

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

May 21, 2024

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

Meeting Announcements - LEGISLATIVE DAY - Time Is Allotted At The End Of Each Meeting
For The Commissioners To Receive Comments From The Public

Public Notices

FY2025 Budget Hearing, June 4, 2024

FY2025 Proposed Budget

Consent Items

#1 - Regular Session Minutes, May 14, 2024

#2 - Liquor Minutes, May 14, 2024

Special Class C Licenses

ShoreRivers, Beer, Wine, and Liquor, June 29, 2024

Appointments

Chiefs Otis Darling, Jason Lobley, and Jimmy Price of Kent County Fire Chiefs Association
Collective Overview And General Update

Katie Dilley, Executive Director, Mid Shore Behavioral Health, Inc.
Annual Update - FY2025 Letter of Agreement

Departmental Appointments

Pete Landon, Director Office of Emergency Services

2025 Police Accountability, Community and Transparency Grant Application

Jillyn Coleman, Director, Parks and Recreation; Jory Mitzel, President of Little League
Softball

Reallocation of Youth Sports League Equipment Grant Funds

Human Resources Director

Jim Miller, Director, Human Resources

Public Works - Water and Wastewater Division Utility Technician Vacancy

Public Works Director

Dan Mattson, Director, Public Works

Requested Vehicle Order in Advance of FY2025 Budget Approval

Dan Mattson, Director, Public Works

FY2026 Library Roof Replacement - Letter of Support And Commitment

County Administrator

Carol L. Niemand, Community Relations Liaison, Shrewsbury Church

Inquiry

Muriel Cole, Vice-Chair, Commission on Aging

Member Recommendation

Public Comment/Media Review

Procedures For Public Comment

For Your Information

Mark Carper, Associate Planner, Planning, Housing, and Zoning

Revised Notice, Kent County Board Of Appeals

American Rescue Plan Act Funds

American Rescue Plan Acts Fund

Contingency Fund

Contingency Fund

(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.)



**FY2025 Budget Hearing, June 4, 2024
5/21/2024
County Commissioners Meeting**

Item Summary:

FY2025 Proposed Budget

ATTACHMENTS:

Description

06.04.24 Proposed FY2025 Budget Hearing Notice



The County Commissioners of Kent County
Ronald H. Fithian, President | Albert H. Nickerson, Member | John F. Price, Member
Shelley L. Heller, County Administrator | Thomas N. Yeager, County Attorney

**KENT COUNTY PUBLIC NOTICE
FISCAL YEAR 2025 PROPOSED COUNTY BUDGET**

Notice is hereby given that the Commissioners of Kent County will hold a public hearing for the FY2025 Proposed Budget on June 4, 2024, 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 three (3) 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

Please contact the County Commissioner's Office at (410) 778-4600 and press 4 if you need further assistance 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 05/23/24



**#1 - Regular Session Minutes, May 14, 2024
5/21/2024
County Commissioners Meeting**

ATTACHMENTS:

Description



**#2 - Liquor Minutes, May 14, 2024
5/21/2024
County Commissioners Meeting**

ATTACHMENTS:
Description



**ShoreRivers, Beer, Wine, and Liquor, June 29, 2024
5/21/2024
County Commissioners Meeting**

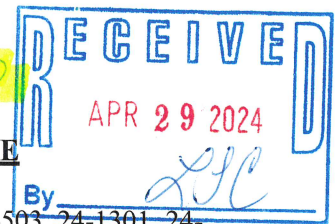
ATTACHMENTS:

Description

2024 PD-20 ShoreRivers, Beer, Wine, and Liquor, June 29, 2024, Application

2024 PD-20

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



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

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

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

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

SHORE RIVERS

Address 114 S. WASHINGTON ST., EASTON, MD 21601

Type of Function FUND RAISER

Location of Function WILMER PARK.

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

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

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

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

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) SATURDAY, JUNE 29 2024
Begin at: 5:00PM End at: 10:00PM and the applicant tenders herewith the sum of (\$ ____ Per Diem) (\$ ____)
in payment for the license.

Please Select One:

(✓) Pick Up Rebekah 410-708-9965
() Mail Permit (will be mailed to above address)

9. Applicants

(1) LINDSEY BUCKLES 111 S. KENT ST., CHESTER TOWN, MD, 21620
Name Residence
OVER 20 YEARS EVENTS 413-480-6539
Length of Residence in Kent Co. Committee Title Phone No. (Signature of Applicant)

STATE OF MARYLAND

This certifies, that on the 15th day of March, 2024, before the subscriber, a Notary of the State of Maryland, personally appeared Lindsey Buckless the applicant(s) named in the foregoing application and made oath in the due form of law that the statements therein are true to the best of (his, their) knowledge and belief.

WITNESS my hand and official seal.

LACEY T. COX
Notary Public-Maryland
Kent County
My Commission Expires
1-16-26

(SEAL)

(2) REBEKAH HOCK 117 Elm St. Chester town MD 21620
Name Residence
20 yrs Staff 410-708-9905
Length of Residence in Kent Co. Committee Title Phone No. (Signature of Applicant)

STATE OF MARYLAND

This certifies, that on the 23RD day of April, 2024, before the subscriber, a Notary of the State of Maryland, personally appeared Rebekah Hock the applicant(s) named in the foregoing application and made oath in the due form of law that the statements therein are true to the best of (his, their) knowledge and belief.

WITNESS my hand and official seal.

LACEY T. COX
Notary Public-Maryland
Kent County
My Commission Expires
1-16-26

(SEAL)

(3) Zack Relleher 312 Cypress St, Millington, MD 21651
Name Residence
5 years Staff 908-747-1109
Length of Residence in Kent Co. Committee Title Phone No. (Signature of Applicant)

STATE OF MARYLAND

This certifies, that on the 23RD day of April, 2024, before the subscriber, a Notary of the State of Maryland, personally appeared Zachary Relleher the applicant(s) named in the foregoing application and made oath in the due form of law that the statements therein are true to the best of (his, their) knowledge and belief.

WITNESS my hand and official seal.

LACEY T. COX
Notary Public-Maryland
Kent County
My Commission Expires
1-16-26

(SEAL)

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

I, WE) HEREBY CERTIFY, That (I am, we are) the owner(s) OR (I, We) have been given authorization by the Entity to act on their behalf of the property named with the submission of this application under the Alcoholic Beverages Laws of Maryland and agrees to the issuance of the license. This statement does hereby authorize a warrantless inspection and search of the premises at any time in any part of the building in which the business is to be conducted by the Comptroller, the Commission, the Board of License Commissioners of Kent County and its authorized agents and employees, or a peace officer of the county or municipality where the business is located.

SIGNATURE OF OWNER: *Lawrence Dike* PRINT NAME: Lawrence Dike

SIGNATURE OF OWNER: _____ PRINT NAME: _____

NAME OF ENTITY: Town of Chestertown

AUTHORIZED AGENT SIGNATURE: _____ PRINT NAME: _____

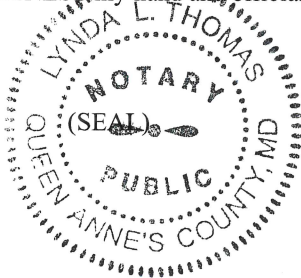
TITLE OF AUTHORIZED AGENT: _____

**NOTARY
OWNER/ENTITY OF PREMISES**

STATE OF MARYLAND, COUNTY OF Kent :

THIS CERTIFIES, That on the 23rd day of April, 2024, before the subscriber, a Notary of the State of Maryland, personally appeared Lawrence Dike and acknowledged the execution of the foregoing statement to be a true act.

WITNESS my hand and official seal.



Lynda L. Thomas
6.30.24



Board of License Commissioners

Ronald H. Fithian, President | Albert H. Nickerson, Member | John F. Price, Member
Shelley L. Heller, County Administrator | Thomas N. Yeager, County Attorney

SPECIAL CLASS "C" (PER DIEM) LICENSE AFFIDAVIT

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

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

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

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

Name of organization, club, etc. STORERIVERS

Address 114 S. WASHINGTON ST., EASTON MD 21601

Name LINDSEY BUCKLESS

(Please Print)

(Signature)

Phone # 443-480-6539

Date 2/19/24

Lacey Cox

From: Lacey Cox
Sent: Tuesday, April 30, 2024 9:37 AM
To: townmanager@chestertown.com
Cc: KATE
Subject: 2023 Special Class C (Per Diem), Statement of Property Owner or Authorized Agent
Attachments: 2023 Special Class C (Per Diem), Statement of Property Owner or Authorized Agent.pdf

Hello Mr. DiRe,

We received a Special Class C (Per Diem) liquor license application yesterday from ShoreRivers, Inc. They are holding an event at Wilmer Park (June 29, 2024) and our application requires the signature of the Property Owner/Authorized Agent of the property before we can issue a license.

On the Statement of Property Owner, you have signed on the space provided for the Property Owner. For future reference, should you have others that will require your authorization, we will need you to sign and print as the **Authorized Agent** and provide the name of the Entity you are signing on behalf of (which you have done properly for the Town of Chestertown); because technically you are not the property owner.

I have attached a blank "Statement of Property Owner or Authorized Agent" page for your convenience and highlighted the lines we need you to sign. As a reminder, the "Statement of Property Owner or Authorized Agent" page will always need to have someone notarize your signature.

For the ShoreRivers Inc. application just received, if you could simply respond to this email stating that you are the Authorized Agent giving permission on behalf of the Town of Chestertown, that would be sufficient instead of having them complete another form.

If you should have any questions, please feel free to contact me via phone or email. Thank you so very much for your patience and understanding. Hope you have a great day!

Thanks,
Lacey



Lacey T. Cox

Deputy Clerk II/Office of the Kent County Commissioners
Kent County, Maryland
400 High Street,
Chestertown, MD 21620
410-778-7429
lcx@kentgov.org

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

I, WE) HEREBY CERTIFY, That (I am, we are) the owner(s) OR (I, We) have been given authorization by the Entity to act on their behalf of the property named with the submission of this application under the Alcoholic Beverages Laws of Maryland and agrees to the issuance of the license. This statement does hereby authorize a warrantless inspection and search of the premises at any time in any part of the building in which the business is to be conducted by the Comptroller, the Commission, the Board of License Commissioners of Kent County and its authorized agents and employees, or a peace officer of the county or municipality where the business is located.

