadvantaged students the hardest and your determination and efforts to help these students excel is commendable. Testing showed dramatic improvement in student achievement due to the hard work you put forward. Your dedication in helping the students at the Rock Hall Elementary School succeed in learning and becoming better students is recognized and greatly appreciated. Thank you for your time, energy, and devotion.

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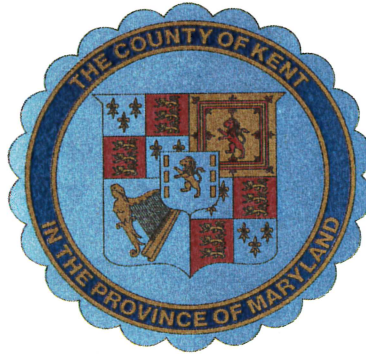
Ronald H. Fithian

Ronald H. Fithian, Member

Robert N. Jacob, Jr.

Robert N. Jacob, Jr., Member

May 17, 2022



Certificate of Recognition

This is to certify that

Bill Trainor

is hereby recognized

for his dedication to tutoring the students at the Rock Hall Elementary School. The pandemic expanded the achievement gaps which affected the disadvantaged students the hardest and your determination and efforts to help these students excel is commendable. Testing showed dramatic improvement in student achievement due to the hard work you put forward. Your dedication in helping the students at the Rock Hall Elementary School succeed in learning and becoming better students is recognized and greatly appreciated. Thank you for your time, energy, and devotion.

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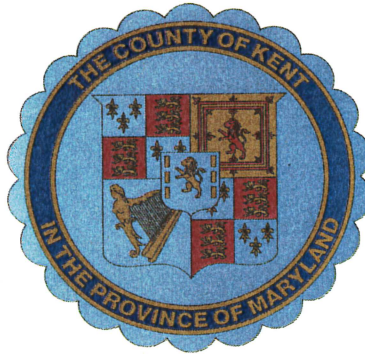
Ronnie Fithian

Ronald H. Fithian, Member

Robert N. Jacob, Jr.

Robert N. Jacob, Jr., Member

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Certificate of Recognition

This is to certify that

Martha Bliss

is hereby recognized

for her dedication to tutoring the students at the Rock Hall Elementary School. The pandemic expanded the achievement gaps which affected the disadvantaged students the hardest and your determination and efforts to help these students excel is commendable. Testing showed dramatic improvement in student achievement due to the hard work you put forward. Your dedication in helping the students at the Rock Hall Elementary School succeed in learning and becoming better students is recognized and greatly appreciated. Thank you for your time, energy, and devotion.

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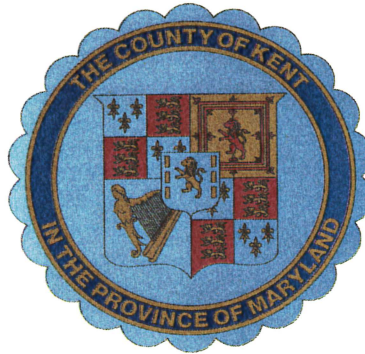
Ronnie Fithian

Ronald H. Fithian, Member

Robert N. Jacob, Jr.

Robert N. Jacob, Jr., Member

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Certificate of Recognition

This is to certify that

Carol Kendall

is hereby recognized

for her dedication to tutoring the students at the Rock Hall Elementary School. The pandemic expanded the achievement gaps which affected the disadvantaged students the hardest and your determination and efforts to help these students excel is commendable. Testing showed dramatic improvement in student achievement due to the hard work you put forward. Your dedication in helping the students at the Rock Hall Elementary School succeed in learning and becoming better students is recognized and greatly appreciated. Thank you for your time, energy, and devotion.

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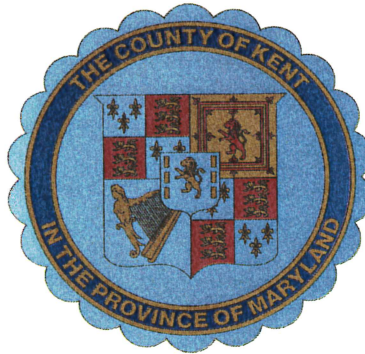
Ronald H. Fithian

Ronald H. Fithian, Member

Robert N. Jacob, Jr.

Robert N. Jacob, Jr., Member

May 17, 2022



Certificate of Recognition

This is to certify that

Cindy Hayes

is hereby recognized

for her dedication to tutoring the students at the Rock Hall Elementary School. The pandemic expanded the achievement gaps which affected the disadvantaged students the hardest and your determination and efforts to help these students excel is commendable. Testing showed dramatic improvement in student achievement due to the hard work you put forward. Your dedication in helping the students at the Rock Hall Elementary School succeed in learning and becoming better students is recognized and greatly appreciated. Thank you for your time, energy, and devotion.

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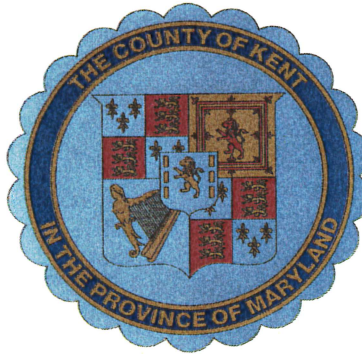
Ronnie Fithian

Ronald H. Fithian, Member

Robert N. Jacob, Jr.

Robert N. Jacob, Jr., Member

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Certificate of Recognition

This is to certify that

Debbie Bergen

is hereby recognized

for her dedication to tutoring the students at the Rock Hall Elementary School. The pandemic expanded the achievement gaps which affected the disadvantaged students the hardest and your determination and efforts to help these students excel is commendable. Testing showed dramatic improvement in student achievement due to the hard work you put forward. Your dedication in helping the students at the Rock Hall Elementary School succeed in learning and becoming better students is recognized and greatly appreciated. Thank you for your time, energy, and devotion.

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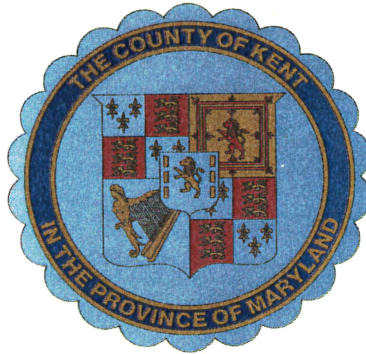
Ronald H. Fithian

Ronald H. Fithian, Member

Robert N. Jacob, Jr.

Robert N. Jacob, Jr., Member

May 17, 2022



Certificate of Recognition

This is to certify that

Don Spagnolo

is hereby recognized

for his dedication to tutoring the students at the Rock Hall Elementary School. The pandemic expanded the achievement gaps which affected the disadvantaged students the hardest and your determination and efforts to help these students excel is commendable. Testing showed dramatic improvement in student achievement due to the hard work you put forward. Your dedication in helping the students at the Rock Hall Elementary School succeed in learning and becoming better students is recognized and greatly appreciated. Thank you for your time, energy, and devotion.

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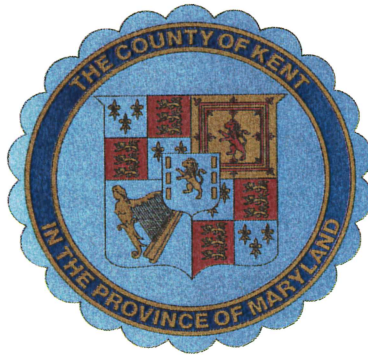
Ronnie Fithian

Ronald H. Fithian, Member

Robert N. Jacob, Jr.

Robert N. Jacob, Jr., Member

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Certificate of Recognition

This is to certify that

Ed Lynerd

is hereby recognized

for his dedication to tutoring the students at the Rock Hall Elementary School. The pandemic expanded the achievement gaps which affected the disadvantaged students the hardest and your determination and efforts to help these students excel is commendable. Testing showed dramatic improvement in student achievement due to the hard work you put forward. Your dedication in helping the students at the Rock Hall Elementary School succeed in learning and becoming better students is recognized and greatly appreciated. Thank you for your time, energy, and devotion.

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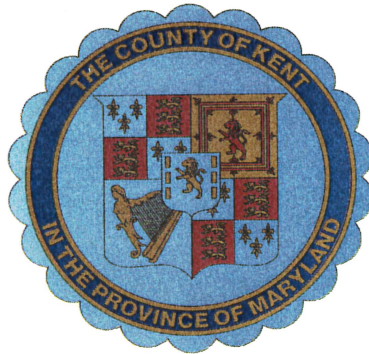
Ronnie Fithian

Ronald H. Fithian, Member

Robert N. Jacob, Jr.

Robert N. Jacob, Jr., Member

May 17, 2022



Certificate of Recognition

This is to certify that

Becky Glenn

is hereby recognized

for her dedication to tutoring the students at the Rock Hall Elementary School. The pandemic expanded the achievement gaps which affected the disadvantaged students the hardest and your determination and efforts to help these students excel is commendable. Testing showed dramatic improvement in student achievement due to the hard work you put forward. Your dedication in helping the students at the Rock Hall Elementary School succeed in learning and becoming better students is recognized and greatly appreciated. Thank you for your time, energy, and devotion.

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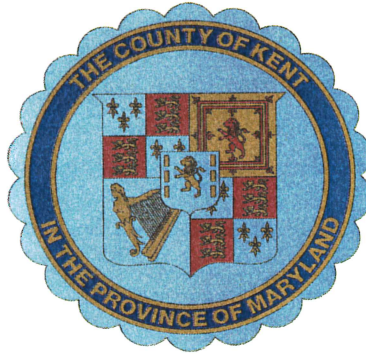
Ronnie Fithian

Ronald H. Fithian, Member

Robert N. Jacob, Jr.

Robert N. Jacob, Jr., Member

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Certificate of Recognition

This is to certify that

Les Scanlon

is hereby recognized

for his dedication to tutoring the students at the Rock Hall Elementary School. The pandemic expanded the achievement gaps which affected the disadvantaged students the hardest and your determination and efforts to help these students excel is commendable. Testing showed dramatic improvement in student achievement due to the hard work you put forward. Your dedication in helping the students at the Rock Hall Elementary School succeed in learning and becoming better students is recognized and greatly appreciated. Thank you for your time, energy, and devotion.

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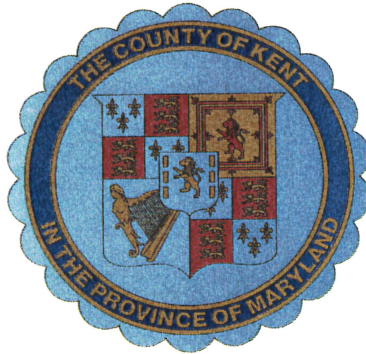
Ronnie Fithian

Ronald H. Fithian, Member

Robert N. Jacob, Jr.

Robert N. Jacob, Jr., Member

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Certificate of Recognition

This is to certify that

Mary Etta Reedy

is hereby recognized

for her dedication to tutoring the students at the Rock Hall Elementary School. The pandemic expanded the achievement gaps which affected the disadvantaged students the hardest and your determination and efforts to help these students excel is commendable. Testing showed dramatic improvement in student achievement due to the hard work you put forward. Your dedication in helping the students at the Rock Hall Elementary School succeed in learning and becoming better students is recognized and greatly appreciated. Thank you for your time, energy, and devotion.

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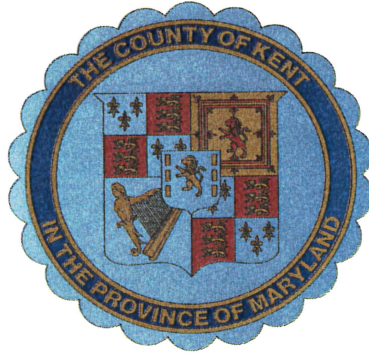
Ronald H. Fithian

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Robert N. Jacob, Jr.

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Certificate of Recognition

This is to certify that

Nancy Walls

is hereby recognized

for her dedication to tutoring the students at the Rock Hall Elementary School. The pandemic expanded the achievement gaps which affected the disadvantaged students the hardest and your determination and efforts to help these students excel is commendable. Testing showed dramatic improvement in student achievement due to the hard work you put forward. Your dedication in helping the students at the Rock Hall Elementary School succeed in learning and becoming better students is recognized and greatly appreciated. Thank you for your time, energy, and devotion.

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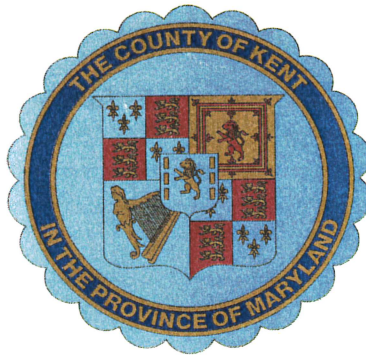
Ronnie Fithian

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May 17, 2022



Certificate of Recognition

This is to certify that

Nia Kusske

is hereby recognized

for her dedication to tutoring the students at the Rock Hall Elementary School. The pandemic expanded the achievement gaps which affected the disadvantaged students the hardest and your determination and efforts to help these students excel is commendable. Testing showed dramatic improvement in student achievement due to the hard work you put forward. Your dedication in helping the students at the Rock Hall Elementary School succeed in learning and becoming better students is recognized and greatly appreciated. Thank you for your time, energy, and devotion.

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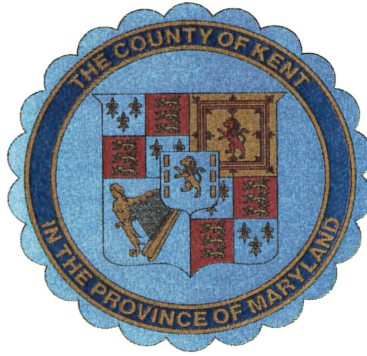
Ronnie Fithian

Ronald H. Fithian, Member

Robert N. Jacob, Jr.

Robert N. Jacob, Jr., Member

May 17, 2022



Certificate of Recognition

This is to certify that

Patti Nelson

is hereby recognized

for her dedication to tutoring the students at the Rock Hall Elementary School. The pandemic expanded the achievement gaps which affected the disadvantaged students the hardest and your determination and efforts to help these students excel is commendable. Testing showed dramatic improvement in student achievement due to the hard work you put forward. Your dedication in helping the students at the Rock Hall Elementary School succeed in learning and becoming better students is recognized and greatly appreciated. Thank you for your time, energy, and devotion.

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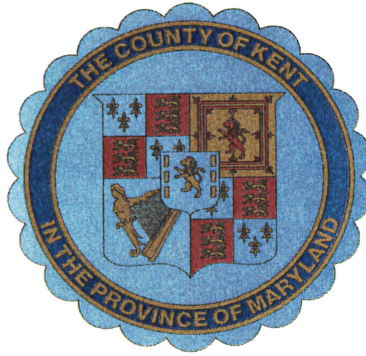
Ronald H. Fithian

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Robert N. Jacob, Jr.

Robert N. Jacob, Jr., Member

May 17, 2022



Certificate of Recognition

This is to certify that

Shirley Spagnolo

is hereby recognized

for her dedication to tutoring the students at the Rock Hall Elementary School. The pandemic expanded the achievement gaps which affected the disadvantaged students the hardest and your determination and efforts to help these students excel is commendable. Testing showed dramatic improvement in student achievement due to the hard work you put forward. Your dedication in helping the students at the Rock Hall Elementary School succeed in learning and becoming better students is recognized and greatly appreciated. Thank you for your time, energy, and devotion.

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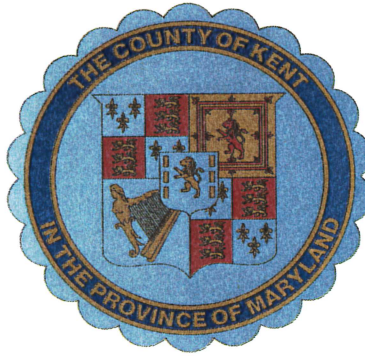
Ronnie Fithian

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May 17, 2022



Certificate of Recognition

This is to certify that

Erlena Linthicum

is hereby recognized

for her dedication to tutoring the students at the Rock Hall Elementary School. The pandemic expanded the achievement gaps which affected the disadvantaged students the hardest and your determination and efforts to help these students excel is commendable. Testing showed dramatic improvement in student achievement due to the hard work you put forward. Your dedication in helping the students at the Rock Hall Elementary School succeed in learning and becoming better students is recognized and greatly appreciated. Thank you for your time, energy, and devotion.