SIGNATURE OF OWNER: _____ PRINT NAME: _____

SIGNATURE OF OWNER: _____ PRINT NAME: _____

NAME OF ENTITY: _____

AUTHORIZED AGENT SIGNATURE: _____ **PRINT NAME:** _____

TITLE OF AUTHORIZED AGENT: _____

**NOTARY
OWNER/ENTITY OF PREMISES**

STATE OF MARYLAND, COUNTY OF _____:

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

WITNESS my hand and official seal.

(SEAL) _____

Lacey Cox

From: Town Manager <townmanager@chestertown.com>
Sent: Thursday, May 9, 2024 1:50 PM
To: Lacey Cox
Subject: Re: 2023 Special Class C (Per Diem), Statement of Property Owner or Authorized Agent

ATTENTION!

This email originated from an external source. DO NOT CLICK any links or attachments unless you recognize the sender and know the content is safe.

- KCIT Helpdesk

Yes, I confirm. Thank you.

Lawrence DiRe, MPA
Town Manager
Town of Chestertown
118 N. Cross Street
Chestertown, MD 21620
(410) 778-0500

On Thu, May 9, 2024 at 11:16 AM Lacey Cox <lc Cox@kentgov.org> wrote:

Good Morning Mr. DiRe,

I didn't realize you would be attending the Budget Work Session this past Tuesday, or I would have asked for verbal approval of the Special Class C liquor license application for ShoreRivers, Inc. Sorry I missed you.

Would you be okay sending a written approval via email by responding to this email? I just need confirmation that you are the authorized agent for the Town of Chestertown and ShoreRivers has your approval to sell Beer, Wine, and Liquor at Wilmer Park for their event on June 29, 2024.

Please let me know if you have any questions or concerns. Thanks for your help!

Thanks,

Lacey



**Chiefs Otis Darling, Jason Loble, and Jimmy Price of Kent County
Fire Chiefs Association
5/21/2024
County Commissioners Meeting**

Item Summary:

Collective Overview And General Update

ATTACHMENTS:

Description

Fire Chiefs NA Cover Sheet

Kent County Fire Chief's Association and EMS Council Presentation

KENT COUNTY VOLUNTEER FIRE & EMS



***2024 UPDATE TO THE COUNTY COMMISSIONERS
OF KENT COUNTY***

KENT COUNTY FIRE & EMS



UPDATE TO COMMISSIONERS

OVERVIEW

- Knox Box Program
- State of Volunteers in Kent County
- Additional Benefit
- Other ways the county could help
- Training Time
- Current Cost of Equipment



Knox Box Program

A Knox Box is a two-part key system used by fire departments, emergency medical services and sometimes police departments.

The first part is a wall mounted safe that holds keys, cards, etc. that are maintained by the business owner. (Currently 76 installed in the county)

The second part is a retention device located inside fire department & emergency medical vehicles where the key can only be accessed by members of departments. This retention system provides accountability on accessing the key.



Knox Box Program

How it works



Installed on the surface or recessed on a structure near a main entrance.

Installed in fire & EMS vehicles and contains the master key to the wall mounted box.



The Master Key is specific to Kent County, Maryland only



Knox Box Program Adoption Plan

The Kent County Fire & EMS Chiefs would like the Kent County Commissioners to adopt into code the requirement of the Knox Box program on any new or remodeled commercial building in Kent County.

A major benefit to this program would include the cut in fire losses for building owners as fire departments could enter buildings without the need to break doors, windows, etc.



State of Volunteers

Station 2 - Millington

Average number of personnel per call	6
Youngest Riding Member	17
Oldest Riding Member	73
Average Age in Department	48
Personnel with Fire Training	50
Personnel with Medical Training	6
Personnel with Fire & Medical Training	7
Calls in 2023	408
Calls with a failed response	30



State of Volunteers

Station 3 - Galena

Average number of personnel per call	4
Youngest Riding Member	18
Oldest Riding Member	83
Average Age in Department	50
Personnel with Fire Training	15
Personnel with Medical Training	0
Personnel with Fire & Medical Training	3
Calls in 2023	580
Calls with a failed response	62

Station Staffed 24/7 by Kent EMS



State of Volunteers

Station 4 - Kennedyville

Average number of personnel per call	3
Youngest Riding Member	20
Oldest Riding Member	75
Average Age in Department	48
Personnel with Fire Training	14
Personnel with Medical Training	0
Personnel with Fire & Medical Training	0
Calls in 2023	256
Calls with a failed response	31



State of Volunteers

Station 5 - Betterton

Average number of personnel per call	4
Youngest Riding Member	17
Oldest Riding Member	82
Average Age in Department	45
Personnel with Fire Training	23
Personnel with Medical Training	2
Personnel with Fire & Medical Training	8
Calls in 2023	223
Calls with a failed response	96



State of Volunteers

Station 6 - Chestertown

Average number of personnel per call	10
Youngest Riding Member	22
Oldest Riding Member	80
Average Age in Department	48
Personnel with Fire Training	21
Personnel with Medical Training	1
Personnel with Fire & Medical Training	30
Calls in 2023	593
Calls with a failed response	39



State of Volunteers

Station 7 – Rock Hall

Average number of personnel per call	3
Youngest Riding Member	16
Oldest Riding Member	70
Average Age in Department	48
Personnel with Fire Training	22
Personnel with Medical Training	14
Personnel with Fire & Medical Training	6
Calls in 2023	599
Calls with a failed response	4

Station Staffed 24/7 by Kent EMS



State of Volunteers

Station 8 – Rescue Squad

Average number of personnel per call	2
Youngest Riding Member	17
Oldest Riding Member	73
Average Age in Department	60
Personnel with Fire Training	0
Personnel with Medical Training	15
Personnel with Fire & Medical Training	6
Calls in 2023	1672
Calls with a failed response	66

Station Staffed by their own paid staff



State of Volunteers County Wide

Average number of personnel per call	4
Youngest Riding Member	16
Oldest Riding Member	83
Average Age in Department	49
Personnel with Fire Training	145
Personnel with Medical Training	38
Personnel with Fire & Medical Training	60
Calls in 2023	4,331
Calls with a failed response	328

This chart reflects a combination of all 7 Fire/EMS Departments



Additional Benefit

The Kent County Fire & EMS Chiefs would like the Kent County Commissioners to consider the adoption of MD. Tax – Property Code 9-260(2023).

“The governing body of a county or municipal corporation may grant, by law, a property tax credit under this section against the county or municipal corporation property tax imposed on a dwelling located in the county or municipal corporation that is owned by a public safety officer if the public safety officer is otherwise eligible for the credit authorized under § 9–105 of this title.”



Additional Benefit (cont.)

Two main benefits to the adoption of this program

Recruitment & Retention



Additional Benefit (cont.)

Who is eligible?

- Is a member of one of the seven independent volunteer fire companies in Kent County.
- Has maintained active service status as determined by the individual station points coordinator for at least three consecutive calendar years accounting from January 1, 2021.
- Owns a dwelling located in the geographical boundary of Kent County, Maryland.



Additional Benefit (cont.)

Termination of credit.

- The volunteer fire department member has failed to maintain active service status in the preceding calendar year. In the event the volunteer fire department member shall fail to maintain active service status for two consecutive years, the volunteer fire department member shall be ineligible to receive the tax credit until such time as the volunteer fire department member requalifies.
- The volunteer fire department member no longer resided in or owns a dwelling for which the credit was granted.



Additional Benefit (cont.)

Cost to the county:

- This is not a line-item expense but simply a reduction in revenue.
- Will be implemented over five (5) years increasing the amount given each year to lessen the initial hit on the budget.

Year	Approximate Cost Reduction
Year 1	\$75,000
Year 2	\$150,000
Year 3	\$225,000
Year 4	\$300,000
Year 5	\$375,000

Amounts are based on 150 active members owning property



Other ways the county could help

Currently Kent County OES-EMS has 28 employees working in the field as either a Paramedic or EMT. Of those 28 employees, 19 of them have fire training.

The Kent County Fire & EMS Chiefs would like all the Kent OES-EMS employees who have fire training be allowed to provide this service the county as well. This would mean the purchase of proper PPE for all 19 personnel along with subsequent hires.



Other ways the county could help (cont.)

Assist in advertising. Currently when you visit www.kentcounty.com, there is no place on the website that advertises the local fire and EMS departments.

The Kent County Fire & EMS Chiefs would like for the Kent County Fire & EMS website be displayed on the current Kent County Government website.



Training Time

Class	Time
Emergency Medical Technician (Basic)	207 Hours
Emergency Medical Technician (Paramedic)	18 Months
Firefighter 1 (Basic Training)	135 Hours
Emergency Vehicle Operator	21 hours
PUMPS	36 hours
Haz-Mat Operations	24 hours
Truck Company Fireground Operations	24 Hours
Engine Company Fireground Operations	24 Hours



Current Cost of Equipment

Item	Cost
Fire Engine	\$1,000,000.00
Ladder Truck	\$2,000,000.00
Ambulance	\$680,000.00
Turnout Gear (Helmet, Gloves, etc.)	\$7,000.00
Air Pac & Spare Bottle	\$6,000.00
Thermal Imaging Camera	\$2500.00
Hand Tools	\$50.00-\$4,000.00
Ambulance Stretcher	\$75,000



Thank You





Katie Dilley, Executive Director, Mid Shore Behavioral Health, Inc.
5/21/2024
County Commissioners Meeting

Item Summary:

Annual Update - FY2025 Letter of Agreement

ATTACHMENTS:

Description

Mid Shore Behavioral Health, Inc. - Cover Page

05.21.24 Mid Shore Behavioral Health Cover Letter

05.21.24 FY2025 Mid Shore Behavioral Health, Kent County – Core Service Agency, Letter of Agreement

05.21.24 MSBH Kent County Annual Presentation



Mid Shore Behavioral Health, Inc. is dedicated to enhancing the regional behavioral health system of care, through effective collaboration with consumers, their natural supports, providers, and community leaders. Our goal is to develop a full array of accessible services and resources for the consumer, through partnerships with our providers and other agencies. We offer guidance in understanding and navigating all that is available in our community.

NEED HELP OR IN CRISIS?

National Suicide & Crisis Lifeline: CALL 988
Eastern Shore Hotline: CALL 888-407-8018



MID SHORE BEHAVIORAL HEALTH

RESOURCES, GUIDANCE, WHOLENESS, & HOPE

28578 Mary's Court, Suite 1
Easton, MD 21601
410-770-4801

May 16, 2024

Ronald H. Fithian, President
Kent County Commissioners
400 High Street
Chestertown, MD 21620

Dear President Fithian:

Attached you will find the Fiscal Year 2025 Letter of Agreement with Mid Shore Behavioral Health, Inc. (MSBH) to act as your agent in oversight, planning and development of the Public Behavioral Health System in Kent County. Following a presentation to the Kent County Council scheduled on Tuesday, May 21, 2024. I am requesting action be taken to renew this Letter of Agreement.

In the era of Behavioral Health Integration and growing needs to support behavioral health of the community, Maryland's Public Behavioral Health System will face many changes. Collaboration with consumers, family members, providers and community partners will be essential in ensuring successful implementation of integrated services.

MSBH remains grateful for our partnership with Kent County and its Council. We are available at any time to hear, comment or field questions at one of your sessions. It is our mission and passion to create meaningful improvement in our region's public behavioral health system in FY25 and beyond.

Respectfully,

Kathryn G. Dilley, LCSW-C
Executive Director

**Kent County – Core Service Agency
Letter of Agreement – FY 2025**

Scope of Agreement:

This agreement is entered into between Caroline, Dorchester, Kent, Queen Anne's, and Talbot Counties and Mid Shore Behavioral Health, Inc. (MSBH), the Core Service Agency (CSA). This agreement describes the responsibilities of Mid Shore Behavioral Health, Inc., Caroline, Dorchester, Kent, Queen Anne's, and Talbot Counties with respect to the management of the Public Behavioral Health System, which is governed by the Memorandum of Understanding between MSBH and the Maryland Department of Health (MDH).

Term of Agreement:

The term of this Agreement shall be the period from July 1, 2024 until June 30, 2025, subject to the availability and/or the appropriation of funds by the state of Maryland to the CSA. This agreement shall remain in effect until a new agreement is signed unless, upon 90 days' notice, either party terminates this agreement with or without cause. Upon termination, the management of and remaining funding for the Public Behavioral Health System will be returned to the state in accordance with the CSA contract with the Maryland Department of Health (MDH), Behavioral Health Administration (BHA).

Responsibilities:

The County shall:

- Provide oversight of the Public Behavioral Health System and MSBH, as elected officials and through representation on the Board of Directors for MSBH and the Mid Shore Regional Behavioral Health Advisory Committee;
- Appoint two members to the Board of Directors per county and representatives to the Mid Shore Regional Behavioral Health Advisory Committee to represent the county interests serving at a maximum two 4-year terms and two 3-year terms respectively;
- Assist MSBH in the development of strategies for a well-integrated, efficient, and effective behavioral health services delivery system;
- Assure that through the work of the MSBH, quality behavioral health services are available to the county residents;
- Assist MSBH in identifying the need for services and in prioritizing that need for the county;
- Facilitate interagency relationships to maximize county initiatives; and,
- Not be responsible for funding services called for under this agreement, except to the extent the State provides funding reimbursement to the counties for public behavioral health services.

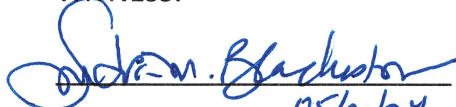
The Core Service Agency shall:

- Perform the functions delineated in the Maryland Code Annotated Health General § 10-1201 et. Seq. and the MDH contract for management of state and federal funds for behavioral health services in the State of Maryland Public Behavioral Health System;
- Act as the administrator of the Public Behavioral Health System for the county government of the local jurisdiction;

- Assess the need for, plan and implement behavioral health services in the jurisdiction;
- Act as the central coordinating body of the local behavioral health system;
- Create a unified system of behavioral health treatment that is responsive to the needs of the consumer and the provider, consistent with the public health plan for the local jurisdiction;
- Provide for interagency interface;
- Assure a consumer focus in the behavioral health system;
- Provide education as needed for the consumer, the providers and county agencies;
- Be the point of contact with the administrative services organization;
- Establish and maintain an adequate provider network fostering quality of care and consumer choice;
- Assure appropriate utilization of the publicly funded services;
- Assure that there is a grievance and complaint process in place to provide for timely resolution for the consumers and providers;
- Maintain a Management Information System to monitor the system functioning, the fiscal integrity of the system and the operations of the CSA; and,
- Provide progress reports to the county governments.

IN WITNESS WHEREOF, the parties hereto have set their hands to this document this day and year as written above.

WITNESS:


05/21/24



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

05/21/24

Date

WITNESS:

Susan Johnson, President - Board of Directors
Mid Shore Behavioral Health, Inc.

Date

**FY24/25 Kent County Commissioners
Annual Presentation
Mid Shore Behavioral Health, Inc.
May 21, 2024 FY24/25**

Mission

MSBH's mission is to continually improve the provision of behavioral health services for residents of Caroline, Dorchester, Kent, Queen Anne's and Talbot Counties through effective coordination of care in collaboration with consumers, their natural support systems, providers and the community at large.

Vision

The vision of MSBH is a rural behavioral healthcare delivery system that is clinically and culturally competent. This system will ensure access, have a community focus, be cost-effective, and be integrated to serve the community as a whole.

MSBH Antiracist Statement

The Mid-Shore Planning Collaborative acknowledges that behavioral health systems have historically been used as a tool to perpetuate racism. Racism causes trauma. Racial bias within these systems cultivates health disparities and inequities, which can reinforce racial oppression. Through our participation in training, conferences, and events, we have intentionally incorporated the principles of anti-racism into our strategy, to directly address racism in our communities.

Programs and Services Serving the Mid-Shore:

9-8-8	Latino Population Therapists
Adolescent Clubhouses (S.O.R.)	Maryland Recovery Network (MDRN)
Behavioral Health Assisted Living Initiative	Mental Health Crisis Beds
Behavioral Health Coordinator PASRR and Aging	Mobile Crisis and Stabilization Services
Care Traffic Control System	Mobile Crisis Team/ Crisis Response
Child and Adolescent Consumer Support	Mobile Treatment Unit
Child and Adolescent Crisis Response: Expansion	PATH Case Management for Homeless
Project/Mobile Response and Stabilization	Peer Support
Services (MRSS)	Problem Solving Court
Consumer Support Funding	Recovery Housing (S.O.R.)
Continuum of Care Housing Subsidy	Residential Rehabilitation Program
Crisis Beds (S.O.R.)	RRP Workforce Development Initiative
Crisis Intervention Team (CIT)	Safe Stations (S.O.R.)
Deaf/Hard of Hearing Mental Health Access	School-Based Mental Health (Caroline)
Detention Center Mental Health Services	SSI/SSDI Outreach, Access & Recovery (SOAR)
Eastern Shore Operation Center Hotline	State Hospital Discharge Initiative- Statewide
Emergency Housing Program Grant	Assisted Living Specialist
Forensic Mental Health Program	Suicide Prevention Initiatives- Gun Lock/Suicide
Harm Reduction Coordinator	Coalition
Healthy Transitions	Targeted Case Management-Adult/Youth
Homeless ID	Transitional Age Youth
Homeless Management Information System	Trauma, Addictions, Mental Health and
Homeless Point in Time Count	Recovery (TAMAR)
Homelessness Solutions Program	Urgent Care
Housing Development	Wellness and Recovery Youth Respite Services
HUD/COC Housing Programs	

FY24 Highlights in Review

- Since FY21, MSBH worked collaboratively with the mid-shore counties Local Addictions Authorities to plan and implement a regional integrated Community Behavioral Health Plan. MSBH will continue to work collaboratively with the mid-shore Health Departments in planning as MSBH moves towards a regional Local Systems Management Integration and Local Behavioral Health Authority structure.
- Behavioral Health Service Network and Workgroups: Child, Adolescent, and Young Adult Workgroup, Forensic and Crisis Intervention Team, Adult Services Workgroup, Behavioral Health Services Network, Eastern Shore Safe Station Coalition, Residential Services Committee, Roundtable on Homelessness, Diversity and Inclusion Workgroup, and the People's Roundtable, Mid Shore Peer Workgroup, Autism Workgroup and Experiential Therapy Workgroup.
- MSBH has supported the Eastern Shore Crisis Response Mobile Crisis Teams (MCT) in providing a 24/7 service for the eight counties of the Eastern Shore. The Eastern Shore Operations Center (ESOC), 888-407-8018, is also operating 24/7 locally. ESOC is also serving as the regional back up line for National Suicide Prevention Hotline 9-8-8 calls.
- Mobile Response and Stabilization Services (MRSS) is currently providing more intense services in six Eastern Shore counties for children, adolescents, and their support networks.
- The State of Maryland is moving to a fee-for-service reimbursement structure for mobile crisis teams and has new COMAR regulations. The regulations provide reimbursement rates and staffing requirements for each team. The challenge for the ESCRS is that the Medicaid reimbursement rates are insufficient for the rural teams, and there is a genuine concern for the sustainability of the mobile crisis teams. To meet the current funding level using the fee-for-service structure, the mobile crisis teams would need to respond four times more than the current annual number of responses. In addition, due to workforce shortages on the shore, the teams do not have the needed staffing, and the new regulations require a licensed clinician and a peer to respond to each dispatch. The overnight team currently consists of a peer who only responds with a police officer. ESCRS would not receive reimbursement for this structure. MSBH is actively working to advocate for the preservation and continuation of grant funding to supplement this service in FY25.
- MSBH hosted the 10th Annual Sequential Intercept Model meeting with providers and community partners on November 3, 2023, with the theme: Alternatives to Incarceration and Diversion.
- MSBH has promoted the Mid-Shore Out of the Darkness Suicide Awareness Walk since its inception.
- MSBH manages mid-shore State Opioid Response Grant (S.O.R.) funding which currently funds:
 - Twelve Crisis Beds at A.F. Whitsitt Center.
 - Safe Stations in three Counties: Caroline, Wicomico, and Worcester with the intent to expand in Talbot with SOR IV Funding.
 - Recovery House - Gratitude House in Cambridge, MD.
 - MSBH intends to expand resident support services to recovery houses in Dorchester, Talbot and Kent with SORIV funding.