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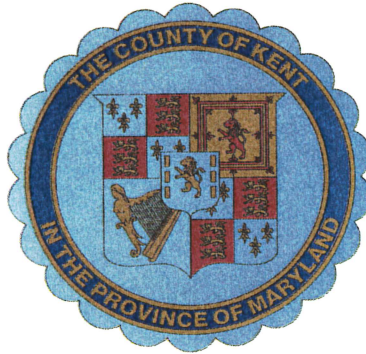
Ronald H. Fithian

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Robert N. Jacob, Jr.

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May 17, 2022



Certificate of Recognition

This is to certify that

Linda Morgan

is hereby recognized

for her dedication to tutoring the students at the Rock Hall Elementary School. The pandemic expanded the achievement gaps which affected the disadvantaged students the hardest and your determination and efforts to help these students excel is commendable. Testing showed dramatic improvement in student achievement due to the hard work you put forward. Your dedication in helping the students at the Rock Hall Elementary School succeed in learning and becoming better students is recognized and greatly appreciated. Thank you for your time, energy, and devotion.

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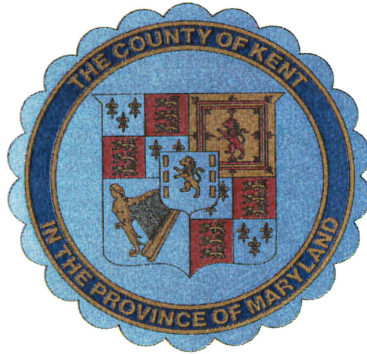
Ronald H. Fithian

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Robert N. Jacob, Jr.

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May 17, 2022



Certificate of Recognition

This is to certify that

Janine Nilson

is hereby recognized

for her dedication to tutoring the students at the Rock Hall Elementary School. The pandemic expanded the achievement gaps which affected the disadvantaged students the hardest and your determination and efforts to help these students excel is commendable. Testing showed dramatic improvement in student achievement due to the hard work you put forward. Your dedication in helping the students at the Rock Hall Elementary School succeed in learning and becoming better students is recognized and greatly appreciated. Thank you for your time, energy, and devotion.

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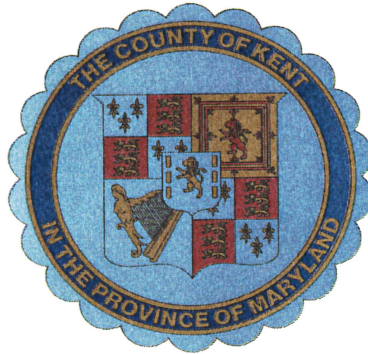
Ronald H. Fithian

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May 17, 2022



Certificate of Recognition

This is to certify that

Becky Taylor

is hereby recognized

for her dedication to tutoring the students at the Rock Hall Elementary School. The pandemic expanded the achievement gaps which affected the disadvantaged students the hardest and your determination and efforts to help these students excel is commendable. Testing showed dramatic improvement in student achievement due to the hard work you put forward. Your dedication in helping the students at the Rock Hall Elementary School succeed in learning and becoming better students is recognized and greatly appreciated. Thank you for your time, energy, and devotion.

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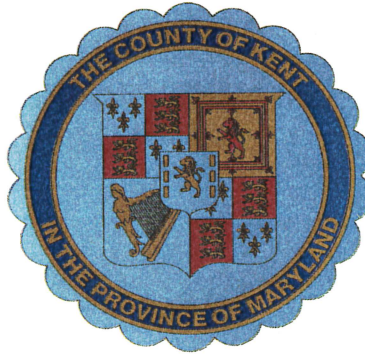
Ronald H. Fithian

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May 17, 2022



Certificate of Recognition

This is to certify that

Carol Trippe

is hereby recognized

for her dedication to tutoring the students at the Rock Hall Elementary School. The pandemic expanded the achievement gaps which affected the disadvantaged students the hardest and your determination and efforts to help these students excel is commendable. Testing showed dramatic improvement in student achievement due to the hard work you put forward. Your dedication in helping the students at the Rock Hall Elementary School succeed in learning and becoming better students is recognized and greatly appreciated. Thank you for your time, energy, and devotion.

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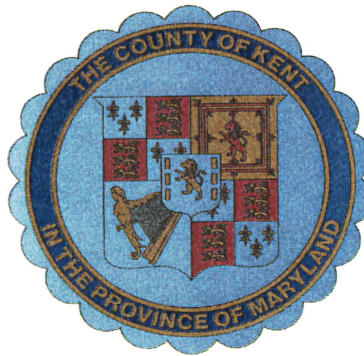
Ronnie Fithian

Ronald H. Fithian, Member

Robert N. Jacob, Jr.

Robert N. Jacob, Jr., Member

May 17, 2022



Certificate of Recognition

This is to certify that

Karen Biddle

is hereby recognized

for her dedication to tutoring the students at the Rock Hall Elementary School. The pandemic expanded the achievement gaps which affected the disadvantaged students the hardest and your determination and efforts to help these students excel is commendable. Testing showed dramatic improvement in student achievement due to the hard work you put forward. Your dedication in helping the students at the Rock Hall Elementary School succeed in learning and becoming better students is recognized and greatly appreciated. Thank you for your time, energy, and devotion.

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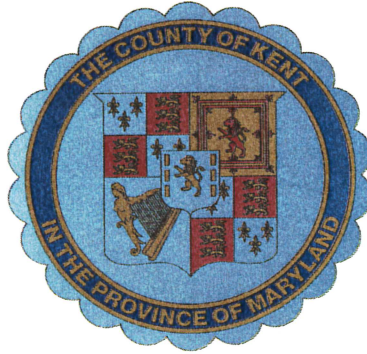
Ronnie Fithian

Ronald H. Fithian, Member

Robert N. Jacob, Jr.

Robert N. Jacob, Jr., Member

May 17, 2022



Certificate of Recognition

This is to certify that

Linda Buckle

is hereby recognized

for her dedication to tutoring the students at the Rock Hall Elementary School. The pandemic expanded the achievement gaps which affected the disadvantaged students the hardest and your determination and efforts to help these students excel is commendable. Testing showed dramatic improvement in student achievement due to the hard work you put forward. Your dedication in helping the students at the Rock Hall Elementary School succeed in learning and becoming better students is recognized and greatly appreciated. Thank you for your time, energy, and devotion.

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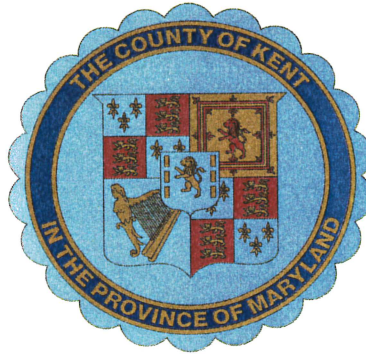
Ronnie Fithian

Ronald H. Fithian, Member

Robert N. Jacob, Jr.

Robert N. Jacob, Jr., Member

May 17, 2022



Certificate of Recognition

This is to certify that

Jo Miller

is hereby recognized

for her dedication to tutoring the students at the Rock Hall Elementary School. The pandemic expanded the achievement gaps which affected the disadvantaged students the hardest and your determination and efforts to help these students excel is commendable. Testing showed dramatic improvement in student achievement due to the hard work you put forward. Your dedication in helping the students at the Rock Hall Elementary School succeed in learning and becoming better students is recognized and greatly appreciated. Thank you for your time, energy, and devotion.

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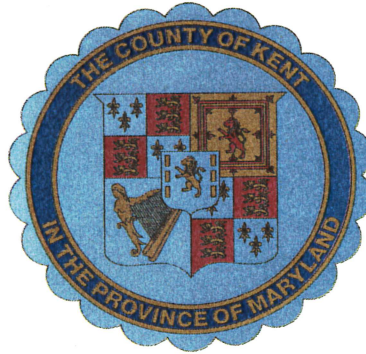
Ronald H. Fithian

Ronald H. Fithian, Member

Robert N. Jacob, Jr.

Robert N. Jacob, Jr., Member

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Certificate of Recognition

This is to certify that

Heather Brack

is hereby recognized

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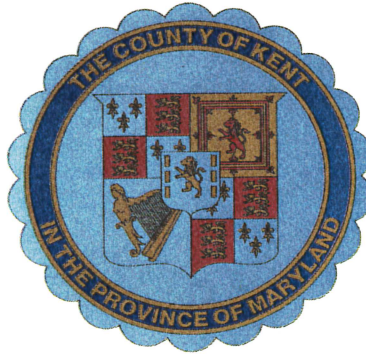
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Ronald H. Fithian, Member

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

May 17, 2022



Certificate of Recognition

This is to certify that

Philip Cicconi

is hereby recognized

for his dedication to tutoring the students at the Rock Hall Elementary School. The pandemic expanded the achievement gaps which affected the disadvantaged students the hardest and your determination and efforts to help these students excel is commendable. Testing showed dramatic improvement in student achievement due to the hard work you put forward. Your dedication in helping the students at the Rock Hall Elementary School succeed in learning and becoming better students is recognized and greatly appreciated. Thank you for your time, energy, and devotion.

THE COUNTY COMMISSIONERS
OF KENT COUNTY, MARYLAND

P. Thomas Mason

P. Thomas Mason, President

Ronnie Fithian

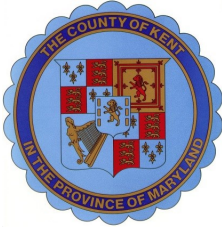
Ronald H. Fithian, Member

Robert N. Jacob, Jr.

Robert N. Jacob, Jr., Member

May 17, 2022





Commission on Aging 6/7/2022 County Commissioners Meeting

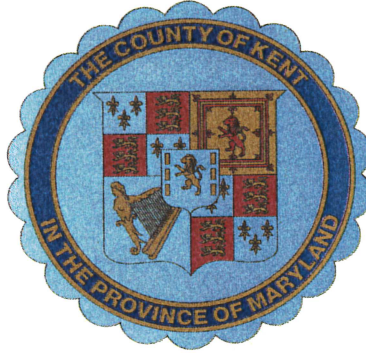
Item Summary:

Michael J. Brison, Store Manager, Chestertown Dollar General

ATTACHMENTS:

Description

06.07.22 Michael J. Brison, Store Manager, Chestertown Dollar General, Certificate of Recognition



Certificate of Recognition

This is to certify that

Michael J. Brison

is hereby recognized

for his diligence in protecting senior citizens in our community. Mr. Brison is the Store Manager at the Chestertown Dollar General and has seen many elderly customers purchase gift cards, prepaid credit cards, gas cards, etc. only to send them to someone who claims to need their help. Mr. Brison was able to explain the unfortunate situation to his customers, which helped them understand that they were being taken advantage of and saved them from exhausting their finances. His efforts to protect and help the elderly from fraud and scams targeting our seniors is commendable and greatly appreciated. We, the County Commissioners of Kent County, Maryland thank you for your efforts and dedication in helping the elders in our community.

THE COUNTY COMMISSIONERS
OF KENT COUNTY, MARYLAND

P. Thomas Mason

P. Thomas Mason, President

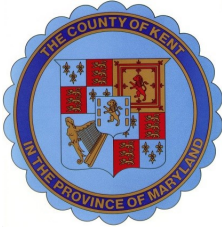
Ronnie Fithian

Ronald H. Fithian, Member

Robert N. Jacob, Jr.

Robert N. Jacob, Jr., Member

June 7, 2022



**The Arc of Central Chesapeake Region, Beer and Wine, June 18, 2022
6/7/2022
County Commissioners Meeting**

ATTACHMENTS:

Description

4825 The Arc of Central Chesapeake Region, Application

4825

Alcoholic Beverages Law
APPLICATION FOR A SPECIAL CLASS "C" LICENSE

Application is made by the undersigned under the provisions of Article 2B, as amended, title "Alcoholic Beverages", for a Special Class C License.

(Check One): Beer () Beer and Wine (x) Beer, Wine and Liquor ().

We submit and certify to the following information and statements as required by said Article 2B.

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

The ARC Central Chesapeake Region

Address 1332 Donald Ave. SEVEN MD 21144

Type of Function

WINE & Beer Tasting

Location of Function Rock Hall Landing Marina, 5657 South Newmarket Ave Rock Hall MD 21661

2. This function is operated exclusively for a bona fide religious, fraternal, civic, veteran's hospital, or charitable club, society, association, or 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) June 18, 2022
Begin at: 4:00 PM End at: 10:00 PM and the applicant tenders herewith the sum of (\$ 15.00 Per Day) (\$ 1500) in payment for the license.

Please Select One:

☒ Pick Up

☐ Mail Permit (will be mailed to above address)

County Commissioners
Office

Date 5-24-22 LR

9. Applicants

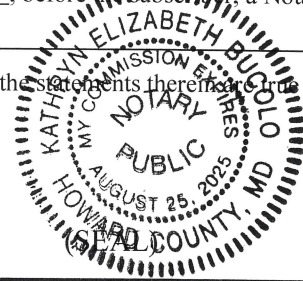
(1) Chalise Latimer 6095 Majors Ln Unit 1 Columbia, MD 21045
Name Residence
Development Manager 443 319 3321
Length of Residence in Kent Co. Committee Title Phone No. (Signature of Applicant)

STATE OF MARYLAND

This certifies, that on the 13th day of May, 2022, before the subscriber, a Notary of the State of Maryland, personally appeared Chalise Latimer 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.

Kathryn Elizabeth Bucolo



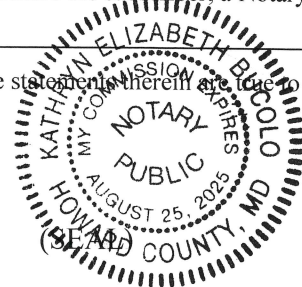
(2) Angela DeMoreland 704 Gov. Bridge Rd. Davidsonville MD 21035
Name Residence
Director of Exec Svcs 410 384 4000
Length of Residence in Kent Co. Committee Title Phone No. (Signature of Applicant)

STATE OF MARYLAND

This certifies, that on the 13th day of May, 2022, before the subscriber, a Notary of the State of Maryland, personally appeared Angela DeMoreland 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.

Kathryn Elizabeth Bucolo



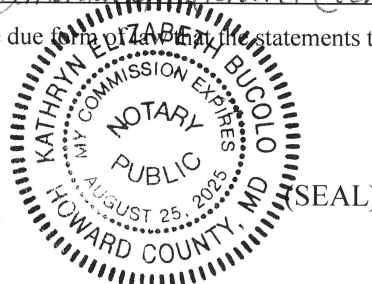
(3) Richard Carter 5914 Rock Hall Road Rock Hall MD 21661
Name Residence
3 years Fundraising Chair 443 370 7926
Length of Residence in Kent Co. Committee Title Phone No. (Signature of Applicant)

STATE OF MARYLAND

This certifies, that on the 13th day of May, 2022, before the subscriber, a Notary of the State of Maryland, personally appeared Chalise Latimer, Angela DeMoreland & Richard Carter 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.

Kathryn Elizabeth Bucolo



STATEMENT OF OWNER OF PREMISES REQUIRED IN CONNECTION WITH
ALCOHOLIC BEVERAGES LAW 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 Law 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.

Megan Glenn (Signature)

Megan Glenn (Print Name)

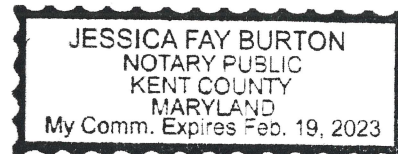
STATE OF MARYLAND, County of Kent:

THIS CERTIFIES, That on the 16th day of May, 20 22,
before the subscriber, a Notary of the State of Maryland, personally appeared Megan Glenn
_____ and acknowledged the execution of the a foregoing
statement to be true act.

WITNESS my hand and official seal.