- Adolescent Clubhouse Sites: Minary's Dream Alliance, Inc. Club F.E.A.R (Face Everything and Rise). North location serves Caroline, Kent, Queen Anne's, and Talbot counties. South location in Cambridge, MD supporting Dorchester County. In FY23, MDA opened a satellite location in Denton, MD.
- Harm Reduction Coordinator
- MSBH applied for and was awarded suicide prevention funds for FY24 and FY25. MSBH in partnership with Channel Marker have coordinated the initial stages of a Mid Shore Suicide Coalition. The purpose if the coalition is to provide education, awareness, maintain a resource repository, and to develop a regional support group for survivors. MSBH has initiated a firearms safety and awareness campaign in collaboration with the regional crisis provider to do leave behinds of gun locks, information on Extreme Risk Protective Orders, and specific outreach to first responders and law enforcement for gun safety initiatives.
- MSBH in collaboration with all five mid-shore county Health Department Leadership hosted the third regional Mid-Shore Going Purple Together event, hosted in Kent County on September 16, 2023. Going Purple Together will be held in Caroline County this year, on September 14, 2024.
- MSBH hosted the 13th Annual Across the Lifespan with a theme of "Building a Trauma Informed Community", held at the Miles River Yacht Club in St. Michaels, MD, on April 19th, 2024.
- MSBH is supporting Maryland's first Behavioral Health Assisted Living Initiative. This project was launched in FY21 and has thrived with serving individuals and supporting this model expansion throughout the state of Maryland. The primary site for this project is located in Cecil County, MD at Heron's Creek Assisted Living. Currently, the Behavioral Health Assisted Living Initiative serves six individuals, and the program is at full capacity. Based on need, the Behavioral Health Coordinator of PASRR and Aging and Behavioral Health Coordinator for DEI collaborated on a DEI Training Series specifically designed for the ALF staff who serve residents in the program. To date, all of the phases have been completed. In phase one, we laid the foundation by defining DEI and Ageism. Subsequent phases included discussion on topics such as bias, discrimination, stigma, behavioral health stigma, gender, and sexuality. MSBH was awarded the State Hospital Discharge Initiative contract in FY23. Funding became available in December with the goal to collaborate with State hospitals to transition consumers from State hospitals into Assisted Living placements throughout the State of Maryland. The initiative served twenty-one individuals in FY23, five of the twenty-one being undocumented. To date as of FY24, 29 individuals which includes one more undocumented individual from the previous year have successfully been discharged from State Hospitals to Assisted Living placements around the state. A full-time Statewide Assisted Living Specialist was hired in FY23 as part of the care coordination team for the State Hospital Discharge Initiative.
- Behavioral Health Advocacy/Eastern Shore Behavioral Health Coalition: Responsible for the organization and facilitation of the Coalition. Coalition presentations to the Eastern Shore Delegation, February 23, 2024. Special advocacy efforts continue to focus on the A.F. Whitsitt Center/Upper Shore facility sustainability and service expansion, located in Chestertown,



MD. In addition, the Coalition advocated for sustainability of the Mobile Crisis Teams serving the Eastern Shore.

- Bay Bridge Partnership: In response to increased incidents of suicide attempts and visibility of the incidents on the Bay Bridge, MSBH initiated a partnership with multiple state partners in August of 2020. This partnership has grown to have statewide representation and acknowledgement for the impact of, response to, and the development of the crisis system in Maryland. The partnership is also addressing cross jurisdictional responses and suicide prevention initiatives. MSBH presented on the partnership at the Crisis Intervention Team International Conference in August of 2022 and at the National Council for Mental Wellbeing Conference in May 2023. The impact of the partnership was featured in the Washington Post on September 18, 2022, in an article titled “The Struggles to Prevent Suicides on the Chesapeake Bay Bridge.” The partnership has had the pleasure of presenting at the International CIT conference in 2022, and the National Council for Mental Wellbeing in 2023.
- MSBH prioritizes work internally and with the community provider network to address racism, systematic racism, health equity and inclusion work. Internal MSBH work with the People’s Institute for Survival and Beyond and ongoing internal work and external work with CLC Strategic Planning, Diversity and Inclusion Workgroup, and Rural Health Initiative planning for service and partner community impact. The Talbot Equity Coalition FY23 new initiatives The Talbot Family Network has convened a countywide coalition for racial equity. There are 4 monthly in-person meetings, March – June 2023. This group serves as a networking and collaborative space for team members from local agencies, organizations, and companies, supporting them as equity advocates within their spheres of influence. The coalition is a conduit to creating the collective momentum needed to move beyond individual inertia and institutional barriers to deliberately and strategically normalize and operationalize equity practices across community agencies, organizations, and companies for long-term systemic change. MSBH has 3 participants in the coalition.
- MSBH regularly attends, facilitates, and participates in the Local Drug and Alcohol Abuse Councils for all five counties, Shore Regional Health’s Opioid Task Force, and the Opioid Misuse Prevention Program meetings.
- MSBH is represented on the Mid Shore Health Improvement Coalition (LHIC).
- MSBH developed and supports the leadership of the Mid Shore Peer Support Workgroup.
- Mental Health Crisis Bed Launch: January of 2023, Channel Marker launched eight new Mental Health Residential Crisis Beds in their Easton location. The beds serve individuals who are seeking stabilization through non-emergent crisis beds. The beds offer a safe and secure facility that provides an alternative to psychiatric hospitalization.
- MSBH community initiatives included providing education and resources at fourteen events such as National Night Out, Talbot County Multicultural Festival, Summerfest, Family Fun Fest, Empowerment Street Fair, and job and resource fairs throughout the mid-shore.
- Channel Marker Presentation: It is the role of the Behavioral Health Coordinator for DEI to support community providers and partners in their advocacy efforts, projects, and process improvement initiatives. In February 2023, the Behavioral Health Coordinators for DEI, Adult Services and the MSBH Workforce Training Consultant collaborated for a DEI presentation to the Channel Marker staff, at their Easton location.

- MSBH staff presented at the Maryland Problem-Solving Court Symposium November 8, 2023. The presentation was: Understanding Trauma and Co-occurring Disorders within the Justice System.
- MSBH Staff presented and helped facilitate at the Maryland Sequential Intercept Mapping Model state conference on October 23 and 24, 2023, with the Governor's Office of Crime Control and Prevention/Center of Excellence.
- Attachment Training: Through the work of the Child, Adolescent and Young Adult Workgroup at MSBH an Attachment subgroup was formed. Through that group, grant funding was sought and awarded to For All Seasons, Inc. to bring attachment expert Dan Hughes to the mid shore this May to provide four-day level 1 attachment training for up to 24 clinicians in the advanced skills to work with children and families to heal attachment issues.
- Trauma Informed Care/Recognizing Vicarious Trauma/Self Care for Law Enforcement Officers: March 3, 2023, hosted by Minary's Dream Alliance, in Chestertown, MD. Law Enforcement representation from all five counties were part of the weeklong C.I.T. training.
- Charlie Appelstein returned in the Spring of 2024 for three days to present "No Such Thing as a Bad Kid" and a 2-day train the trainer at Oxford Community Center. This was a partnership with Affiliated Sante, Kent County Local Management Board, Caroline Human Services Council, Queen Anne's County Local Management Board, Talbot Family Network and Mid Shore Behavioral Health, Inc.
- On April 25, 2023, MSBH in partnership with Channel Marker and the AFSP, brought Not "Check Box" Training: Real Practices in Resilience for Police to the mid-shore. Police personnel are engaged in tense, stressful, anxiety-filled, and unpredictable situations often on a daily basis. This workshop explored the science behind a collection of resilience practices that have already been modified (and embraced) for policing. This was an interactive workshop where officers learned tools that can be utilized on a daily basis.
- On May 9th, 2024, the Mid Shore Suicide Coalition sponsored and hosted a free community mental health and wellness presentation for Children's Mental Health Awareness Week. "Reaching and Understanding Our Youth," was presented by Matt Runnalls, an award-winning advocate, mind and behavioral specialist, international speaker, and best-selling author.
- In Fall of 2023, MSBH was awarded six additional residential rehabilitation program (RRP) beds to be maintained by Channel Marker, Inc. That increases the number of RRP beds to a total of 94, located across the five mid-shore counties.
- Beyond Inclusion Conference: MSBH hosted the Inaugural Beyond Inclusion Conference, the Intersecting Roads to Antiracism on February 29, 2024 at Minary's Dream Alliance, Inc. This opportunity to offer this conference was a milestone event for MSBH to extend the work as an organization to engage the community with training and working to address inclusion and equity in the region.
- MSBNH Applied for and was awarded Hub Pilot grant through the Consortium on Coordinated Community Supports to serve Dorchester, Kent, Queen Anne's, and Talbot Counties; new funding for expanded behavioral health services for the public schools and communities in the state.
- Building Healing Systems Learning Collaborative (Healing Systems Learning Cohort). This is an ongoing process with the objective to expedite and improve the advancement of Trauma-

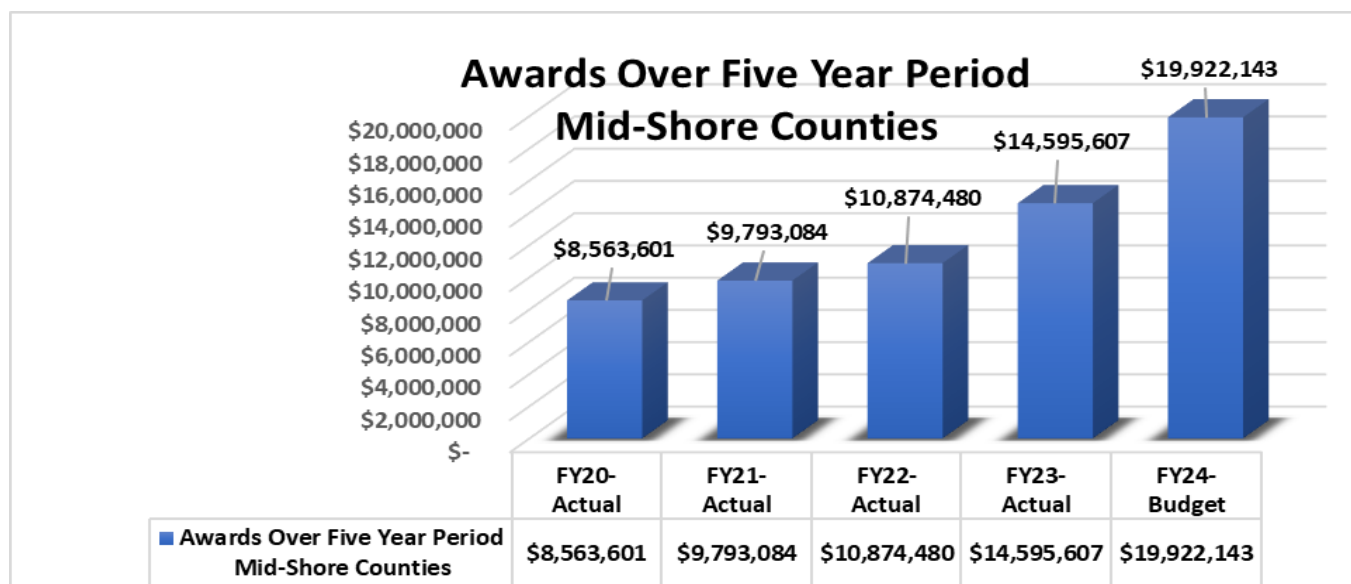
Informed, Resilience-Oriented and Equitable Care and Culture in the state of Maryland's public behavioral health community. MSBH, in partnership with For All Seasons, Inc., Affiliated Sante Group, Inc., and Talbot Family Network is a part of the first-year cohort.