Jessica Fay Burton

(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 410-778-4600
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. The ARC Central Chesapeake Region

Address 1332 Donald Avenue, Severn, MD 21144

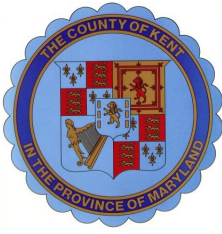
Name Richard Carter Phone # 443-370-7926

(Please Print)

Richard Carter
(Signature)

Date May 16, 2002





Public Hearing Protocols 6/7/2022 County Commissioners Meeting

ATTACHMENTS:

Description

06.07.22 Proposed FY2023 Budget Hearing Notice

Procedures for Public Comment



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

**KENT COUNTY PUBLIC NOTICE
PROPOSED FISCAL YEAR 2023 COUNTY BUDGET**

Notice is hereby given that the Commissioners of Kent County will hold a public hearing for the Proposed FY2023 Budget on June 7, 2022, at 6:00 p.m. in the Commissioners' Hearing Room, of the R. Clayton Mitchell Jr., Kent County Government Center, 400 High Street, Chestertown, Maryland. The hearing is open to the public, and the public is encouraged to attend. The County offers four (4) options for the public to provide input in the public hearing process.

1. In-person
2. Email: kentcounty@kentgov.org
3. U.S. Mail: 400 High Street, Chestertown, MD 21620
4. Phone: 1-872-239-8359 Conference ID 424 983 487#
to speak during the public hearing

Please contact the County Commissioners' Office at (410) 778-4600 and press 4 if you need further instructions on how to participate in the public hearing process.

By order of:

THE COUNTY COMMISSIONERS
OF KENT COUNTY, MARYLAND

A handwritten signature in blue ink, reading "Sondra M. Blackiston".

Sondra M. Blackiston, Clerk

PUBLISH: KCN 05/19/22

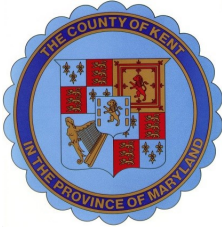
BOARD OF COUNTY COMMISSIONERS OF KENT COUNTY PROCEDURES FOR PUBLIC COMMENT

In addition to public appearance, the meeting is also being held virtually, via teleconference, and viewable on the County website at www.kentcounty.com/government.

It is our desire that everyone who wishes to comment be given a fair and uninterrupted opportunity to express their views to the County Commissioners during this public comment period.

- Comments will be limited to three (3) minutes in length.
- Comments longer than three (3) minutes will be required to be submitted in writing.
- The Board President will open the meeting to Public Comments, and citizens are asked to state their name, address, and the topic of interest. Citizens are to ask that all views be expressed in a respectful and civil manner. The Board respects your desire and right to convey your message freely. We ask as a courtesy to the Board and our citizens that you respect the Commissioners' request to refrain from naming citizens and name-calling when offering any critique.

The County staff will acknowledge each caller, in the order, they called in, announce the last 4 digits of the phone number that was used to call in, and will ask the caller to unmute their phone allowing them to comment.



Fiscal Year 2023 Proposed County Budget 6/7/2022 County Commissioners Meeting

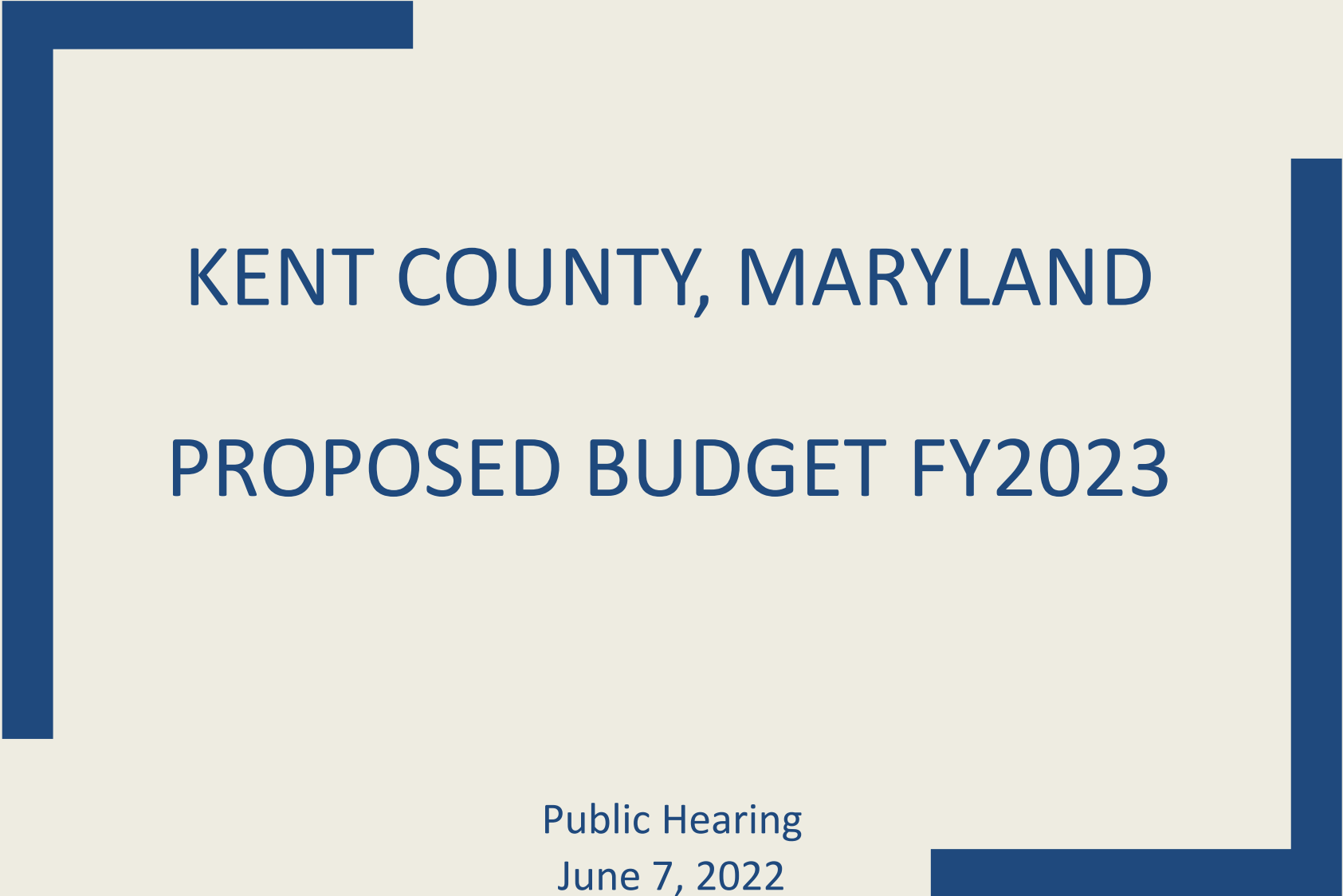
ATTACHMENTS:

Description

Public Hearing Proposed Budget FY2023 Presentation

Proposed Budget Comparison FY2023 to FY2022

06.07.22 Testimony Log, Public Hearing, FY2023 Proposed Budget

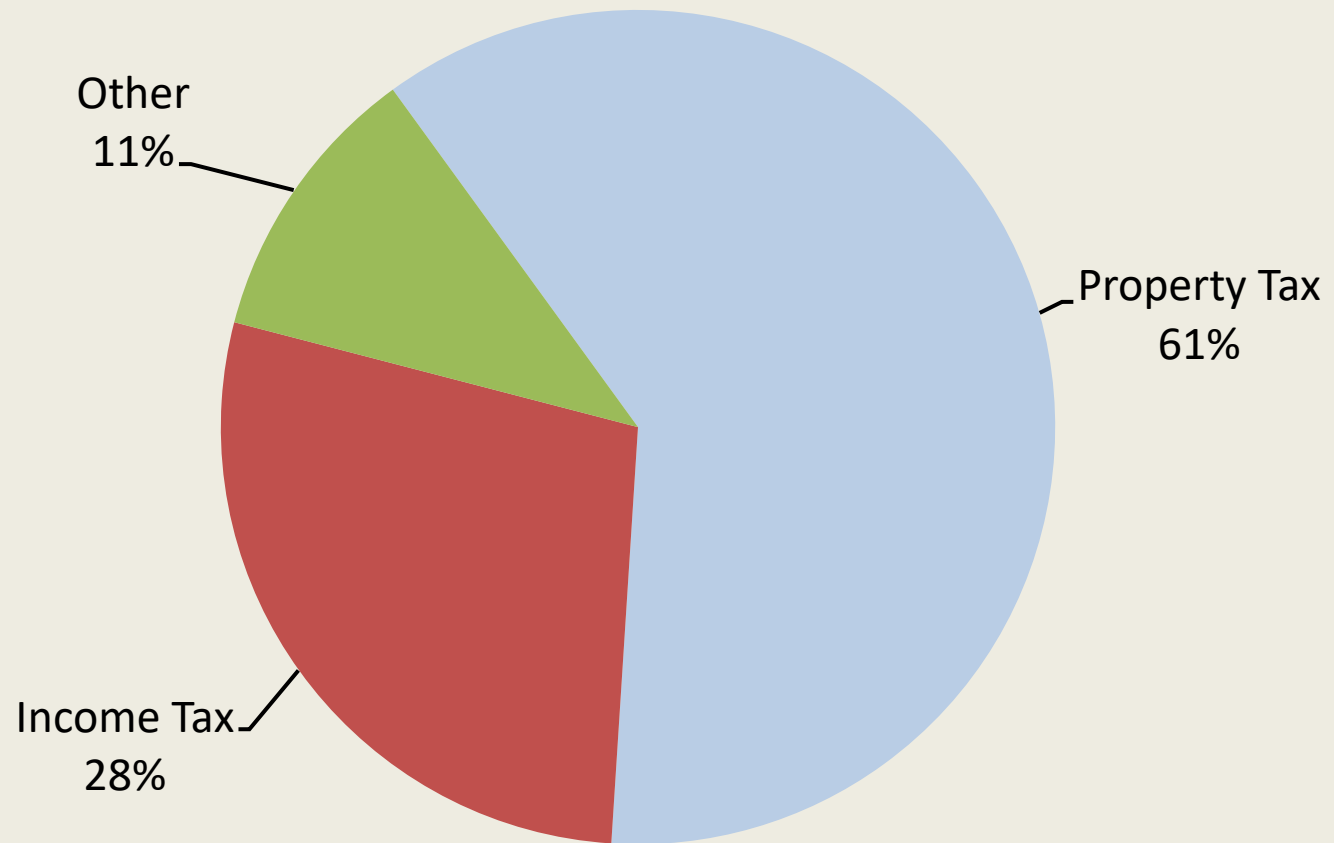


KENT COUNTY, MARYLAND

PROPOSED BUDGET FY2023

Public Hearing
June 7, 2022

Revenues



Taxes & Fees

Property Tax

- \$1.012 per \$100 of assessable base

Water & Sewer Rates

- 4% rate increase

County Property Tax Rates 2021-2022

1	Baltimore City	2.2480	13	Somerset	1.0000
2	Charles	1.1410	14	Caroline	0.9800
3	Baltimore County	1.1000	15	Allegany	0.9750
4	Fredrick	1.0600	16	Washington	0.9480
5	Garrett	1.0560	17	Anne Arundel	0.9330
6	Harford	1.0279	18	Calvert	0.9270
7	Cecil	1.0279	19	Wicomico	0.9195
8	Carroll	1.0180	20	St. Mary's	0.8478
9	Howard	1.0140	21	Queen Anne's	0.8471
10	Kent	1.0120	22	Worcester	0.8450
11	Prince George's	1.0000	23	Montgomery	0.7178
12	Dorchester	1.0000	24	Talbot	0.6565

A one cent increase in the property tax rate generates \$322,000 in revenue.

County Income Tax Rates 2021-2022

1	Baltimore City	3.20%	13	Harford	3.06%
2	Baltimore County	3.20%	14	Allegany	3.05%
3	Caroline	3.20%	15	Carroll	3.03%
4	Dorchester	3.20%	16	Charles	3.03%
5	Howard	3.20%	17	Washington	3.00%
6	Montgomery	3.20%	18	Calvert	3.00%
7	Prince George's	3.20%	19	Cecil	3.00%
8	Queen Anne's	3.20%	20	Fredrick	2.96%
9	Somerset	3.20%	21	Anne Arundel	2.81%
10	Wicomico	3.20%	22	Garrett	2.65%
11	Kent	3.20%	23	Talbot	2.40%
12	St. Mary's	3.10%	24	Worcester	2.25%

The income tax rate was increased in FY20 from 2.85% to 3.2%, generating \$1.6M over 3 years

Source: Department of Legislative Services

Revenue

Source	Budget FY2022	Budget FY2023	Inc/(Dec)
Property Tax	31,877,600	32,658,300	780,700
Income Tax	15,000,000	15,000,000	0
Other	4,617,000	5,862,700	1,245,700
Total	51,494,600	53,521,000	2,026,400

Property Tax Changes

\$780,700 – Property Tax

- Assessed values increased 1.7%

Other Revenue Changes

\$664,000 – Recordation Tax

- Increased 55%

\$411,000 – Property Transfer Tax

- Increased 52%

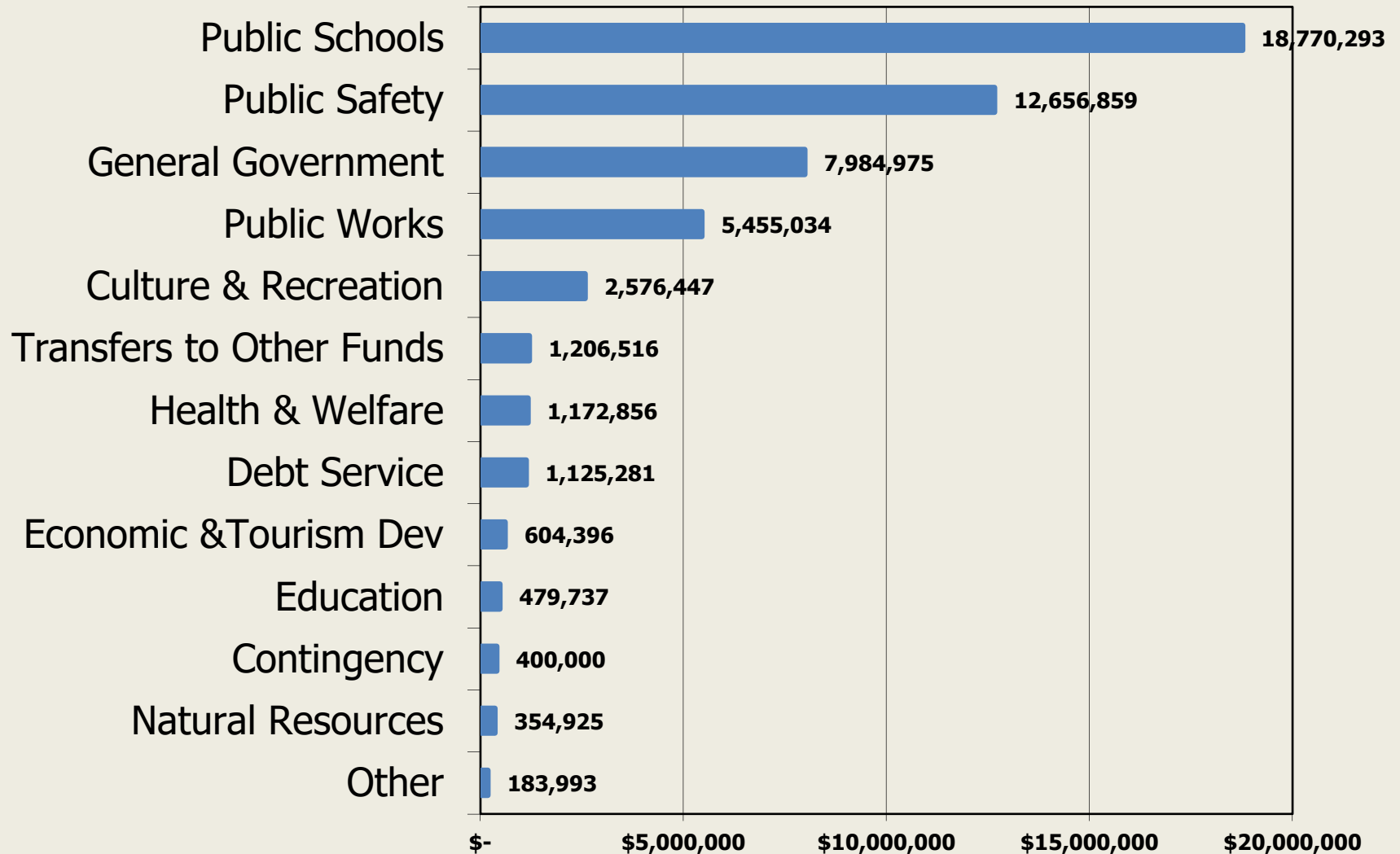
Fund Balance

	2022	2023
Beginning Balance	8,907,900	10,313,300
Surplus/(Deficit)	<u>1,405,400</u>	<u>(5,411,600)</u>
Ending Balance	<u><u>10,313,300</u></u>	<u><u>4,901,700</u></u>
% - Target 7.5%	19.9%	8.3%

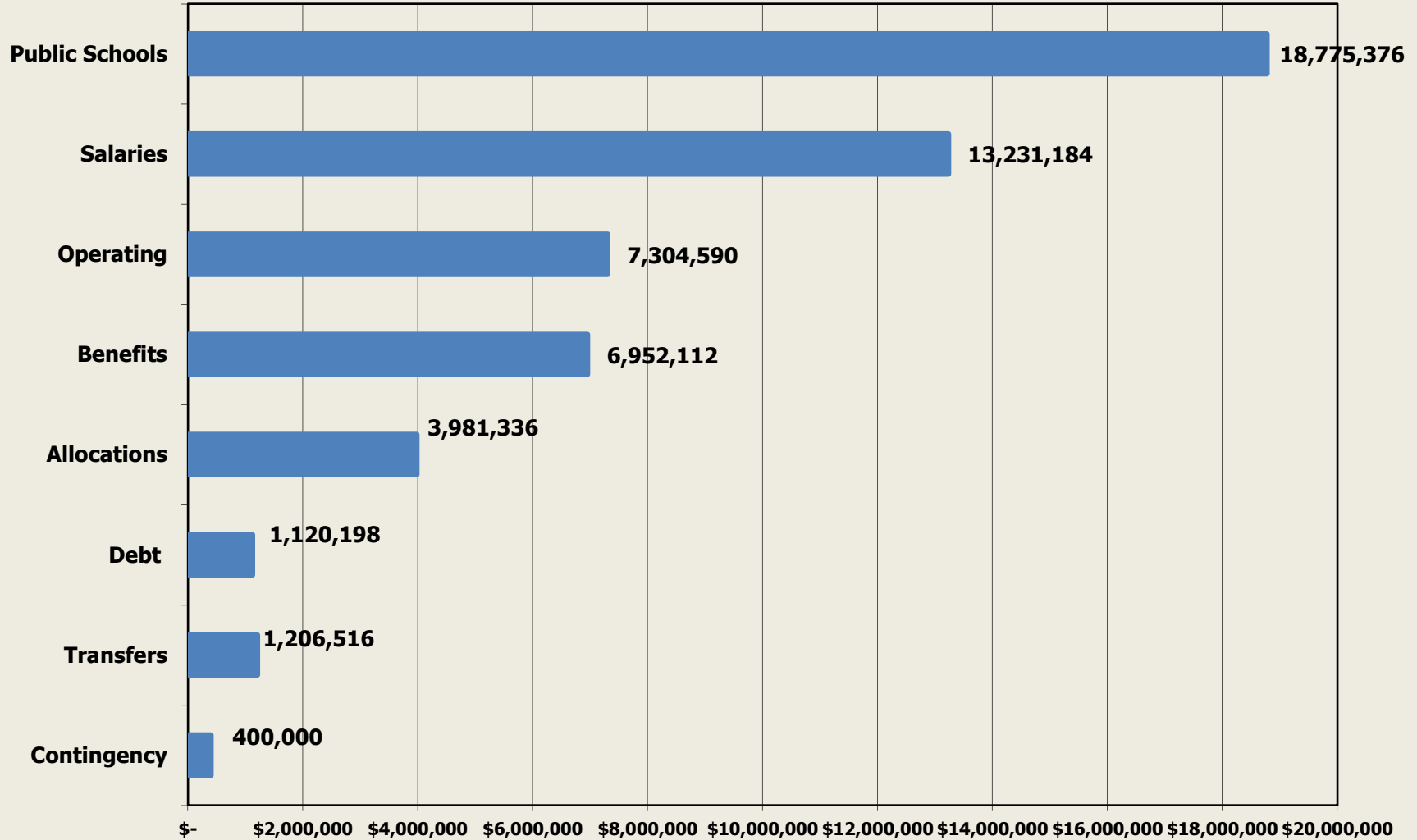
Expenditures

Type	Budget FY2022	Budget FY2023	Inc/(Dec)
Recurring	50,811,500	52,971,300	2,159,800
Non Recurring	4,095,700	5,961,300	1,865,600
Total	54,907,200	58,932,600	4,025,400

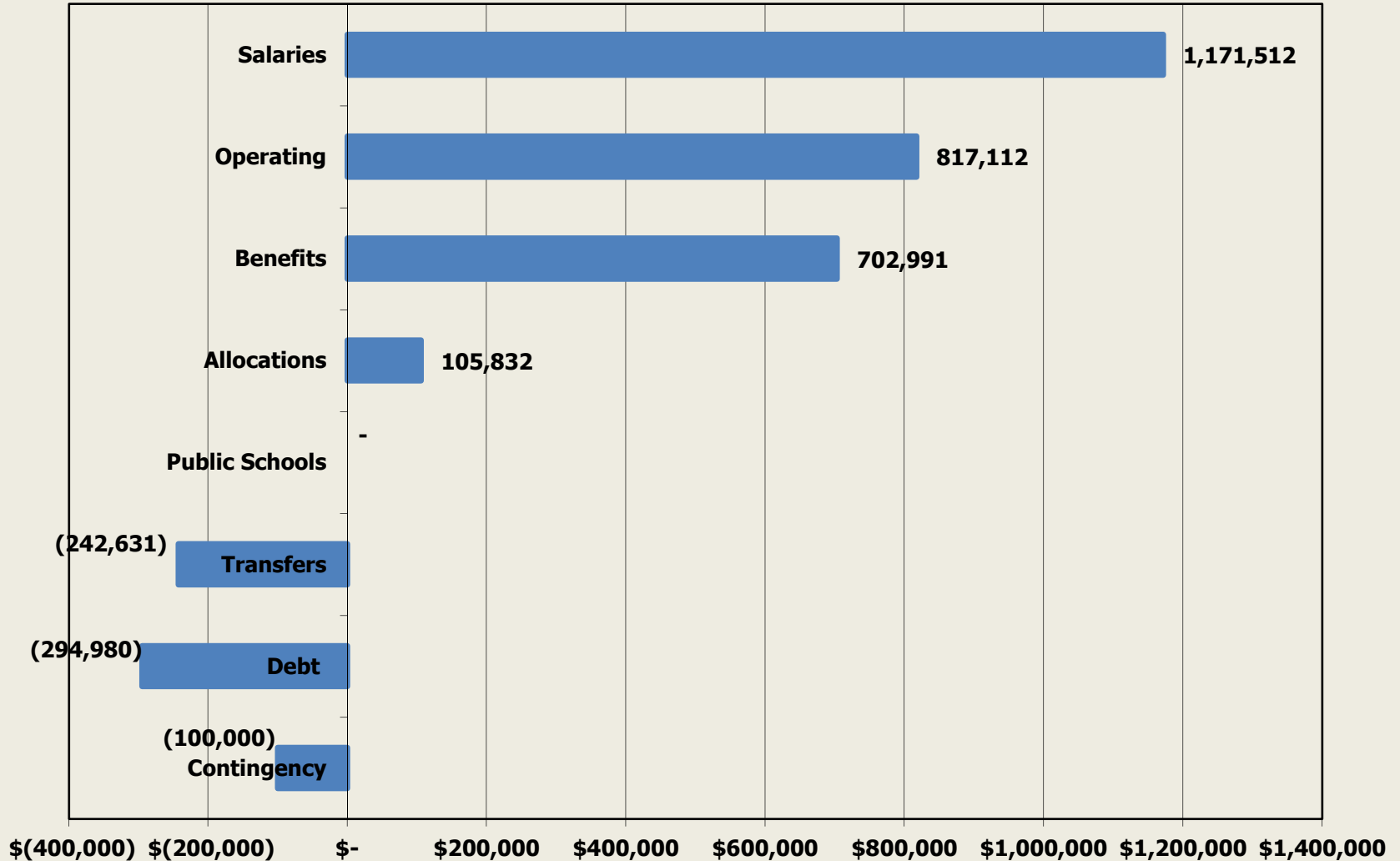
Recurring Expenditures By Function



Recurring Expenditures By Category



Recurring Expenditures Changes By Category



Salaries
\$1,171,500

Salary Increases

- 1/1/22 – 6%
- 7/1/22 - \$1,600

New Positions

4 Full Time

- Administrative Specialist II
- Associate Planner
- EMT-B
- Procurement Manager

1 Part Time

- Accountability Officer

Salaries
\$1,171,500

Eliminated Postions

- Maintenance Workers (3)
- Administrative Specialist I
- Lifeguards, Swim Instructors & Concession Staff

Operating

\$817,100

Major Increases

- \$304,000 – Gasoline & Diesel
- 185,000 - Custodial Services
- 113,000 – Election Office
- 90,000 - Lifeguards
- 54,000 – HVAC Service

Benefits
\$703,000

Health Insurance

9% increase

Pension

State Retirement – .4% increase

Law Enforcement – 2% increase

Correctional Officers – 7/1/22

Allocations \$105,800

Most agencies funded at FY2022 levels

Mandated funding increases

- Health Department
- Assessment Office
- Volunteer Fire Companies

Public Schools

\$0

Appropriation

- 1st year of Commission on Innovation & Excellence in Education (Kirwan Commission)
- Funded at FY22 level
- Anticipate significant mandated funding increases in future years

Debt Service

- No new or retired debt

Transfers to Other Funds (\$242,600)

Water Wastewater Services

- Increased revenues

Debt Service

(\$295,000)

Leases

- 911 equipment lease paid off
- 10 new vehicle leases

Non Recurring Expenditures

Total \$5,961,300

- \$2,493,700 – Capital Expenditures
- 1,717,000 – Capital Projects
- 910,300 – Leased Capital Expenditures
- 770,500 – Correctional Officer Retirement
- 69,800 – Position Overlap

Capital \$2,493,700

Public Works - \$2,170,400

- Road Infrastructure
- Bridge Repairs
- Gradall, Dump Truck, Boom Loader
- Landfill Equipment
- Building Projects
- Park Maintenance Equipment

Public Safety - \$147,500

- Law Enforcement Equipment
- Detention Center Software
- Heart Monitors & AED's
- 911 Communication Equipment

Capital \$2,493,700

Parks & Recreation - \$91,700

- Re-Plaster 2 Pools
- Community Center Equipment & Furnishings

Social Services - \$40,000

- Rehabilitation of Kent Center Residences

Other - \$44,100

- Election Poll Books
- Matching Grant Funds for Cultural Alliance Building

Leased Capital -\$910,300

Leased Vehicle Program

- Includes 22 vehicles
- 10 vehicles carried over from FY22

Vehicle Distribution

- 17 - Public Works
- 5 - Public Safety

CORS -\$770,500

Correctional Officers Retirement System

- Effective 7/1/22
- One time cost to migrate from existing retirement plan to CORS

Capital Projects \$1,717,000

Public Safety- \$1,292,000

- Public Safety Complex Feasibility Study
- Emergency Services Radio Upgrade

Parks & Recreation - \$240,000

- Maintenance Facility Improvements

Public Works - \$80,000

- Bridge Design

Library - \$75,000

- Building Renovations – Chestertown Branch

General Government - \$30,000

- Technology Improvements

Capital Projects – Long Range Plan

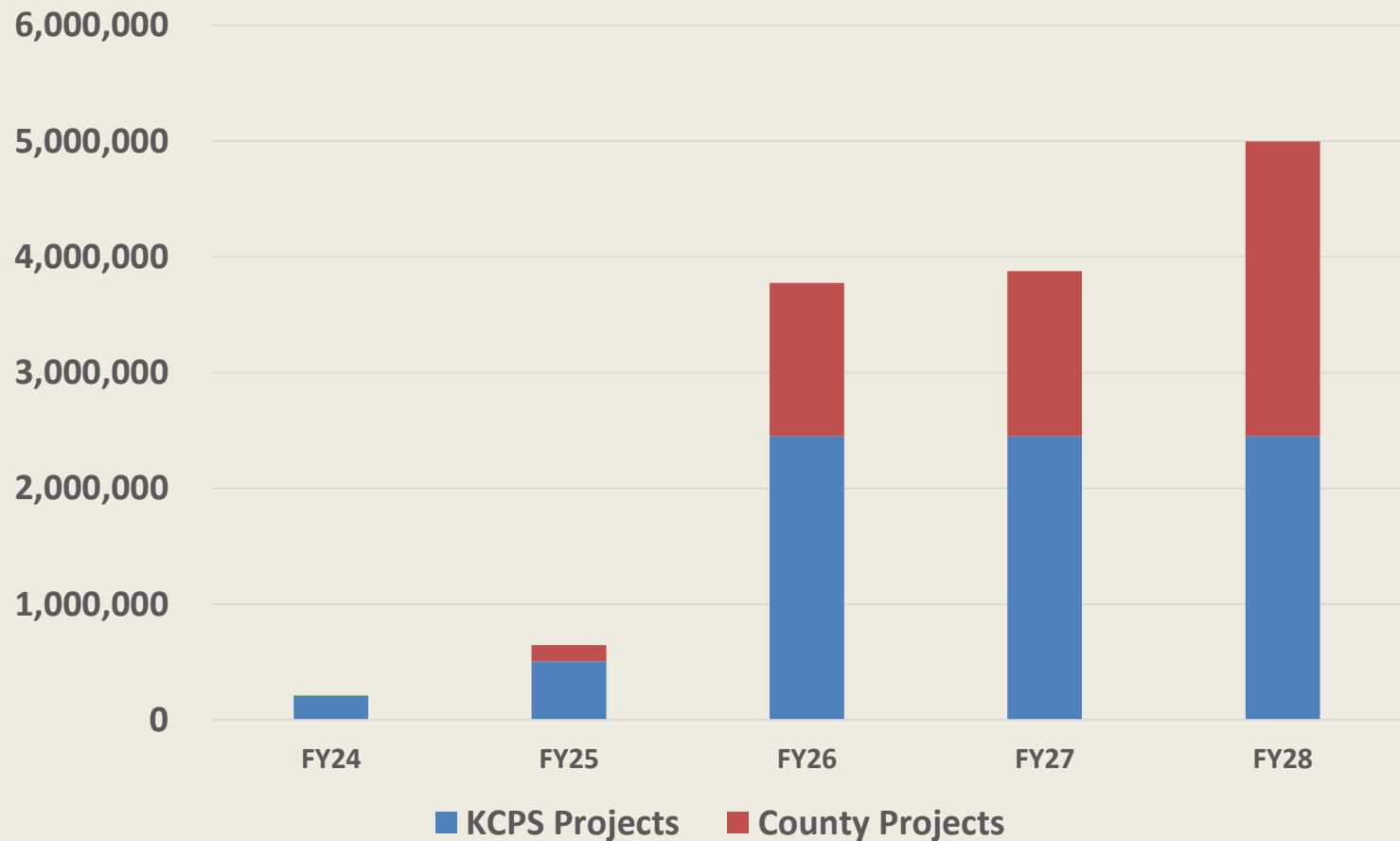
Public School Projects - \$33,000,000

- Middle School Renovations
- High School Roof

County Projects - \$39,000,000

- Courthouse Renovation or Construction
- Public Safety Complex

5 Year Capital Projects Debt Service



**KENT COUNTY, MARYLAND
FISCAL YEAR 2023 PROPOSED BUDGET
GENERAL FUND**

	FY2022 Amended Budget	FY2023 Proposed Budget	\$ Increase/ (Decrease)	% Increase/ (Decrease)
<u>REVENUES</u>				
Real and Personal Property Taxes	31,877,575	32,658,297	780,722	2.4%
Income Taxes	15,000,000	15,000,000	-	0.0%
Other Local Taxes	2,310,000	3,412,983	1,102,983	47.7%
Licenses and Permits	352,338	367,526	15,188	4.3%
Intergovernmental Revenue	762,983	777,845	14,862	1.9%
Service Charges	464,003	617,705	153,702	33.1%
Fines and Forfeitures	14,860	5,000	(9,860)	-66.4%
Rental Income	110,971	111,020	49	0.0%
Miscellaneous	49,733	56,557	6,824	13.7%
Proceeds from the Sale of Assets	68,951	41,377	(27,574)	-40.0%
Capital Lease Proceeds	483,172	472,662	(10,510)	-2.2%
Total Revenues	51,494,586	53,520,972	2,026,386	3.9%
<u>EXPENDITURES</u>				
General Government				
Commissioners	676,209	801,068	124,859	18.5%
Circuit Court	367,969	357,511	(10,458)	-2.8%
Orphans' Court	71,941	76,030	4,089	5.7%
State's Attorney's Office	806,275	877,317	71,042	8.8%
Election Office	681,279	736,633	55,354	8.1%
Independent Accounting and Auditing	33,200	33,800	600	1.8%
Finance Office	845,297	901,755	56,458	6.7%
Legal	57,820	68,600	10,780	18.6%
Human Resources	374,242	419,040	44,798	12.0%
Planning, Zoning, Housing	1,065,587	1,163,129	97,542	9.2%
Information Systems	989,380	1,068,439	79,059	8.0%
General Services	217,211	223,921	6,710	3.1%
Building Maintenance	1,596,580	1,435,385	(161,195)	-10.1%
Total General Government	7,782,990	8,162,628	379,638	4.9%
Public Safety				
Law Enforcement	3,648,524	4,210,799	562,275	15.4%
Fire Departments	1,099,083	1,110,783	11,700	1.1%
Corrections	3,529,356	3,858,184	328,828	9.3%
Building Code Inspection	34,310	36,655	2,345	6.8%
Board of License Commissioners	76,020	55,790	(20,230)	-26.6%
Emergency Management	178,617	135,734	(42,883)	-24.0%
Communications Division	1,217,471	1,336,426	118,955	9.8%
Emergency Medical Services	1,721,575	2,006,515	284,940	16.6%
Animal Control/Humane Society	292,700	292,700	-	0.0%
Total Public Safety	11,797,656	13,043,586	1,245,930	10.6%