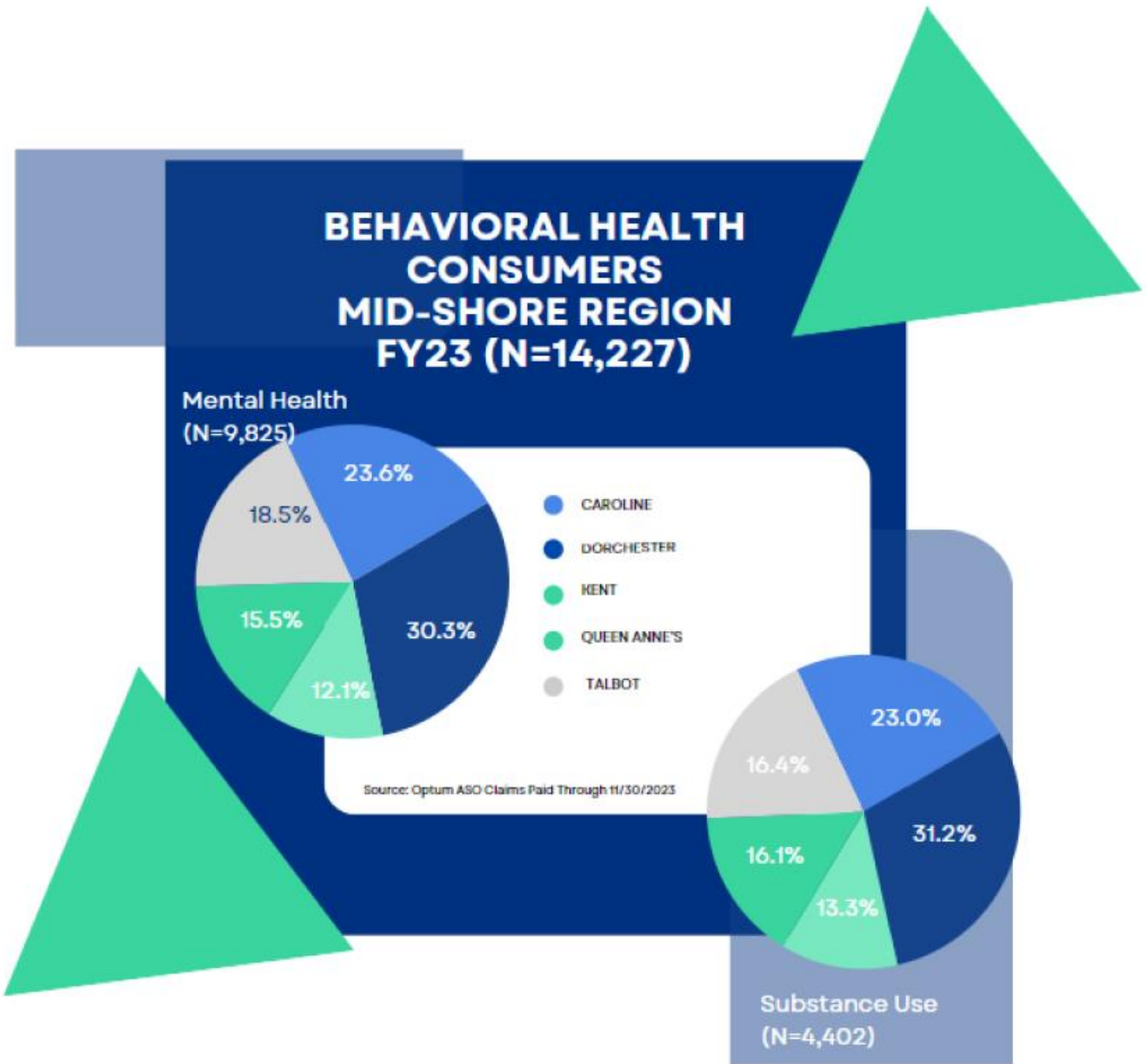
- In FY23, MSBH began a partnership between the University of MD Shore Medical Center Behavioral Health team, Crisis Services, and mid-shore Law Enforcement agencies. The partnership started due to officers' concerns surrounding individuals taken to the ER for behavioral health issues. Through this partnership, emergency petition training has been developed, new relationships built, and all parties are apprised of existing crisis services in the mid-shore area.
- CIT Presentations – Trauma Informed, Geriatric/Older Adult Training
- Forensic Mental Health/CIT Workgroup Appreciation and Resource Day- June 2023 and June 2024
- Caroline Pride Collaboration and Pride Month Event; MSBH will be supporting a Pride Month event this June.
- Mid Shore Behavioral Health along with the team from Kent County Health Department under the leadership of Bill Webb worked tirelessly to advocate for funding from BHA for child, adolescent and young adult (CAYA) crisis beds in the vacant space at the A.F. Whitsitt Center. Due to a reduction in funding availability, funds were not approved for this project from BHA.
- Continuum of Care Highlights: 11/18-11/26/24 National Homeless and Hunger Awareness Week and a newly developed CoC Brochure for mid-shore homeless resources. Social media Account for CoC to broaden outreach and community impact with information pertaining to homelessness and resources. CoC New Member Roundtable Annual Meeting held May 15, 2024.
- In FY24, MSBH secured permanent CAYAS Consumer Support funding beginning in FY25 for \$20,000. These funds can be utilized to access or retain community placement for children and youth with Medical Assistance. Examples of uses for these funds are security deposit and first month's rent, utility turn on, deposit or past due bills, basic household needs, camps, equine therapy, etc.
- Due to an increasing need for support services and resources for individuals with an autism diagnosis, the CAYA team created an Autism Workgroup in partnership with Talbot County Public Schools. The workgroup's mission is to be an electronic resource for all community partners on the Eastern Shore of MD, for those in need (events, educations, medical, advocates, agency supports and mental health), for Autism.

Kent County Specific Highlights:

- MSBH participates in the monthly Kent County LDAAC/Provider Meeting and is represented on the Opioid Fatality Review Committee.
- MSBH hosted Going Purple Together on September 16, 2023, in coordination with Kent County LAA, held at the Worton Park and participated in the Kent County Goes Purple Color Run.
- MSBH participants annually in the Backyard Bash at the A.F. Whitsitt Center.
- MSBH has award funds to Minary's Dream Alliance and continues to advocate for expanded services.

- MSBH leadership continues to work closely with the Kent County Health Department leadership to advocate for sustainability of the A.F. Whitsitt Center, and service expansion for the facility.
- MSBH participated in the Resource Fair hosted at the Kent County Middle School.
- MSBH participated in the Career and College Fair hosted at the Kent County High School.
- MSBH participates in the monthly Adult Multi-Disciplinary Meeting coordinated by Kent County Department of Social Services.
- MSBH assisted Kent County LDAAC with site visit and approval of additional services provided at Kenah One Health Care Services, LLC.
- MSBH staff participate in the HERC (Healthcare Emergency Response Coalition) group.
- MSBH CAYAS staff participates in the Kent County Local Care Team Meetings.
- MSBH hosted their inaugural Beyond Inclusion: The Intersecting Roads to Anti-Racism at Minary's Dream Alliance.
- MSBH staff participates in the Kent Homeless Coalition.
- MSBH participated in the Career and College Fair at Kent County High School on May 16, 2023.
- MSBH Executive Director is a member of the Local Management Board.
- MSBH is a member of the Kent County Chamber of Commerce.
- Integration: MSBH is actively planning for integration with the Kent County LAA to initiate in July 2024 representing the Local Behavioral Health Authority for the county
- MSBH staff participate in Queen Anne and Kent NAMI meetings.
- New Peer Specialist positions are actively being recruited for through MSBH that will be reporting to the Kent County Health Department.
- MSBH partnered with Kent County Sheriff's Department and Chestertown Library to distribute gun locks to the community as part of the suicide prevention gun lock initiative.
- MSBH provided Naloxone training or adolescent clubhouse at Minary's Dream.
- MSBH collaborated with RIM (Recovery in Motion) to provide wound care and safer sex kits to the community.





Mental Health	Substance Use
Highest Service Areas: Outpatient 94.51% Psychiatric Rehabilitation 12.5% Inpatient 4.59% Case Management 3.8% Mobile Treatment 1.63% Residential Rehabilitation 1.10%	Highest Service Areas: Labs 68% Outpatient 53.3% Opioid Maintenance Treatment 15% Residential All Levels 15% Residential Room and Board 15% Intensive Outpatient 12.5%



Pete Landon, Director Office of Emergency Services
5/21/2024
County Commissioners Meeting

Item Summary:

2025 Police Accountability, Community and Transparency Grant Application

ATTACHMENTS:

Description

PAB Novus Cover Page

05.21.24 FY2025 Police Accountability, Community, and Transparency (PACT) Grant Program Application,
Governor's Office of Crime Control and Prevention, Certified Assurances & Certification Regarding
Lobbying



Kent County Police Accountability Board Administrative Charging Committee



**FY 2025 Police Accountability, Community, and Transparency
(PACT) Grant Program (PACT)**

**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
Wes Moore, Governor
Aruna Miller, 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

FY 2025 Police Accountability, Community, and Transparency (PACT) Grant Program (PACT)

Applicant: **Kent County Board of County Commissioners**Project Title: **Kent County Law Enforcement Accountability Initiative**

Kent

Local Government

Start Date: **07/01/2024**Submitted: **Pending Submission**DUNS Number: **086131901**End Date: **06/30/2025**

Funding Year:

SAM Expiration: **2/13/2025**

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 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

Authorized Official:

Fithian, Ronald H.
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

President

Project Director:

Landon, Pete
plandon@kentgov.org
Kent County Board of County Commissioners
104 Vickers Drive, Unit D
Chestertown, MD 21620
(410) 778-7458 FAX: (410) 778-4601

Director - Kent County Office of
Emergency Service

Fiscal Officer:

Merritt, Patricia M
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

Chief Finance Officer

Funding Summary

100.0 % Grant Funds

\$103,821.00

0.0 % Cash Match

\$0.00

0.0 % In-Kind Match

\$0.00

Total Project Funds

\$103,821.00

Project Summary

The Kent County Board of County Commissioners Law Enforcement Accountability Initiative proposes to continue building our program to establish full accountability, transparency, and community relations measures in accordance with the Maryland Police Accountability Act of 2021. To do this, program funds will be directed to continue appointment of a half-time administrative specialist; contracting with a technical consultant (accountability officer); contracting a trial board chair (memoranda of understanding); purchasing equipment and office supplies; and funding public outreach as well as required trainings and meetings.