**KENT COUNTY, MARYLAND
FISCAL YEAR 2023 PROPOSED BUDGET
GENERAL FUND**

	FY2022 Amended Budget	FY2023 Proposed Budget	\$ Increase/ (Decrease)	% Increase/ (Decrease)
Public Works				
Engineering & Administration	426,753	603,870	177,117	41.5%
Environmental Operations	1,429,470	1,653,339	223,869	15.7%
Highways and Streets	4,507,172	5,391,854	884,682	19.6%
Public Landings	117,791	121,228	3,437	2.9%
Total Public Works	6,481,186	7,770,291	1,289,105	19.9%
Conservation of Health				
Health Department	538,964	723,775	184,811	34.3%
Mosquito Control	36,242	36,242	-	0.0%
Total Conservation of Health	575,206	760,017	184,811	32.1%
Social Services				
Upper Shore Aging	179,082	139,082	(40,000)	-22.3%
Delmarva Community Services	121,636	121,636	-	0.0%
Department of Social Services	51,416	66,036	14,620	28.4%
Kent Center	84,868	79,433	(5,435)	-6.4%
Other Social Services	72,002	71,652	(350)	-0.5%
Total Social Services	509,004	477,839	(31,165)	-6.1%
Education				
Board of Education-Operating	18,559,629	18,559,629	-	0.0%
Board of Education-Debt Service	215,747	210,664	(5,083)	-2.4%
Board of Education-Non Recurring	-	-	-	0.0%
Community College	485,124	477,237	(7,887)	-1.6%
Kent County Learning Center	2,500	2,500	-	0.0%
Total Education	19,263,000	19,250,030	(12,970)	-0.1%
Parks, Recreation and Culture				
Kent Cultural Alliance	12,500	37,500	25,000	200.0%
Museums of Kent County	7,577	7,000	(577)	-7.6%
Parks and Recreation	2,045,831	1,989,367	(56,464)	-2.8%
Total Parks, Recreation and Culture	2,065,908	2,033,867	(32,041)	-1.6%
Library	713,899	713,899	-	0.0%
Conservation of Natural Resources				
Agriculture Extension Service	144,329	144,329	-	0.0%
Soil Conservation Service	200,903	200,903	-	0.0%
Other Conservation of Natural Resources	9,693	9,693	-	0.0%
Total Conservation of Natural Resources	354,925	354,925	-	0.0%
Economic & Tourism Development	573,366	604,396	31,030	5.4%
Debt Service	1,415,178	1,125,281	(289,897)	-20.5%

**KENT COUNTY, MARYLAND
FISCAL YEAR 2023 PROPOSED BUDGET
GENERAL FUND**

	<u>FY2022 Amended Budget</u>	<u>FY2023 Proposed Budget</u>	<u>\$ Increase/ (Decrease)</u>	<u>% Increase/ (Decrease)</u>
Intergovernmental				
Municipalities	73,576	3,576	(70,000)	-95.1%
Department of Assessment & Taxation	100,000	112,000	12,000	12.0%
Total Intergovernmental	173,576	115,576	(58,000)	-33.4%
Miscellaneous				
Insurance	252,209	296,079	43,870	17.4%
Miscellaneous Benefits / Benefit Refunds	(189,402)	542,848	732,250	-386.6%
Contingency	500,000	400,000	(100,000)	-20.0%
Total Miscellaneous	562,807	1,238,927	676,120	120.1%
Transfers to Other Funds				
Agricultural Preservation Fund	410	855	445	108.5%
Micro Ag Grant Program	15,000	20,000	5,000	33.3%
Capital Projects	1,189,394	1,734,800	545,406	45.9%
Circuit Court Law Library	13,000	13,000	-	0.0%
Local Management Board	124,281	130,552	6,271	5.0%
Kent Family Center	69,834	97,312	27,478	39.3%
Program Open Space	57,800	69,588	11,788	20.4%
Water and Wastewater Enterprise Fund	1,168,822	1,215,257	46,435	4.0%
Total Transfers to Other Funds	2,638,541	3,281,364	642,823	24.4%
Total Expenditures	54,907,242	58,932,626	4,025,384	7.3%
Fund Balance Increased / (Decreased)	(3,412,656)	(5,411,654)	(1,998,998)	58.6%
Beginning Fund Balance		10,313,264		
Ending Fund Balance		4,901,610		
% of Budget		8.3%		

Testimony Log

PUBLIC HEARING

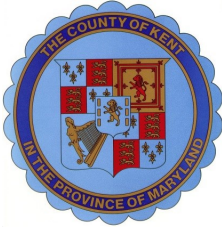
June 7, 2022

FY2023 Proposed Budget

PLEASE SIGN IF YOU WISH TO SPEAK:

NAME (Please Print)

1. Loren Smith Chesapeake College
2. Paul Rickett UMd Extension
3. Diane Milenic Master Gardeners
4. Capt. Robert Newberry Delmarva Fisheries Assoc.
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____
11. _____
12. _____
13. _____
14. _____
15. _____
16. _____
17. _____
18. _____



John Price, Sheriff, Kent County Sheriff's Office
6/7/2022
County Commissioners Meeting

Item Summary:

FY2023 Sex Offender Compliance and Enforcement Grant Application

ATTACHMENTS:

Description

06.07.22 Governor's Office of Crime Control and Prevention Grant Application, Sex Offender Compliance and Enforcement in Maryland-2023 (SOCM)

Sex Offender Compliance and Enforcement in Maryland - 2023 (SOCM)

Applicant: Kent County Board of County Commissioners

Grant Application Form



Governor's Office of Crime Control and Prevention

Pending Submission

Governor's Office of Crime Control and Prevention
100 Community Place, 1st Floor Crownsville, MD
21032-2042 (410) 697-9338
Email: dlinfo_goccp@maryland.gov

www.goccp.maryland.gov
Larry Hogan, Governor
Boyd K. Rutherford, Lt. Governor

Application Contents

- | | |
|---|---|
| ☒ Cover Sheet | ☒ Civil Rights |
| ☒ Face Sheet | ☒ Service Sites |
| ☒ Summary / Narrative | ☒ Assurances |
| ☒ Budget Summary | ☒ Anti-Lobbying |
| ☒ Personnel | ☐ Services |
| ☐ Operating | ☐ Equipment |
| ☐ Travel | ☐ Other |

Date Stamp:	OFFICE USE ONLY	
	Control Number:	Application Number:
	Received By:	Date:

Governor's Office of Crime Control & Prevention - Grant Application Form

Sex Offender Compliance and Enforcement in Maryland - 2023 (SOCM)**Applicant:** Kent County Board of County Commissioners**Project Title:** FY 2023 Sex Offender Compliance and Enforcement Grant**Kent****Local Government****Start Date:** 07/01/2022**Submitted:** Pending Submission**DUNS Number:** 086131901**End Date:** 06/30/2023**Funding Year:****SAM Expiration:** 2/1/2023**Applicant:**

Kent County Board of County Commissioners
 R. Clayton Mitchell, Jr. Kent County Government
 Center
 400 High Street
 Chestertown, MD 21620 1312
 (410) 778-4600 FAX: (410) 778-7482

Implementing Agency:

Kent County Sheriff's Office
 Unit B
 104 Vickers Drive
 Chestertown, MD 21620 3327
 (410) 778-2279 FAX: (410) 778-7488

Authorized Official:

Mason, P. Thomas President
 kentcounty@kentgov.org
 Kent County Board of County Commissioners
 R. Clayton Mitchell, Jr. Kent County Government Center
 400 High Street
 Chestertown, MD 21620-1312
 (410) 778-4600 FAX: (410) 778-7482

Project Director:

Price, John Sheriff
 jprice@kentgov.org
 Kent County Board of County Commissioners
 R. Clayton Mitchell, Jr. Kent County Government Center
 400 High Street
 Chestertown, MD 21620-1312
 (410) 778-7482 FAX: (410) 778-7482

Fiscal Officer:

Merritt, Patricia M Chief Finance Officer
 pmerritt@kentgov.org
 Kent County Board of County Commissioners
 R. Clayton Mitchell, Jr. Kent County Government Center
 400 High Street
 Chestertown, MD 21620-1312
 (410) 778-7456 FAX: (410) 810-2947

Funding Summary

100.0 % Grant Funds

\$2,880.00

0.0 % Cash Match

\$0.00

0.0 % In-Kind Match

\$0.00**Total Project Funds****\$2,880.00**

Project Summary

Problem Statement/Needs Justification

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.

During the past year, LT Lodge and civilian employee Tressa Ball registered and re-registered all the sex offenders in Kent County. The Kent County Sheriff's Office saw offenders and completed the responsibility sheet over 80 times during the year. The continuance of the COVID-19 pandemic had less of an impact this year but still presented operational challenges during this year, however all registrations/re-registrations were completed as required.

During the past year we did not make any arrests for violations of the Sex Offender Registry laws, although we did receive several tips from the public about possible registration violations, these were investigated and found to be either unfounded or due to a misunderstanding among the public about the laws under which the offenders are supervised.

We also had more than one offender who had medical issues (ranging from general disability to COVID infection which at times made it impossible for offenders to travel to the Sheriff's Office for registration. In these cases, a detailed interview by phone was conducted, and we made accommodations including staff travelling to the offenders homes for their signature on the required forms.

Throughout the year, investigators used the grant funds to personally visit offenders, prioritizing those who seemed the most at-risk for non-compliance. Checks were made randomly, without notice and at times when the offenders would not expect. Upon arriving and gaining consent to enter, investigators learn who is living in the home and verify the information provided at registration by the offender. At other times, offenders are contacted using the numbers or e-mails provided to ensure that the information is accurate. Since the registrants are only required to register several times per year, and manpower is limited (the Criminal Investigation Division only has two investigators) the grant funding allows more flexibility in contacting the offenders more frequently and monitoring continued compliance with the requirements of the registry.

Program Goals and Objectives

This program allows investigators to have measurable outcomes and meaningful impact in ensuring compliance with state sex offender registry laws. Our primary goal is to maintain 100% compliance with the law by:

- a) Registering all new sex offenders who relocate to Kent County or are released from incarceration to Kent County;
- b) Re-registering all existing sex offenders throughout the year;
- c) Ensuring that all registrants have DNA on file, and obtaining a DNA sample if they do not;
- d) Use frequent home visits to verify compliance with the requirements of the registry. These home visits should be at least semi-annual, with increased frequency if issues with compliance are observed or suspected;
- e) Conduct thorough and complete follow up on any complaints or concerns of the public regarding sex offenders;
- f) Monitor changes in case law or legislation and modify procedures accordingly;
- g) Investigating any non-compliance by registered offenders and obtaining arrest warrants to ensure both community safety and compliance by offenders.

Program Measurement

Output Measures: The Sex Offender Compliance and Enforcement Grant allows investigators to use funds in an overtime basis to ensure compliance with the requirements of the registry by sex offenders in Kent County, and to investigate potential non-compliant registrants. This allows the agency to leverage minimal manpower resources efficiently, and typically funds approximately 50 hours of overtime devoted directly to sex offender compliance and investigations.

Initial Outcome Measures: The Kent County Sheriff's Office has been able to utilize the funds from this grant for many years. Sex Offenders living in Kent County, many of whom have been on the registry for many years, are well aware that a deputy will make unannounced home compliance checks. Without these funds, compliance checks would be rare or absent due to manpower and time constraints, and would likely only occur when and if a complaint is received. Due to the rural nature of our community, many offenders do not have other residents nearby who would observe violations and make complaints. While the impact of this grant is difficult to measure accurately, the few violations of the registry laws that we have had over all the years of being awarded the grant show the effectiveness of the award. Absent this grant, it is expected that more non-compliance would occur, which would negatively impact the safety of the community.

Impacts: The grant is effective in allowing investigators to leverage minimal staffing to best supervise offenders and maintain compliance. The grant increases public safety because while there is no cure for the urges of a sexual predator, the best way to ensure compliance by these offenders is rigorous monitoring of their compliance with the requirements of the Sex Offender Registry laws. Offenders in Kent County are well aware of the requirements of their registration and know that random and thorough checks will be made to ensure that they are compliant. Without these grant funds, offenders would notice an immediate decrease in supervision, potentially enabling them to find it easier to re-offend. With the grant funds, we are able to ensure that innocent victims are not preyed upon due to lack of supervision and enforcement.

Program Strategy/Program Logic

The Kent County Sheriff's Office will register new sex offenders who relocate to Kent County and re-register all existing sex offenders in a timely manner as prescribed by Maryland law. Each offender will be screened to ensure that DNA has been collected. Home visits will be made semi-annually or more frequently based upon observed or suspected compliance issues.

The grant funds are broken down into quarters and every attempt is made to utilize the quarterly allotment during that quarter. In instances where other duties and case volume have prevented full utilization of the quarterly funds, they will be used during the following quarter. In the past, we have never had any problem using all funds provided by the end of the fiscal year.

Timeline

Timeline for Implementation of the Sex Offender Registry Compliance and Enforcement Grant

*SEE CHART

Spending Plan

Personnel costs for any overtime hours incurred will be expended throughout the grant year on an as needed basis. When done properly the Sex Offender Registry and Monitoring process can be time consuming. With the Sex Offender Registry and Monitoring being one of the many tasks handled by the Criminal Investigation Division, the overtime funded through this grant makes it possible for the Kent County Sheriff's Office to do a thorough job and know that every registrant is compliant.

Management Capabilities

There are two members of the Kent County Sheriff's Office that will utilize the funds to register and monitor the sex offenders.

Sustainability

The requirement of registering/re-registering sex offenders in the Kent County will be maintained in the event the funds are terminated. However, the home compliance checks, and monitoring would not continue. As we all know most sex offenders will only do the minimum that they have to. In the event the funds are terminated I suspect the sex offenders will only update their information when they are required to re-register. The funds allow us to continually monitor the sex offenders during the year and update any information that may change on a more regular basis. Additionally, most of our arrests for non-compliance originate from using the grant overtime.

The above key consultants utilize the funding to allow for proper monitoring during the fiscal year. Unfortunately, when the grant funds are concluded the home visits are discontinued and only the task of registering/re-registering is completed.