Problem Statement/Needs Justification

The Kent County Law Enforcement Accountability Initiative, funded in FY24 established a sitting Police Accountability Board, an Administrative Charging Committee, and a Trial Board, has the framework in place for a full initiative, but needs to complete recruitment for the Administrative Charging Committee members who are planning to resign, finalize the identification of the Trial Board Chair that will likely be a contractual Administrative Hearing Judge via memoranda of understanding, continue with a half-time Administrative Specialist to take on the day-to-day administrative tasks required of this initiative (including the victim advocate role) who will support the contracted Accountability Officer.

Fully establishing such a program over the past year in Kent County, a sparsely populated rural county, has presented challenges, particularly regarding board member recruitment, but we are confident that with continued staff, replacement members, time, and funding, we will not only continue having this initiative fully operating, but will be in a position to continually improve and enhance programming.

Program Goals and Objectives

To meet the goal (PACT goal #3) of identifying programs promoting police accountability as it is a vital element of modern-era American policing, Kent County intends to continue fully implementing as well as maintaining our Law Enforcement Accountability Initiative to create greater transparency and trust between law enforcement and the communities served, establishing processes and procedures related to the Maryland Police Accountability Act of 2021 and the Kent County Board of Commissioners Resolution 2022-11. We currently have in place a Police Accountability Board, and we are in process of fully establishing the Administrative Charging Committee as well as finalizing appointment of a Trial Board Chair. We will also evaluate the need for designing or implementing additional program components if deemed appropriate.

Objective 1: Fully establish the Administrative Charging Committee (ACC)

- Kent County has filled all vacancies on the five-member Administrative Charging Committee however, mandatory training attendance has been hampered by session cancellations and the lack of decentralized training locations. Kent County ACC members are fully voluntary that must take time off from full-time employment to attend week long training with travel, lodging, etc. Kent County needs to recruit additional members to create a pool of eligible ACC members in the event of resignation(s) or conflicts of interest precluding participation in a police misconduct complaint investigation review and disposition.

Objective 2: Finalize appointment of the Kent County Police Trial Board Chairperson

-Kent County has attempted to identify, recruit and appoint a qualified individual to serve as the Kent County Police Trial Board Chair unsuccessfully at this time. Kent County is in the process of finalizing a Memorandum of Agreement with the Maryland Office of Administrative Hearings to ensure that a qualified judicial officer is readily available to oversee Kent County Police Trial Boards.

Objective 3: Continue Utilizing the services of the contracted Accountability Officer for up to 16 hours a week to work with the Police Accountability Board in reviewing by-laws, procedures and policies; oversee/coordinate the full commencement of the Administrative Charging Committee; finalize appointment of the Trial Board Chair for the subsequent commencement of the Kent County Police Trial Boards; coordinate all Trial Board activities when necessary; coordinate required trainings; remain up-to-date on laws and requirements; and act as the subject matter expert when complaints are received.

-Kent County has created the infrastructure necessary to ensure police accountability and transparency in Kent County. The Accountability Officer will ensure that all activities are coordinated and consistent with contemporary statutory requirements.

Objective 4: Maintain and continue the appointment of a half-time Administrative Specialist to work 20 hours a week.

-This position is responsible for the day-to-day tasks required for the successful operation of the Kent County Law Enforcement Accountability Initiative. The Administrative Specialist remains the primary contact with the Accountability Officer, Police Accountability Board Chair, Police Accountability Board members, and Administrative Charging Committee Chair and Administrative Charging Committee members regarding meeting materials and attendance; will be responsible for staffing the quarterly PAB meetings as well as the monthly ACC meetings; will assist the PAB with preparing the required annual report; and will work with law enforcement agencies to perform the duties of the required victim advocate role.

Objective 5: Kent County will Research and evaluate additional strategies that improve law enforcement accountability and community relations, and implement approved strategies.

-For example, research the feasibility and design of community outreach activities; investigate programs that provide counseling services, including crisis and stress management and peer support for law enforcement; look into additional innovative strategies to further public trust and law enforcement accountability.

Program Strategy/Program Logic

The overarching goal of the Kent County Law Enforcement Accountability Initiative is to continue working towards increasing greater transparency, accountability, and trust between local law enforcement and the citizens of Kent County. Kent County remains having a standing and fully appointed Police Accountability Board, the final development and commencement of the Administrative Charging Committee as well as Kent County Police Trial Boards remain central to meeting the aforementioned goal.

In order to be successful, the following positions and entities are intrinsically involved in the Kent County Law Enforcement Initiative: The Kent County Board of Commissioners, the contracted consultant (Accountability Officer), the Administrative Specialist, local law enforcement agencies including the Kent County Sheriff's Office, Chestertown Police Department, Rock Hall Police Department, as well as the Kent County Police Accountability Board, the Kent County Administrative Charging Committee and the Kent County Police Trial Board(s) (led by the Kent County Police Trial Board Chairperson). Additional needs include office supplies and equipment, office furniture, computer equipment including software, communications expenses and training/meeting expenses.

The Police Accountability Board Chairperson additionally serves as an Administrative Charging Committee member and the Police Accountability Board has appointed two civilian members to the Administrative Charging Committee, while the President of the Kent County Board of Commissioners has selected and appointed two additional civilian members to serve on this Committee. We will also finalize the appointment of a qualified Kent County Police Trial Board Chair, via a memorandum of agreement with the Office of Administrative Hearings.

Although appointment of a replacement Accountability Officer consultant was delayed during the past grant period, the Accountability Officer will continue investigating and recommending the implementation additional innovative, and appropriate methods to increase law enforcement accountability, visibility while improving community relations, including a possible outreach program, and exploring stress management programming for law enforcement, and other training strategies.

Program Measurement

- A contract with the consultant (the contracted Accountability Officer) will be prepared immediately upon funding award notification to ensure that there is no lapse with ongoing activities.
 - The five-member Administrative Charging Committee (with alternates) will be fully trained and operational by August 15, 2024.
 - A Police Trial Board Chair has been theoretically identified by the OAH and will be available by memorandum of agreement by July 15, 2024.
 - The half-time Administrative Specialist has been hired and will be retained upon program funding availability.
 - This Administrative Specialist has been appointed and will fully establish the Victim Advocate role, including appropriate training or associated activities by October 2024.
 - By October 31, 2024, the Accountability Officer will provide another full report of his recommendations and evaluations regarding additional program components for future implementation to the County Commissioners of Kent County. Recommendations will be ongoing.
 - Public outreach along with surveys will continue to measure program progress/impact will actually be created: September 2024 and again in December 2024.
- Of course, Kent County will continue to remain aware of any complaints and ensure that the complaint process runs smoothly,

Impacts: The ongoing operation and enhancement of this initiative will continue to improve relations between the public and law enforcement. With citizens further engaged in oversight regarding police accountability, public trust is always inherently enhanced. Public outreach and surveys will gauge public support and trust in this initiative, helping to measure its success.

Timeline

- May - June, 2024: Develop FY25 contract with consultant (Accountability Officer)
- July 2024: Retain Administrative Specialist
- July 2024: Finalize appointment of the Kent County Police Trial Board Chair (OAH judicial officer)
- July 2024 and quarterly throughout FY 25: Police Accountability Board meets with Law Enforcement Agency leadership to discuss issues and/or suggested changes to improve policing. The PAB meets quarterly to review outcomes of any disciplinary matters, if necessary.
- August 2024: Public survey
- August 2024: Ensure all vacancies on the five-member Administrative Charging Committee are filled along with alternate members. Additionally, ensure mandatory training is completed by all ACC members.
- September 2024: Public survey re: Year Two of fully operational Kent County Police Accountability Initiative.
- October 2024: Administrative Specialist refines the Kent County Police Accountability Board Victim Advocate role, policies and procedures to their duties.
- October 2024: Consultant continues reporting on suggested strategies to implement to further positive relationships and trust between law enforcement and the citizens of Kent County. Recommendations are ongoing.
- December 2024: The PAB prepares an annual report to the County Commissioners of Kent County.

Spending Plan

- Annual salary: 50% Administrative Specialist at an annual salary of \$25,783 for 20 hours/week in addition to 30% benefits (\$7,288) for a total of \$33,071.00
- Payment throughout the year: Contracted Accountability Officer for 16 hours/week at \$58 per hour for 50 weeks, or \$46,400 annually.
- Periodic payment throughout the year: Trial Board Chair (MOA with OAH @ \$200/hour for 40 hours is \$8000) plus miscellaneous travel expenses \$2000 for a total of \$10,000.00
- Periodic payment throughout the year: Mileage, hotel stays and meals for mandatory training and meetings - \$5,000.00
- Payment throughout the year: Office Supplies- \$2,500.00
- July 2024 and payment throughout the year: Computer equipment, programs and software- \$5,100.00
- Payment throughout the year: Administrative Support Training- \$1,000.00
- July 2024 and payment throughout the year: Cellular Communications for 24/7 hotline- \$750.00

Total Funding Requested: \$103,821.00

Management Capabilities

Kent County has received and successfully managed several federal and state grants over the past several years.