Applicant Disclosure of Pending Applications Statement

Unique Entity Identifier and SAM.GOV Expiration Date

Person Completing the Project Narrative

Project Budget

Control Number:

A. Budget Summary

	Grant Funds	Cash Match	In-Kind Match	Total Award
Personnel	\$2,880.00	\$0.00	\$0.00	\$2,880.00
Operating Expenses	\$0.00	\$0.00	\$0.00	\$0.00
Travel	\$0.00	\$0.00	\$0.00	\$0.00
Contractual Services	\$0.00	\$0.00	\$0.00	\$0.00
Equipment	\$0.00	\$0.00	\$0.00	\$0.00
Other	\$0.00	\$0.00	\$0.00	\$0.00
Grand Total	\$2,880.00	\$0.00	\$0.00	\$2,880.00

Category A - Personnel

Control Number:

	Description of Position	Priority	Salary Type	Funding Type	Total
1	Sworn Personnel	1	Overtime	Grant Funds	\$2,880.00

\$2,880.00

1. This program allows the investigators to have measurable outcomes of tracking the compliance of local sex offenders who are required to register / re-register with the Maryland Sex Offender Registry.

V. Civil Rights Requirements

Control Number:

1. Civil rights contact person: Price IV, John F - Sheriff
2. Organization: Kent County Sheriff's Office
3. Address: Unit B
104 Vickers Drive
Chestertown, MD 21620-3327
4. Telephone Number: (410) 778-2279
5. Number of persons employed by the organization unit responsible for implementation of this grant: 17

Project Service Sites

Site 1

Service Site	Kent County Government Center
Apt. Suite, No. Street	400 High Street
City	Chestertown
State & Zip	MD 21620

Site 2

Service Site	Kent County Sheriff's Office
Apt. Suite, No. Street	Unit B 104 Vickers Drive
City	Chestertown
State & Zip	MD 21620-3327

Certification Regarding Lobbying

Control Number:



U.S. DEPARTMENT OF JUSTICE
OFFICE OF JUSTICE PROGRAMS
OFFICE OF THE COMPTROLLER

CERTIFICATIONS REGARDING LOBBYING; DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS; AND DRUG-FREE WORKPLACE REQUIREMENTS

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in the regulations before completing this form. Signature of this form provides for compliance with certification requirements under 28 CFR Part 69, "New Restrictions on Lobbying" and 28 CFR Part 67, "Government-wide Debarment and Suspension (Non-procurement) and Government-wide Requirements for Drug-Free Workplace (Grants)." The certifications shall be treated as a material representation of fact upon which reliance will be placed when the Department of Justice determines to award the covered transaction, grant, or cooperative agreement.

1. LOBBYING

As required by Section 1352, Title 31 of the U.S. Code, and implemented at 28 CFR Part 69, for persons entering into a grant or cooperative agreement over \$100,000, as defined at 28 CFR Part 69, the applicant certifies that:

(a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement;

(b) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form - LLL, "Disclosure of Lobbying Activities," in accordance with its instructions;

(c) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants, contracts under grants and cooperative agreements, and subcontracts) and that all sub-recipients shall certify and disclose accordingly.

2. DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS (DIRECT RECIPIENT)

As required by Executive Order 12549, Debarment and Suspension, and implemented at 28 CFR Part 67, for prospective participants in primary covered transactions, as defined at 28 CFR Part 67, Section 67.510 --

A. The applicant certifies that it and its principals:

(a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;

(b) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with

obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(c) Are not presently indicted or otherwise criminally or civilly charged by a Government entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph, (1) (b) of this certification; and

(d) Have not within a three-year period preceding this application had one or more public transactions (Federal, State, or local) terminate for cause or default; and

B. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

3. DRUG-FREE WORKPLACE (GRANTEES OTHER THAN INDIVIDUALS)

As required by the Drug-Free Workplace Act of 1988, and implemented at 28 CFR Part 67, Subpart F, for grantees, as defined at 28 CFR Part 67, Sections 67.615 and 67.620 --

A. The applicant certifies that it will or will continue to provide a drug-free workplace by:

(a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;

(b) Establishing an on-going drug-free awareness program to inform employees about --

(1) The dangers of drug abuse in the workplace;

(2) The grantee's policy of maintaining a drug-free workplace;

(3) Any available drug counseling, rehabilitation, and employee assistance programs; and

(4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;

(c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);

(d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will –

(1) Abide by the terms of the statement; and

(2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

(e) Notifying the agency, in writing, within 10 calendar days after having received notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to: Director, Grants and Contracts Service, U.S. Department of Education, 400 Maryland Avenue, S.W. (Room 312A, GSA Regional Office Building No. 3), Washington DC 20202-4571. Notice shall include the identification number(s) of each affected grant.

(f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted –

(1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

(2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

(g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

B. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant.

Place of Performance (street address, city, county, state, zip code)

Check ☐ if there are workplaces on file that are not identified here.

Section 67, 630 of the regulations provides that a grantee that is a State may elect to make one certification in each Federal fiscal year. A copy of which should be included with each application for Department of Justice funding. States and State agencies may elect to use OJP Form 4061/7.

Check ☐ if the State has elected to complete OJP Form 4061/7.

**DRUG-FREE WORKPLACE
(GRANTEES WHO ARE INDIVIDUALS)**

As required by the Drug-Free Workplace Act of 1988, and implemented at 28 CFR Part 67, Subpart F, for grantees, as defined at 28 CFR Part 67, Sections 67.615 and 67.620 –

As a condition of the grant, I certify that I will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant; and

B. If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, I will report the conviction, in writing, within 10 calendar days of the conviction, to: Department of Justice, Office of Justice Programs, ATTN: Control Desk, 633 Indiana Avenue, N.W., Washington, D.C. 20531.

As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above certifications.

Applicant: Kent County Board of County Commissioners
Address: R. Clayton Mitchell, Jr. Kent County Government Center
400 High Street
Chestertown, MD 21620 1312

Project Title: FY 2023 Sex Offender Compliance and Enforcement Grant
Federal ID Number: 52-6000974

Authorized Representative: Mason, P. Thomas - President

Signature:

P. Thomas Mason

Signature of Authorized Official

06/07/22

Date

Certified Assurances**THE APPLICANT HEREBY ASSURES AND CERTIFIES THE FOLLOWING:**

1. That Federal funds made available under this formula grant will not be used to supplant State or local funds, but will be used to increase the amounts of such funds that would, in the absence of Federal Funds, be made available for program activities.
2. That matching funds required to pay the non-Federal portion of the cost of each project, for which grant funds are made available, shall be in addition to funds that would otherwise be made available for program activities by the recipient of the grant funds and shall be provided as required in the Grant Award document.
3. That following the first year covered by a Grant Award and each year thereafter, a performance evaluation and assessment report will be submitted to the Governor's Office of Crime Control & Prevention.
4. That fund accounting, auditing, monitoring, evaluation procedures and such records as the Governor's Office of Crime Control & Prevention shall prescribe to and shall be provided to assure fiscal control, proper management and efficient disbursement of funds received.
5. That the Grantee shall maintain such data and information and submit such reports in such form, at such times, and containing such information as the Governor's Office of Crime Control & Prevention may reasonably require to administer the program.
6. Sub-recipients will comply (and will require any sub-grantees or contractors to comply) with any applicable statutorily-imposed nondiscrimination requirements, which may include the Omnibus Crime Control and Safe Streets Act of 1968 (42 U.S.C. § 3789d); the Victims of Crime Act (42 U.S.C. § 10604 (e)); the Juvenile Justice and Delinquency Prevention Act of 2002 (42 U.S.C. § 5672(b)); the Civil Rights Act of 1964 (42 U.S.C. § 2000(d)); the Rehabilitation Act of 1973 (29 U.S.C. § 704); the Americans with Disabilities Act of 1990 (42 U.S.C. § 12131-34); the Education Amendments of 1972 (20 U.S.C. § 1681, 1683, 1685-86); the Age Discrimination Act of 1975 (42 U.S.C. § 6101-07); and the Department of Justice (DOJ's) Equal Treatment Regulations (28 C.F.R. pt. 38).
7. That in the event a Federal or state court or administrative agency makes a finding of discrimination after a due process hearing on the grounds of race, color, religion, national origin, sex, or disability against the Grantee, a copy of the finding will be forwarded to the Governor's Office of Crime Control & Prevention.
8. Sub-recipients that are governmental or for-profit entities, that have fifty or more employees and that receive a single award of \$500,000 or more under the Safe Streets Act or other Department of Justice (DOJ) program statutes are required to submit their Equal Employment Opportunity Plan (EEOP) to the federal Office of Civil Rights (OCR). The sub-recipients are not required to submit a copy to the Governor's Office of Crime Control & Prevention (GOCCP), but must have a copy available on site for monitoring purposes. Those sub-recipients that are subject to the OCR's EEOP Certification Form may access this form at: <http://www.ojp.usdoj.gov/about/ocr/eeop.htm>.
9. That the Grantee will comply with all provisions set forth in the Governor's Office of Crime Control & Prevention's General <http://www.goccp.maryland.gov/grants/general-conditions.php> and Special Conditions.
10. That the Grantee will comply with the provisions of 28 CFR applicable to grants and cooperative agreement.
11. Sub-recipients are obligated to provide services to Limited English Proficient (LEP) individuals. Refer to the DOJ's Guidance Document. To access this document see U.S. Department of Justice, Guidance to Federal Financial Assistance Recipients Regarding Title VI Prohibition Against National Origin Discrimination Affecting Limited English Proficient Persons (67 Federal Regulation 41455 (2002)). This regulation may be accessed at: <http://www.archives.gov/eo/laws/title-vi.html>

CERTIFICATION: I certify that this program will comply with the provisions set forth by the State of Maryland and the Governor's Office of Crime Control and Prevention.

P. Thomas Mason

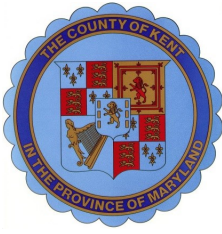
Signature of Authorized Official

06/07/22

Date

Mason, P. Thomas - President

Name and Title



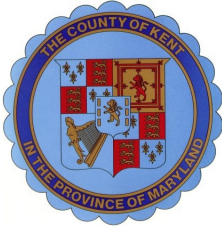
Public Works- Procurement Manager 6/7/2022 County Commissioners Meeting

Item Summary:

Procurement Manager Vacancy

ATTACHMENTS:

Description



**Jamie Williams, Director, Economic and Tourism Development and
Susan O'Neill, Executive Director, Upper Shore Regional Council**

6/7/2022

County Commissioners Meeting

Item Summary:

Rural Maryland Economic Development Grant Funding Possibilities

ATTACHMENTS:

Description

Overview

FAQs

Project Submission DRAFT

06.07.22 Economic and Tourism Development, Rural Maryland Economic Development Fund, Proposed
Timeline



Larry Hogan | Governor
Boyd Rutherford | Lt. Governor
R. Michael Gill | Secretary of Commerce
Signe Pringle | Deputy Secretary of Commerce

RURAL MARYLAND ECONOMIC DEVELOPMENT FUND OVERVIEW, INSTRUCTIONS & APPLICATION

Program Description and Purpose

- The Rural Maryland Economic Development Fund seeks to fund infrastructure projects that will support economic development activity, stimulate private investment, and grow jobs in the state's rural counties.
- The Maryland Department of Commerce will provide grant funds from the Fund for projects proposed by the state's five tri-county councils which serve the rural regions of Maryland. The regional councils shall coordinate with the local jurisdictions within their regions to identify the priority projects to be included in the application. Counties may identify projects that benefit the entire region as an eligible use of funds
- Eligible uses include developing public infrastructure such as utilities, transportation, and broadband to support the attraction, retention or expansion of businesses, as well as infrastructure projects related to specific industry sectors such as, but not limited to, manufacturing, clean energy, life sciences, cybersecurity and agribusiness. Funding can also be used for workforce development and stimulating entrepreneurship and innovation. Planning and feasibility studies are eligible, as well as capital and operational expenses.
- Ineligible uses include direct private sector incentive, subsidy, grants or loans; construction of facilities to be owned or leased to private-sector entities; and residential/housing projects.

Applicant Eligibility Criteria

- Eligible applicants include the state's five tri-county councils (TCCs):
 - Mid-Shore Regional Council
 - Tri-County Council for the Lower Eastern Shore of Maryland
 - Tri-County Council for Southern Maryland
 - Tri-County Council for Western Maryland
 - Upper Shore Regional Council
- The regional councils shall submit applications on behalf of the local jurisdictions within their respective jurisdictions. Funds are intended to be regranted to local jurisdictions or other eligible institutions within the region to implement priority projects identified by the local jurisdictions.

Not Eligible to Apply

- Local governments may not directly apply for funding. Local governments shall work with their regional council to propose potential projects for inclusion in the application(s).
- For-profit private sector entities are not eligible for funding through this program.

Application Process / Submission Window

- The application form will be made available to the regional councils on or about May 2, 2022.
- Applications will be accepted from May 2, 2022 at 12:00 p.m. EDT through August 5, 2022 at 12:00 p.m. EDT. Submit application to Lori Ratzburg at lori.ratzburg@maryland.gov
- The Department of Commerce may contact applicants with questions at any time after receiving a completed application.
- Regional councils will be notified of the status of their application by August 31, 2022.
- The Department of Commerce intends to enter into grant agreements with the regional councils in September 2022.

Grant Funding Criteria

- Regional projects which foster collaboration between multiple counties are encouraged.
- Multiple projects can be included in one application. Each project should be identified and described separately in the application.
- Awards from the Fund do not require matching funds. However if there are other sources of funds for the project, we encourage those sources to be identified.
- Eligible costs may include planning and feasibility studies in addition to “hard” project costs.
- Regional Councils and subgrantees may include NEW administrative costs associated directly to oversight and implementation of this funding as an eligible cost, up to 3% percent of the total award (maximum \$300,000 in total administrative costs).
- Existing projects (such as a business park) which are known to previously have received investments from the Maryland Department of Commerce should be identified as such, including the amount of funds invested and the date(s) of the investments.

Application Requirements

- Regional councils must formally endorse the projects included in their application with a formal vote/resolution from the Board of Directors.
- Each county should submit a letter of support signed by the chief executive or chief administrative officer for inclusion with the application.

Award Amounts

- The maximum funding request per TCC is \$10,000,000
- There is no limit on the amount of funding for a particular project, aside from the limit of the total request in the application of \$10 million.

Award Term

- All grant funds must be expended within 24 months of the date of the grant award.
- Reports summarizing progress of the project(s) funded by the grant award are required. An interim report is due at the end of the first year, with a final report due at the end of the second year. 2 interim reports will be required at the 6-month and 18-month point of the grant term.
 - Applicants and sub-grantees will need to request demographic/MBE information for all contractors and vendors selected to perform work under this grant.

Contractor/vendor response will be voluntary, and additional information will be provided regarding the demographic survey at the time of grant agreement.

- If additional time is required after 24 months the rationale/justification for additional time must be explained in the report.
- Funds which are not expended within the required time period are subject to clawback.

Agency/Contact

- Maryland Department of Commerce
Lori Ratzburg, Senior Director, Regional Growth and Retention
lori.ratzburg@maryland.gov
410-350-4242

Maryland Rural Investment Fund – Application

Section I: Applicant Information

Regional Council Legal Name: _____

- The legal name needs to be typed as it appears on your Certificate of Good Standing with the Maryland Department of Assessment and Taxation (SDAT).

Trade Name: _____

Federal ID #: _____

- The Federal ID # must be the same as listed on the W-9 submitted with this application.

Attach a signed and dated copy of your IRS W-9 Taxpayer Identification Number and Certification.

Mailing Address

- The mailing address must be the same as listed on the W-9 submitted with this application.

Street Address: _____

City: _____

State: _____

Zip Code: _____

County: _____

Website: _____

Contact Information

- Provide the primary contact for this application.

Name: _____

Title: _____

Best Phone Number: _____

Email: _____

Section II: Project Funding Requests:

Below is the template to be followed for each project or program included in the application. Please complete all sections of the template for each individual project.

Project/Program Request #1

- Project Name
- Project Summary (250 words or less)
- County or counties where the project is located
- Project Primary Contact
 - Name
 - Title
 - Organization

- Address
 - Phone number
 - Email
- Funding Request Amount
- Budget - include both sources and uses of funds, including any request for administrative expenses
- Project Narrative –
 - Detailed project description
 - Describe the expected outcome of the project.
 - Describe any other funds being leveraged and their source.
 - Describe how this project will have a significant economic development impact for the jurisdiction.
 - Describe any partnerships that will be leveraged for this project.
 - Describe how the success and/or economic impact of the project will be measured.
- Project Timeline/Key Milestones
- Have potential vendors been identified? (Yes/No) If so, please identify.
 - Please attach any proposals from potential vendors.
- Please attach any other supporting materials that would be useful in understanding the project, such as feasibility studies, local economic development strategic plans, etc.