Project Director and Grant Writer:

Walter F. "Pete" Landon was appointed Director of the Kent County Office of Emergency Services in May 2022. He served the citizens of Maryland as a Maryland State Police Trooper from 1985-2015, retiring after 30 years as a Lieutenant Colonel. He then further served Maryland from 2015 through 2023 as the Governor's Deputy Chief of Staff overseeing Public Safety as well as Director of the Governor's Office of Homeland Security and the Governor's Homeland Security Advisor. He has acquired extensive experience in budgeting, contract implementation, and project management. Within Kent County, he oversees the Office of Emergency Services and is responsible for a variety of units, including the 9-1-1 center, Emergency Medical Services, Emergency Planning, as well as overseeing the Local Drug and Alcohol Abuse Committee and Police Accountability Board. Director earned his Associate of Arts degree in law enforcement from Chesapeake College and BS degree from Towson State University.

Fiscal Officer:

Patricia M. Merritt, Kent County Chief Financial Officer, began her career with the County 28 years ago as Director of Budget and Accounting, and was promoted to CFO in 2007. She has been a CPA since 1990, having graduated from Rider University with a bachelor's degree in science of commerce. Ms. Merritt will oversee all finances related to this program.

Accountability Officer (Consultant):

Francis McGarvey headed all Security Investigations (HSI) field offices in Baltimore and Cambridge, Maryland and U.S Customs Service District Offices in Miami, Florida and Baltimore, Maryland from 1987-July, 2023. He conducted numerous money laundering investigations that required gathering and analyzing large amounts of information, including Suspicious Activity Reports, account ledgers, Currency Transaction Reports (CTRs), Currency or Monetary Instrument Reports (CMIRs) and trade data, leading to arrests and successful prosecution of members of criminal organizations. He was the case agent on drug/money laundering investigation that received a national High Intensity Drug Trafficking Area (HIDTA) award. He has employed knowledge and expertise in the area of economic based activities and selected as an office representative to participate in multi-agency working group to review Suspicious Activity Reports to identify money laundering and other criminal activity. He has extensive knowledge in police operations, discipline and accountability measures.

Sustainability

Kent County has been and will continue to research alternative and appropriate funding sources in the future with the goal of sustaining and enhancing this initiative in future years when support is not available.

Applicant Disclosure of Pending Applications Statement

Although the Kent County Board of Commissioners is submitting a grant application for PACT funding for the Kent County Sheriff's Office (Equipment Program), the County has no pending applications submitted within the last 12 months for federally funded assistance that include requests for funding to support this same project and activities proposed under this solicitation and will continue to cover the identified cost items outlined in this budget narrative and worksheet in the application under this solicitation.

Unique Entity Identifier and SAM.GOV Expiration Date

UEI: 086131901

SAM: C8C6GAZ67CA9 (Expiration: 2/13/2025)

Person Completing the Project Narrative

Project Budget

Control Number:

A. Budget Summary

	Grant Funds	Cash Match	In-Kind Match	Total Award
Personnel	\$33,071.00	\$0.00	\$0.00	\$33,071.00
Operating Expenses	\$2,500.00	\$0.00	\$0.00	\$2,500.00
Travel	\$8,000.00	\$0.00	\$0.00	\$8,000.00
Contractual Services	\$54,400.00	\$0.00	\$0.00	\$54,400.00
Equipment	\$5,100.00	\$0.00	\$0.00	\$5,100.00
Other	\$750.00	\$0.00	\$0.00	\$750.00
Grand Total	\$103,821.00	\$0.00	\$0.00	\$103,821.00

Category A - Personnel

Control Number:

	Description of Position	Priority	Salary Type	Funding Type	Total
1	Administrative Specialist - .50	1	Salary	Grant Funds	\$25,783.00
2	Administrative Specialist - Benefits	2	Salary	Grant Funds	\$7,288.00
					\$33,071.00

1. **1.The administrative specialist will remain responsible for the day-to-day administrative tasks related to this Initiative: This employee will be the primary contact with Board members regarding meeting materials, attendance, and minutes. The administrative specialist will assist the PAB prepare the required annual report and will work with law enforcement agencies to perform the victim advocate duties.**
2. **2.30% fringe for administrative specialist**

Category B - Operating Expenses

Control Number:

	Operating Expenses	Priority	Funding Type	Quantity	Cost / Unit	Total
1	Office supplies including paper, staples, file folders, U.S. Postage Stamps, meeting presentation materials	5	Grant Funds	1	\$2,500.00	\$2,500.00
						\$2,500.00

1. The Kent County PAB requires minimal office supplies including but not limited to: Computer paper, Computer printing cartridges, file folders, paperclips, staples, pens, pencils, scotch tape, meeting presentation and promotional materials.

Category C - Travel

Control Number:

	Travel	Priority	Funding Type	Quantity	Cost / Unit	Total
1	Travel/Training/Meetings	6	Grant Funds	1	\$5,000.00	\$5,000.00
3	Police Trial Board Chair Travel	8	Grant Funds	1	\$2,000.00	\$2,000.00
2	Administrative Support Training	9	Grant Funds	1	\$1,000.00	\$1,000.00
						\$8,000.00

1. 1. 110 miles RT per person (11) @.655/mile = \$722.55
 2. Per diem meal allowance per (11) person at a (11) total @ of \$72 = \$792
 3. Lodging per person @ \$200/night per day (11) days= \$2200
 4. Miscellaneous meeting/training travel, per diem and lodging+ \$1,285.45

 Grand total= \$5,000,00
2. The PAB Administrative Specialist must keep contemporary with word processing such as Microsoft Office, Presentation such as Powerpoint, Canva and future police accountability and discipline tracking programs.
3. The Kent County PAB is responsible for any travel and per diem related expenses for the Trial Board Chair that will be provided by the OAH. This cost is estimated at approximately \$2000

Category D - Contractual Services

Control Number:

	Contractual Services	Priority	Funding Type	Quantity	Cost / Unit	Total
1	Consultant: Accountability Officer	3	Grant Funds	800	\$58.00	\$46,400.00
2	Consultant: Trial Board Chair (AHO Hearing Official)	7	Grant Funds	40	\$200.00	\$8,000.00
						\$54,400.00

1. The contracted Accountability Officer will work 16 hours a week for 50 weeks at \$58/hour, or \$46500 annually. He will be responsible for working with the PAB to review by-laws, policies and policies, act as the subject matter expert when complaints are received, help facilitate meeting agenda content, assist with board recruitment, coordinate required training, remain updated on laws and requirements, research additional program strategies, and coordinate Trial Board activities as necessary.
2. The Trial Board Chair will be guaranteed for assignment from the OAH at \$200/hour for an estimated 40 hours.

Category E - Equipment

Control Number:

	Equipment	Priority	Funding Type	Quantity	Cost / Unit	Total
1	Computer equipment, software and programs	10	Grant Funds	1	\$5,100.00	\$5,100.00
						\$5,100.00

1. Contemporary computer equipment and software streamlines tasks, saving time and resources.

With the right tools, employees can accomplish tasks more quickly and effectively. Software suites like Microsoft Office facilitate document creation, collaboration, and communication, boosting overall productivity.

Contemporary software and programs enables the PAB to offer better services, respond to emergent conditions.

Communication tools like email clients, messaging apps, and video conferencing software facilitate seamless communication within teams and with PAB members and citizens.

Data is a valuable asset for the PAB, and software tools for data management and analysis help in organizing, interpreting, and leveraging this data effectively. This can lead to better decision-making and strategic planning.

Investing in cybersecurity software and equipment protects sensitive data from cyber threats such as malware, ransomware, and phishing attacks. Data breaches can have severe consequences, including financial losses and damage to the PAB reputation.

Contemporary computer equipment and software are designed to scale with office needs.

The PAB has specific compliance requirements and regulations regarding data protection, privacy, and reporting. Using appropriate software helps ensure compliance and avoid legal issues.

Category F - Other

Control Number:

	Other	Priority	Funding Type	Quantity	Cost / Unit	Total
1	Communications - Telephone	4	Grant Funds	1	\$750.00	\$750.00
						\$750.00

1. Cellular Communications recurring cost @ approximately \$62.50 per month. Total= \$750

V. Civil Rights Requirements

Control Number:

- 1. Civil rights contact person: Miller, Jim - Director, Human Resources
- 2. Organization: Kent County Board of County Commissioners
- 3. Address: R. Clayton Mitchell, Jr. Kent County Government Center
400 High Street
Chestertown, MD 21620-1312
- 4. Telephone Number: (410) 778-7481
- 5. Number of persons employed by the organization unit responsible for implementation of this grant: 23

Project Service Sites

Site 1

Service Site	Kent County
Apt. Suite, No. Street	
City	
State & Zip	MD

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.



Signature of Authorized Official



Date

Fithian, Ronald H. - President

Name and Title

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.

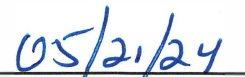
Applicant: Kent County Board of County Commissioners
Address: R. Clayton Mitchell, Jr. Kent County Government Center
400 High Street
Chestertown, MD 21620 1312

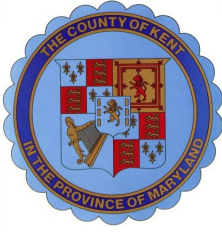
Project Title: Kent County Law Enforcement Accountability Initiative
Federal ID Number: 52-6000974

Authorized Representative: Fithian, Ronald H. - President

Signature:


Signature of Authorized Official


Date



**Jillyn Coleman, Director, Parks and Recreation; Jory Mitzel, President
of Little League Softball**

5/21/2024

County Commissioners Meeting

Item Summary:

Reallocation of Youth Sports League Equipment Grant Funds

ATTACHMENTS:

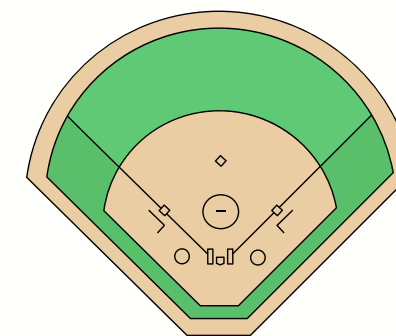
Description

Softball presentation cover



KENT

S O F T **KC** B A L L





Jim Miller, Director, Human Resources
5/21/2024
County Commissioners Meeting

Item Summary:

Public Works - Water and Wastewater Division Utility Technician Vacancy

ATTACHMENTS:

Description

Cover Sheet



Department of Human Resources

“Providing leadership and support to ensure the successful recruitment, development, and retention of a diverse, effective, and competent workforce to serve the residents of Kent County, MD.” - Kent County Human Resources