Section III: Attachments

Please use this checklist for all documents to be submitted along with this application

- W-9
- Regional Council Resolution of Support
- 3 Letters of Support/Resolutions of Support from each county
- Letters of Commitment from partners/sub-grantees responsible for implementation of proposed projects
- Any additional letters of support from partner organizations



Larry Hogan | Governor
Boyd Rutherford | Lt. Governor
R. Michael Gill | Secretary of Commerce
Signe Pringle | Deputy Secretary of Commerce

Rural Maryland Economic Development Fund Frequently Asked Questions

- Who can apply for the funds?
 - The 5 state-designated regional councils are the official applicants for the funds.
 - The regional councils shall coordinate with the local jurisdictions within their regions to identify the priority projects to be included in the application.
- Who can receive the funds?
 - The funds will be granted from Commerce to the 5 regional councils in one upfront payment upon application approval and execution of a grant agreement
 - Regional councils may re-grant the funds to local government entities, institutions of higher education, workforce development organizations and other not-for-profit entities identified in the application to execute eligible projects.
 - Regional councils and sub-grantees may use the funds to contract for services with the private sector
- How should the funds be allocated within each region?
 - A best effort should be made to allocate funds equitably between the counties within each region.
 - Funds may also be allocated to regional projects that benefit all 3 counties within each region
- Can the funds be used for regional projects?
 - Yes - counties may identify projects that benefit the entire region as an eligible use of funds
- What types of projects are eligible?
 - Public infrastructure such as water, sewer, electricity, transportation, streetscapes, and broadband to support the attraction, retention or expansion of businesses
 - Facilities that are designed to support a strategic industry sector and enable the development of that sector. Examples include makerspaces, additive manufacturing labs, workforce training facilities, shared

lab/development centers, etc. Such facilities must be owned/operated by an eligible recipient of the funds.

- Programs focused on workforce development and/or talent attraction
 - Programs or facilities intended to foster and support entrepreneurship and innovation
 - Capacity building projects such as planning studies, feasibility studies
 - Both capital and operational expenses (including programmatic personnel costs) are eligible. For operational expenses, long term sustainability for operations will be considered as part of the application process.
- What types of projects/uses of funds are ineligible?
 - Funds cannot be used for direct private sector incentive, subsidy, grants or loans.
 - Funds may not be re-granted nor loaned to private sector entities, but may be used to procure goods or services from private or public sector entities to carry out or advance economic development projects.
 - Funds may not be used for construction of facilities to be owned or leased to private-sector entities.
 - Projects must be non-housing/non-residential.
- Are administrative costs allowed? Could they be shared between the applicant and sub-grantees?
 - A total of 3% of the funds may be used for NEW administrative costs directly attributable to the distribution of funds, and implementation of projects identified in the application. This allows for a maximum of \$300,000.
 - These administrative costs may be shared among the regional councils and the sub-grantees identified in the application, the total not to exceed the 3% of allowable expenses.
- Can these funds be used to match/leverage other grant dollars (federal/state)?
 - Yes, funds may be used for projects that leverage other sources of funding. Please be sure to include this information in the budget section of the application.
- What is the timeline for applications and fund disbursement?
 - May 2 - applications open
 - August 5 - applications due
 - September - Notice of funding approvals, execution of grant agreements
 - October - Disbursement of funds
- What is the deadline for use/expenditure of the funds?
 - Funds must be expended within 24 months of the execution of the grant agreement between Commerce and the regional councils
- What are the project reporting requirements?

- A total of 4 reports will be required:
 - 6 month progress report on projects, submitted as part of each regional council's reporting on their annual funding agreements from Commerce
 - 12 month (mid-point) report, that includes a comprehensive update on project progress, budget updates, and invoices/receipts of expenses paid to date.
 - 18-month progress report on projects, submitted as part of each regional council's reporting on their annual funding agreements from Commerce
 - Final report upon completion of the 2-year grant agreement with all final documentation, invoices/receipts documenting expenditure of the funds. A
 - A full list of report documentation will be provided upon execution of the grant agreements.
- Applicants and sub-grantees will need to request demographic/MBE information for all contractors and vendors selected to perform work under this grant. Contractor/vendor response will be voluntary, and additional information will be provided regarding the demographic survey at the time of grant agreement.

Additional questions can be submitted to Lori Ratzburg, Senior Director of Regional Growth and Retention, by email at lori.ratzburg@maryland.gov



Rural Maryland Economic Development Fund Project Submission

Permitted Uses: infrastructure, industry sector development, workforce development, talent attraction, feasibility studies, capital and operating, a percentage of administrative cost.

Non-permitted Uses: Housing and direct private sector grants and/or loans.

PROJECT PROGRAM REQUEST

Project Name:	
Type of project:	Infrastructure Industry Sector Development Workforce Development Talent Attraction Feasibility Study Capital Operating
County or Counties where the project is located:	
Project Primary Contact Name:	
Title:	
Organization:	
Address:	
Phone Number:	
Email:	
Project Summary (250 words or less)	
Funding Request Amount	

PROJECT NARRATIVE

1. Detailed Project Description
2. Budget – include total project cost, both sources and uses of funds, including any request for administrative expenses
3. Describe any other funds being leveraged and their source, i.e., private, federal, or local funds



Rural Maryland Economic Development Fund Project Submission

4. Project Timeline/Key Milestones
5. Describe the expected outcome of the project
6. Describe how this project will have a significant economic development impact for the jurisdiction.
7. Describe any partnerships that will be leveraged for this project.
8. Describe how the success and/or economic impact of the project will be measured.
9. Estimate the jobs created or retained for this project.
10. Is funding available elsewhere? If yes – have they applied? Were they turned down? If yes – why?
11. Why is this the best use of the Rural Maryland Economic Development Fund?
12. How does the project fit the goals identified in the Kent County 2022 Economic and Tourism Development Strategic Plan?
13. Have potential vendors been identified? (Yes/No) If yes, please identify.

Is the Project Identified in any other Planning Documents?	☐ No ☐ Yes If yes, list:
Project Status	☐ Planning- Preliminary Design, Funding Development ☐ Implementation- Site Control, Engineering Started, Financing Secured
Project Readiness	☐ Matching Funds ☐ Letters of intent or commitment from affected firms ☐ Site control
Sustainability – Explain how this project/program will become sustainable without continued public funding.	
Transformational – Explain how this project/program will transform the community.	



Rural Maryland Economic Development Fund Project Submission

Attachments

- W-9
- Letters of Commitment from partners/sub-grantees responsible for implementation of proposed projects
- Any additional letters of support from partner organizations
- Any proposals for potential vendors
- Attach any other supporting materials that would be useful in understanding the project, such as feasibility studies, local economic development strategic plans, etc.
- Demographic Form

Female ☐

Of Hispanic or Latino origin ☐

American Indian or Alaska Native ☐

Asian ☐

Black or African American ☐

Native Hawaiian or other Pacific Islander ☐

White ☐

Veteran ☐

Is the Respondent a State/Federal/Other certified Minority Business Enterprise?

Yes ☐ No ☐

If yes, please provide your:

State MBE certification number:

Federal 8(a)/SDB certification number:

Identify who the other issuer is and the other certification number:

☐ Respondent is a publicly held entity or other organization not classifiable as owned by individuals of a particular gender, race, ethnicity, or veteran status.

Rural Maryland Economic Development Fund

PROPOSED TIMELINE

USRC Application Due to Commerce	September 2, 2022
Kent County Projects Submitted to USRC	August 12, 2022
KCCs Agenda with Recommendation from Review Committee	July 26, 2022 – Time TBD
KC Review Committee Review and Scoring of Project Submissions	July 5 – July 19, 2022
KC Project Submissions Open	June 8 – July 5, 2022

PROPOSED REVIEW COMMITTEE

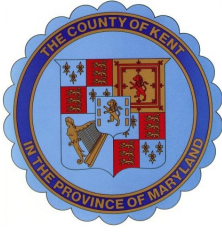
2 ETDC Members

1 LMB Member

Director Economic and Tourism Development

Grants Manager

Administrative Specialist with Staff Review Committee Meetings



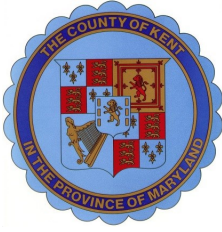
**Rosemary Ramsey Granillo, Director, Kent County Local Management
Board
6/7/2022
County Commissioners Meeting**

Item Summary:

Request for Contingency Funds, Office Restructure

ATTACHMENTS:

Description



Thomas N. Yeager, County Attorney
6/7/2022
County Commissioners Meeting

Item Summary:

Annexation Proposal, 172 Sassafras Street, Millington, MD 21651

ATTACHMENTS:

Description

06.07.22 Town of Millington, 172 Sassafras Street, Millington, Annexation Proposal Agreement

Town of Millington

Incorporated 1890

P. O. Box 330 - Millington, Maryland 21651

Phone: (410) 928-3880 Fax: (410) 928-5764

Website: millingtonmd.us

May 23, 2022

Kent County Commissioners
400 High Street
Chestertown, MD 21620

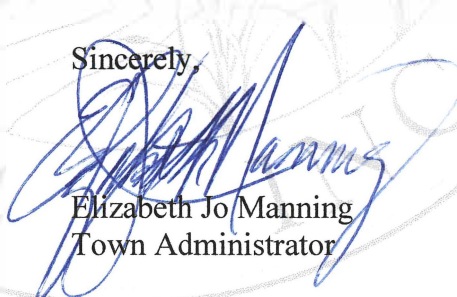
Dear Honorable Commissioners:

As part of the Town's growth plan as recorded in the 2018 Amended Comprehensive Plan, your property is located in the Priority 1 phase of the Town's annexation priorities. At this time, we are in the beginning stages of the process of annexing your property into the Town of Millington. During the annexation process, the Planning Commission will hold a public hearing prior to their recommendation to the Council; and the Town Council will hold a public hearing prior to adoption of the annexation.

The proposed annexation will consist of the entire 24.18-acre property, the location of the former Millington Elementary School, 172 Sassafras Street in Millington. The Town, in conjunction with Home Partnership of Cecil County, Inc., propose to utilize this property to enlarge our Senior Housing Project from 20 units to 40 units, construct a community center, and a multi-use service complex. This project and the annexation will increase the Town and County's taxable property base as well as provide services and businesses to East Kent County.

To agree to this proposal, please sign your acceptance at the bottom of this letter and return to the Town office, no later than June 15, 2022. If you have any questions or concerns regarding this proposal or during the process, do not hesitate to contact the Town Office at 410-928-3880.

Sincerely,



Elizabeth Jo Manning
Town Administrator

Michelle Holland, Council

Kevin Hemstock, Mayor
Zita Seals, Council

Wayne Starkey, Council

Town of Millington

Incorporated 1890

P. O. Box 330 - Millington, Maryland 21651

Phone: (410) 928-3880 Fax: (410) 928-5764

Website: millingtonmd.us

AUTHORIZATION:

I agree to allow the Town of Millington to annex 172 Sassafras Street, the former Millington Elementary School property, into the Town's boundaries.

KENT COUNTY COMMISSIONERS

June 7, 2022

Date

P. Thomas Mason

P. Thomas Mason, President



Michelle Holland, Council

Kevin Hemstock, Mayor
Zita Seals, Council

Wayne Starkey, Council

Annexation Proposal for the lands of County Commissioners of Kent County

Former site of Millington Elementary School

172 Sassafras Street, Millington, MD 21651

Map 32, Parcel 49, Liber MLM 01007/00134

Containing 24.18 acres

This proposal plan is to act as an instrument to demonstrate our intent to annex the property listed above into the corporate limits of the Town of Millington, MD. The property is current zoned Rural Character in the Kent County Land Use Code (see attached Zoning Map and Land Use Code, Section 3).

The proposed annexation will consist of the entire 24.18-acre property adjoining the Town boundaries at the south by land owned by the Town of Millington, and by the east by property owned by Mountaire Farms, Maryland Transportation Authority, and the State of Maryland, Department of Natural Resources (see attached map). The future plans of this property are as follows:

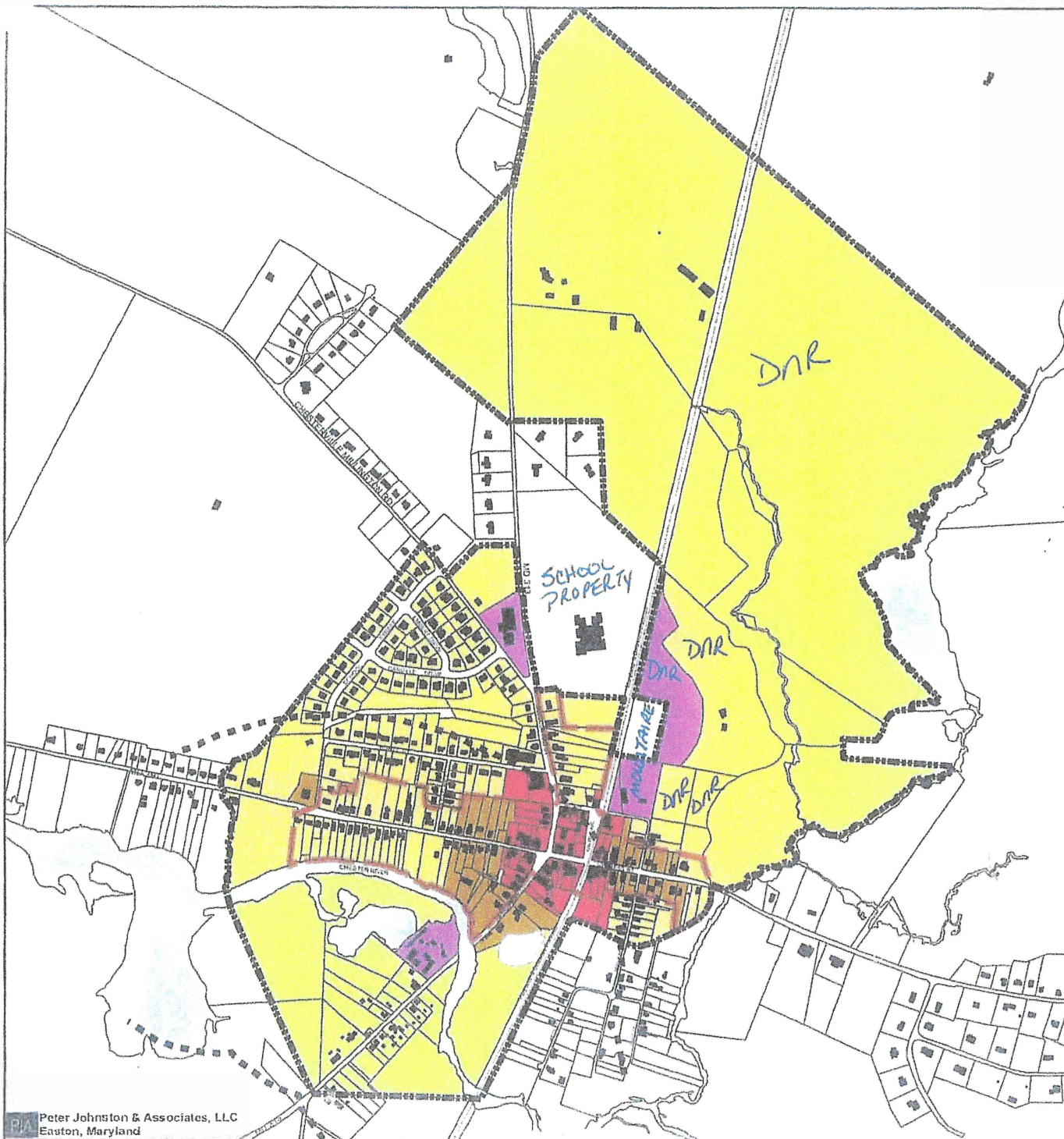
- Subdivide the parcel to allow for the current area leased to Millington Lions Club for a youth ballfield to continue without disruption;
- Inspect, secure, and sanitize playground equipment as a designated Town Park;
- Construct a community center with allocated space for future day-care facility/Pre-K facility, community food bank, possible medical services, contract with other governmental services, and small businesses; and
- Construct twenty independent senior housing units as part of proposed senior housing project in Mill Village with additional twenty units to be constructed at this site; -

The intention of this annexation and proposed use of the property is to foster good relationships with responsible design and development practices that are sustainable and provide for the economic well-being of the community, the Town of Millington and area residents of Kent and Queen Anne's Counties.

OFFICIAL ZONING MAP MILLINGTON, MARYLAND

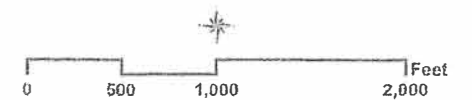
Legend

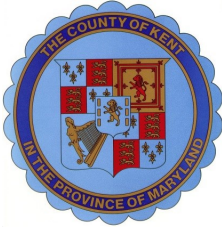
- R-1 Rural Conservation
- R-2 Single Family Residential
- R-3 Old Town Residential
- TC Town Center District
- LI Light Industrial
- Corporate Boundary
- Community Design Overlay District
- Critical Area Boundary



This is the official "Zoning District" map for Millington, Maryland as set forth in Section 80-19 of the Zoning Ordinance for Millington, Maryland.

Mayor _____ Date _____
 Attest: _____
 Town Clerk _____ Date _____





Maryland Department of Assessment and Taxation
6/7/2022
County Commissioners Meeting

Item Summary:

Constant Yield Rate Notice

ATTACHMENTS:

Description

06.07.22 Maryland Department of Assessments and Taxation Constant Yield Tax Rate Notice



DEPARTMENT OF
ASSESSMENTS AND TAXATION

Larry Hogan, Governor · Boyd K. Rutherford, Lt. Governor · Michael L. Higgs, Jr., Director

Form CYTR #2

Date: February 14, 2022

To: All Taxing Authorities

From: Michael Higgs, Director

Re: Department Notification - Constant Yield Tax Rate Notice

Please complete this form and return at the appropriate time as indicated to:

Department of Assessments and Taxation
Attention: Zachary Grisard, Area Supervisor
300 W. Preston Street, Room 605
Baltimore, Maryland 21201
zachary.grisard@maryland.gov

Please choose one of the following actions:

- ☐ 1. The taxing authority has established a tax rate **not in excess of the Constant Yield Tax Rate** and will respond to the Department **within 15 days of when the tax rate was set.**
- ☒ 2. The taxing authority plans to exceed the Constant Yield Tax Rate and will provide the Department with a copy of the entire page containing the notice from the published newspaper or a copy of the dated notice that was mailed to each property taxpayer **within 15 days of either the date of the newspaper advertisement or the date the notice was mailed to each property taxpayer.**
- ☐ 3. The taxing authority plans to exceed the Constant Yield Tax Rate. However, they are exempt from Section 6-308 of the Tax-Property Article and will respond to the Department **within 15 days of when the tax rate was set.**

Taxing Authority: Kent County
County OR Municipality and the County in which it is incorporated

Tax Rate as of July 1, 2022: \$1.012

Name & Position: P. Thomas Mason, President

Signature: P. Thomas Mason Date: 05/24/22

Phone: pmeritt@kentgov.org 410 778 7456

E-Mail Address: _____

Real Property Division

300 W. Preston St., Room 605, Baltimore, MD 21201

www.dat.maryland.gov

410-767-1199 (phone)

1-800-552-7724 (MD Relay)

410-333-7275 (fax)

1-888-246-5941 (toll free)

Washington College names 6 Sophie Kerr finalists

CHESTERTOWN — The editors-in-chief of three student-run campus publications are among the six finalists for Washington College's Sophie Kerr Prize, the largest undergraduate literary prize in the country.

They are Isabelle Anderson of Baltimore; Emma Campbell of Annapolis; high school classmates Teddy L. Friedline and Chloe Mello of Greenville, South Carolina; Erica Quinones of Fairplay; and Nicholas Ritter of Waldorf.

Anderson is editor-in-chief of the yearbook *The Pegasus*, Campbell is editor-in-chief of the literary and arts journal *Collegian* and Quinones is editor-in-chief of the newspaper *The Elm*.

The prize winner will be announced Friday night, May 20 as the culmination of a ceremony in the Hotchkiss Recital Hall of the Gibson Center for the Arts.

Each of the finalists will read from their work, following an address from 2001 Sophie Kerr Prize winner Stephanie Fowler.

The event, which begins at 7:30 p.m., is open to the public. It also will be livestreamed.

The prize is named for Eastern Shore native and college benefactor Sophie Kerr. As stipulated by Kerr's will, the prize check itself will be awarded Sunday as part of the college's 239th commencement.

The cash prize — this year's prize is \$68,292 — is awarded annually to the graduating senior demonstrating the best potential for future achievement in a literary endeavor.

Students within all majors may submit portfolios.

A committee, comprised of full-time faculty in the English Department and the college president, reviews all submissions and makes the final decision.

"The Committee was once again impressed with the range of genres and interdisciplinary areas of study represented in the portfolios submitted for the Prize," Sean Meehan, English Department chair and curator of the Sophie Kerr Endowment, said in a news release.

The wide gamut of majors — environmental studies, English, studio art, psychology and German — and minors as varied as anthropology, creative writing, journalism, music, public health and political science "reflects the distinctive vigor of writing across the liberal arts and sciences at Washington College," Meehan said in the news release.

"Judging by these portfolios and the promise demonstrated by the finalists, the future of literary endeavors is in very good hands," he said.

Biographies of the Sophie Kerr finalists are printed here.

- Anderson, an English major, served as president of the Writers' Union, editor-in-chief of *The Pegasus* and poetry editor of *Collegian*. She has held internships at the Rose O'Neill Literary House, Creative Media Agency and Yellow Arrow Publishing, a press dedicated to publishing women-identifying writers.

Anderson's portfolio, centered on themes relating to girlhood, womanhood and misogyny, is made up of poetry, fiction, creative nonfiction and academic writing, and taps into her studies in English and creative writing as well as the fields of sociology and gender studies.

After graduation, Anderson plans to gain work experience in the publishing field before pursuing an MFA.

- Campbell is majoring in English and minoring in creative writing and journalism, editing and publishing.

She served as opinion editor for *The Elm*, vice president of the Writers' Union and editor-in-chief of *Collegian*.

Campbell's writing portfolio includes creative nonfiction, editorial journalism and short fiction celebrating resilience and exploring fraught human relationships.

After graduation, she hopes to work in book publishing.

- Friedline, an English major and double minor in creative writing and art + art history, was inducted into Phi Beta Kappa honor society and served as acting president of SAGE (Supporting All Gender Experiences) at Washington College.

Their portfolio consists of poetry and academic essays focused broadly on gender identity and presentation, religious topics and literature, among other topics.

- Mello, a multimedia artist, is a double major in studio art and psychology, completing their other thesis on the topic of harm reduction for drug users.

They have interned in the Kohl Gallery since their freshman year.

While they will be interning with Eastseals this summer, they are looking at both the art and psychology fields for careers.

Currently, Mello is completing their Italian dual citizenship to eventually pursue a master's abroad.

They also enjoy poetry, piano and medical oddities.

- Quinones is a double major in English and German studies and a double minor in European studies and political science. She is a member of Delta Phi Alpha, Phi Beta Kappa and Pi Sigma Alpha honor societies.

At Washington College, she has been a writing consultant in the Writing Center, served as associate editor of *Washington College Review (WCR)* from 2019-2020 and as editor-in-chief of *WCR* from 2020-2021.

While Quinones was an active part of the academic student publishing community, her most constant companion was *The Elm*, where she was editor-in-chief from 2021-2022.

Quinones' portfolio explores issues of racial justice, LGBTQIA+ rights and representation, queer visibility and grief.

She will pursue a Ph.D. in English literature and certificate in Women and Gender Studies at the University of Delaware beginning this fall.

- Ritter, a first-generation student and English major with a creative writing minor, worked as a poetry reader for Cherry Tree and a student research assistant/web designer for Alisha Knight's digital humanities project, *Putting Them on the Map*.

Prior to Washington College, he received his associate degree from the College of Southern Maryland.

A recipient of a Sophie Kerr Promise Grant, Ritter has consistently made the dean's list while here.

His portfolio includes a myriad of poems largely discussing his personal experiences with various expressions of grief, and selected sections from his Senior Capstone Experience.

This fall he will be attending the MFA program at George Mason University, where he will work as a graduate teaching assistant.



CONTRIBUTED PHOTO

The 2022 Sophie Kerr Prize finalists are, clockwise from top left: Nicholas Ritter, Emma Campbell, Chloe Mello, Isabelle Anderson, Teddy L. Friedline and Erica Quinones.

KENT COUNTY, MARYLAND NOTICE OF A PROPOSED REAL PROPERTY TAX INCREASE

The Board of County Commissioners of Kent County, Maryland proposes to increase real property taxes.

1. For the tax year beginning July 1, 2022, the estimated real property assessable base will increase by .8%, from \$3,008,062,453 to \$3,030,841,116.

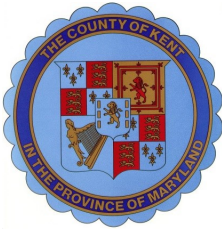
2. If Kent County, Maryland maintains the current tax rate of \$1.012 per \$100 of assessment, real property tax revenues will increase by .8% resulting in \$230,520 of new real property tax revenues.

3. In order to fully offset the effect of increasing assessments, the real property tax rate should be reduced to \$1.0044, the constant yield tax rate.

4. The County is considering not reducing its real property tax rate enough to fully offset increasing assessments. The County proposes to adopt a real property tax rate of \$1.012 per \$100 of assessment. This tax rate is .8% higher than the constant yield tax rate and will generate \$230,520 in additional property tax revenues.

A public hearing on the proposed real property tax rate increase will be held at 6:00 p.m. on June 7, 2022 at 400 High Street, Chestertown, MD.

The hearing is open to the public, and public testimony is encouraged. Persons with questions regarding this hearing may call 410-778-7478 for further information.



Procedures for Public Comment 6/7/2022 County Commissioners Meeting

ATTACHMENTS:

Description

Procedures for Public Comment

06.07.22 Public Comments Sign In Sheet

BOARD OF COUNTY COMMISSIONERS OF KENT COUNTY PROCEDURES FOR PUBLIC COMMENT

In addition to public appearance, the meeting is also being held virtually, via teleconference, and viewable on the County website at www.kentcounty.com/government.

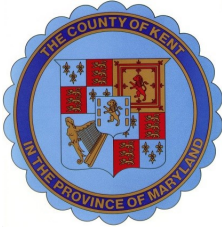
It is our desire that everyone who wishes to comment be given a fair and uninterrupted opportunity to express their views to the County Commissioners during this public comment period.

- Comments will be limited to three (3) minutes in length.
- Comments longer than three (3) minutes will be required to be submitted in writing.
- The Board President will open the meeting to Public Comments, and citizens are asked to state their name, address, and the topic of interest. Citizens are to ask that all views be expressed in a respectful and civil manner. The Board respects your desire and right to convey your message freely. We ask as a courtesy to the Board and our citizens that you respect the Commissioners' request to refrain from naming citizens and name-calling when offering any critique.

The County staff will acknowledge each caller, in the order, they called in, announce the last 4 digits of the phone number that was used to call in, and will ask the caller to unmute their phone allowing them to comment.

**PUBLIC COMMENTS
SIGN IN SHEET
June 7, 2022**

NAME (please print)	ADDRESS	TOPIC
Capt Robert Newberry		



American Rescue Plan Act (ARPA) Funds Spend Plan 6/7/2022 County Commissioners Meeting

ATTACHMENTS:

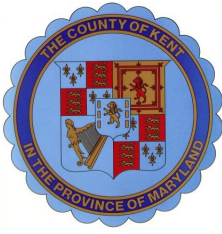
Description

5-24-2022 ARPA Fund Commissioner Report

**FY22 AMERICAN RESCUE PLAN ACT FUND
AS OF COMMISSIONER MEETING MINUTES DATED
5/24/2022**

AMERICAN RESCUE PLAN ACT FUND

DATE APPROVED	DEPARTMENT	AMOUNT APPROVED	DESCRIPTION
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 Office of Statewide Broadband
1/11/2022	Water & Wastewater Fund	2,817	Change order #1 equipment and cabinet, Fairlee Clariflocculator Replacement Project
1/11/2022	Water & Wastewater Fund	90,642	Change order #2 Demo, aeration tower, Fairlee 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 Plant Feasibility Study-Millington/Rt 301
2/8/2022	Water & Wastewater Fund	52,910	Tolchester Wastewater Treatment Plant Influent 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- Design and bid services
AMOUNT OF FUNDS COMMITTED		<u>\$ 1,712,441</u>	
AMOUNT OF ARPA FUNDS		<u>\$ 3,766,777</u>	
BALANCE OF ARPA FUNDS REMAINING		<u>\$ 2,054,336</u>	



Contingency and Use of Fund Balance Report 6/7/2022 County Commissioners Meeting

ATTACHMENTS:

Description

5-24-2022 Commissioner Report Contingency

**FY22 CONTINGENCY & USE OF FUND BALANCE
AS OF COMMISSIONERS MEETING MINUTES DATED
May 24, 2022**

CONTINGENCY			
DATE APPROVED	DEPARTMENT	AMOUNT APPROVED	DESCRIPTION
8/24/21	Kent County Health Department (KCHD)	\$ 227,000	Hiring of (2) nurses and (2) nursing assistants for facilitate vaccination and testing clinic
9/7/21	Circuit Court	7,131	Replace carpet in Kent County Circuit Court project #BM 22-01
9/28/21	Building and Grounds	32,785	Exterior painting of the Kent County Courthouse and Kent County Government Center RFP No BM-22-02
10/5/21	Planning & Zoning	1,039	Permit fee waiver-Kent Attainable Housing, Inc. 24909 Lambs Meadow Road
10/12/21	Buildings/Grounds-Court House	40,852	HVAC split system-Court House
10/26/21	Water and Wastewater Fund	129,600	Water/Sewer allocation fees waiver for Kent County Society project in Worton (12/1/2020)
8/3/21	Buildings/Grounds-Court House	24,940	Asbestos Abatement - Court House. replacement of files, Clerk of Courts
11/30/21	Kent County Health Department (KCHD)	(227,000)	Move funding source to ARPA from Contingency
12/21/21	Information Technology	29,294	Hiring of staff for vaccination & testing clinic
1/18/22	Legal Counsel	20,000	Replace Uninterrupted Power Supply (UPS)
1/25/25	Social Services	5,500	Moranec Road Solar Litigation expenses
2/15/22	Kent Ag Center, Inc	41,710	Lodging at Driftwood Inn to help the homeless during the month of February
3/22/22	Social Services	5,500	Complete Pavilion Project
3/22/22	Kent County Department of Social Services	2,660	Lodging at Driftwood Inn to help the homeless during the month of March
4/5/22	Accountability Office	4,500	Summer SNAP program
4/5/22	Village of Kennedyville	10,000	Consultant for implementing Police Accountability Board
4/12/22	Information Technology	33,520	Village of Kennedyville - legal fees associated with transfer of unsold lots and open space
4/12/22	Information Technology	2,234	Cybersecurity Software and Hardware
4/19/22	Chestertown Garden Club	2,500	Ransomware
5/3/22	Upper Shore Aging	38,000	Mulch flower beds at Garnet Elementary School
TOTAL		<u>\$ 431,765</u>	Replacement of four air condition and heating
BEGINNING CONTINGENCY BUDGET		\$ 500,000	
ENDING CONTINGENCY BALANCE		<u>\$ 68,235</u>	
USE OF FUND BALANCE			
DATE APPROVED	DEPARTMENT	AMOUNT APPROVED	DESCRIPTION
6/22/2021	Sheriff's Office	\$ 54,776	Body Cameras five year agreement
6/22/2021	University of Maryland Extension Office	\$ 15,156	Increase FY22 Allocation-PTK positions salary increase
10/19/2021	Human Resources	\$ 3,269	Transfer of current employee to HR Specialist
4/12/2022	Contingency	\$ 100,000	Increase Contingency
TOTAL		<u>\$ 173,201</u>	
USE OF FUND BALANCE			
Note: If expenses are not reduced or offset by the same amount of fund balance used, this will result in a decrease in fund balance below our 7.5% target.			