Dan Mattson, Director, Public Works
5/21/2024
County Commissioners Meeting

Item Summary:

Requested Vehicle Order in Advance of FY2025 Budget Approval

ATTACHMENTS:

Description

Cover Sheet

05.21.24 Enterprise Fleet Management Open End (Equity) Lease Rate Quote No 8016847, Kent County Sheriff's Department, 2024 Chevrolet Tahoe, Customer #590838

Requested Vehicle Order



Prepared For: Kent County-Sheriff Department
Mattson, DanielDate 05/17/2024
AE/AM J4G/BK2

Unit

Year 2024 Make Chevrolet Model Tahoe

Series Police Vehicle 4dr 4x4

Vehicle Order Type In-Stock Term 60 State MD Customer# 590838

\$ 55,444.00	Capitalized Price of Vehicle ¹
\$ 0.00	* License and Certain Other Charges <u>5.5000%</u> State <u>MD</u>
\$ 280.00	* Initial License Fee
\$ 0.00	Registration Fee
\$ 250.00	Other: (See Page 2)
\$ 0.00	Capitalized Price Reduction
\$ 0.00	Tax on Capitalized Price Reduction
\$ 0.00	Gain Applied From Prior Unit
\$ 0.00	* Tax on Gain On Prior
\$ 0.00	* Security Deposit
\$ 0.00	* Tax on Incentive (Taxable Incentive Total : \$0.00)

\$ 55,694.00	Total Capitalized Amount (Delivered Price)
\$ 779.72	Depreciation Reserve @ <u>1.4000%</u>
\$ 280.44	Monthly Lease Charge (Based on Interest Rate - Subject to a Floor) ²

\$ 1,060.16 Total Monthly Rental Excluding Additional Services**Additional Fleet Management**

Master Policy Enrollment Fees

\$ 0.00	Commercial Automobile Liability Enrollment
	Liability Limit <u>\$0.00</u>

\$ 0.00	Physical Damage Management
---------	----------------------------

\$ 0.00	Full Maintenance Program ³ Contract Miles <u>0</u>
	Incl: # Brake Sets (1 set = 1 Axle) <u>0</u>

\$ 0.00 Additional Services SubTotal

\$ 0.00	Use Tax <u>0.0000%</u> State
---------	------------------------------

\$ 1,060.16 Total Monthly Rental Including Additional Services

\$ 8,910.80	Reduced Book Value at <u>60</u> Months
-------------	--

\$ 400.00	Service Charge Due at Lease Termination
-----------	---

All language and acknowledgments contained in the signed quote apply to all vehicles that are ordered under this signed quote.

Order Information

Driver Name	Kent County Sheriff
Exterior Color	Black
Interior Color	Jet Black w/Cloth Seat Trim
Lic. Plate Type	Unknown
GVWR	0

Quote based on estimated annual mileage of 8,000

(Current market and vehicle conditions may also affect value of vehicle)

(Quote is Subject to Customer's Credit Approval)

Notes

Enterprise FM Trust will be the owner of the vehicle covered by this Quote. Enterprise FM Trust (not Enterprise Fleet Management) will be the Lessor of such vehicle under the Master Open - End (Equity) Lease Agreement and shall have all rights and obligations of the Lessor under the Master Open - End (Equity) Lease Agreement with respect to such vehicle. Lessee must maintain insurance coverage on the vehicle as set forth in Section 11 of the Master Open-End (Equity) Lease Agreement until the vehicle is sold.

ALL TAX AND LICENSE FEES TO BE BILLED TO LESSEE AS THEY OCCUR.

Lessee hereby authorizes this vehicle order, and agrees to lease the vehicle on the terms set forth herein and in the Master Equity Lease Agreement. In the event Lessee fails or refuses to accept delivery of the ordered vehicle, Lessee agrees that Lessor shall have the right to collect damages, including, but not limited to, a \$500 disposal fee, interest incurred, and loss of value.

The County Commissioners of Kent County

LESSEE Kent County-Sheriff Department

BY Ronnie Tullian TITLE PresidentDATE 05/21/24

* INDICATES ITEMS TO BE BILLED ON DELIVERY.

¹ Capitalized price of vehicle may be adjusted to reflect final manufacturer's invoice, plus a pre delivery interest charge. Lessee hereby assigns to Lessor any manufacturer rebates and/or manufacturer incentives intended for the Lessee, which rebates and/or incentives have been used by Lessor to reduce the capitalized price of the vehicle.

² Monthly lease charge will be adjusted to reflect the interest rate on the delivery date (subject to a floor).

³ The inclusion herein of references to maintenance fees/services are solely for the administrative convenience of Lessee. Notwithstanding the inclusion of such references in this [Invoice/Schedule/Quote], all such maintenance services are to be performed by Enterprise Fleet Management, Inc., and all such maintenance fees are payable by Lessee solely for the account of Enterprise Fleet Management, Inc., pursuant to that certain separate [Maintenance Agreement] entered into by and between Lessee and Enterprise Fleet Management, Inc.; provided that such maintenance fees are being billed by Enterprise FM Trust, and are payable at the direction of Enterprise FM Trust, solely as an authorized agent for collection on behalf of Enterprise Fleet Management, Inc.



Other Totals

Description	(B)illed or (C)apped	Price
Initial Administration Fee	C	\$ 60.00
Pricing Plan Delivery Charge	C	\$ 190.00
Courtesy Delivery Fee	B	\$ 0.00
Total Other Charges Billed		\$ 0.00
Total Other Charges Capitalized		\$ 250.00
Other Charges Total		\$ 250.00

VEHICLE INFORMATION:

2024 Chevrolet Tahoe Police Vehicle 4dr 4x4 - US

Series ID: CK10706

Pricing Summary:

	INVOICE	MSRP
Base Vehicle	\$50,563.7	\$53,450.00
Total Options	\$1,532.44	\$1,684.00
Destination Charge	\$1,995.00	\$1,995.00
Total Price	\$54,091.14	\$57,129.00

SELECTED COLOR:

Exterior: GBA-Black
Interior: H1T-Jet Black w/Cloth Seat Trim

SELECTED OPTIONS:

CODE	DESCRIPTION	INVOICE	MSRP
1FL	Preferred Equipment Group 1FL	NC	NC
5J0	Front Only Park Assist Calibration Disable	NC	NC
5J3	Surveillance Mode Calibration Interior Lighting	Included	Included
6C7	SEO: Red & White Front Auxiliary Dome Lighting	\$154.70	\$170.00
6E2	SEO: Fleet Calibration (6E2)	\$22.75	\$25.00
6N5	SEO: Inoperative Rear Window Switches	\$51.87	\$57.00
6N6	SEO: Inoperative Inside Rear Door Locks & Handles	\$56.42	\$62.00
7X3	SEO: Left-Hand Spotlamp	\$728.00	\$800.00
9C1	Identifier for Police Package Vehicle	NC	NC
AMF	Remote Keyless Entry Package (SEO)	\$68.25	\$75.00
ATD	3rd Row Passenger Seat Delete	Included	Included
AU7	Fleet Common Key	Included	Included
AZ3	Front 40/20/40 Split-Bench Seat	STD	STD
BTV	Remote Start	\$273.00	\$300.00
C6G	GVWR: 7,600 lbs (3,447 kgs)	STD	STD
GBA_01	Black	NC	NC
GU5	3.23 Rear Axle Ratio	STD	STD
H1T_02	Jet Black w/Cloth Seat Trim	NC	NC
IOR	Radio: Chevrolet Infotainment 3 System	STD	STD
K47	High-Capacity Air Cleaner	Included	Included
K6K	760 Cold-Cranking Amps Auxiliary Battery	Included	Included
KX4	250 Amps Alternator	Included	Included
L84	Engine: 5.3L EcoTec3 V8	STD	STD
MHU	Transmission: Electronic 10-Speed Automatic w/OD	STD	STD
NP0	Single-Speed Elec Autotrac Active Transfer Case	Included	Included
PNTTBL01	Paint Table : Solid Paint	\$0.00	\$0.00
PXT	Wheels: 20" x 9" Steel	Included	Included
R6J	Ship-Thru Verification Code	NC	NC
RAV	Spare P275/55R20 AS BW Tire	Included	Included
RC1	Front Skid Plate	Included	Included
STD TM	Cloth Seat Trim	STD	STD
UIJ	Infotainment Display	Included	Included
UN9	SEO: Radio Suppression Package	\$86.45	\$95.00

CODE	DESCRIPTION	INVOICE	MSRP
UQF	6-Speaker Audio System Feature	Included	Included
UT7	SEO: Ground Wires	Included	Included
UTQ	SEO: Content Theft-Deterrent Disable System	\$45.50	\$50.00
V53	Luggage Rack Side Rails Delete	Included	Included
V76	2 Front Frame-Mounted Black Recovery Hooks	\$45.50	\$50.00
VPV	Ship-Thru: Kerr Industries	Included	Included
XCS	Tires: P275/55R20SL AS BW	Included	Included
Z56	Full Independent Suspension Package	Included	Included
ZY1	Solid Paint	STD	STD

CONFIGURED FEATURES:

Body Exterior Features:

Number Of Doors: 4
Rear Cargo Door Type: liftgate
Driver And Passenger Mirror: power remote heated manual folding side-view door mirrors
Spoiler: rear lip spoiler
Skid Plates: skid plates
Side Steps: yes
Door Handles: body-coloured
Front And Rear Bumpers: body-coloured front and rear bumpers
Rear Step Bumper: rear step bumper
Front Tow Hooks: 2 front tow hooks
Body Material: galvanized steel/aluminum body material
: class IV trailering with harness, hitch
Body Side Cladding: black bodyside cladding
Grille: grille with chrome bar

Convenience Features:

Air Conditioning: automatic dual-zone front air conditioning
Air Filter: air filter
Rear Air Conditioning: rear air conditioning
Cruise Control: cruise control with steering wheel controls
Power Windows: power windows with front and rear 1-touch down
1/4 Vent Rear Windows: power rearmost windows
Remote Keyless Entry: keyfob (all doors) remote keyless entry
Illuminated Entry: illuminated entry
Integrated Key Remote: integrated key/remote
Auto Locking: auto-locking doors
Passive Entry: Keyless Open and Start proximity key
Interior Lock Disable: interior lock disable
Trunk FOB Controls: keyfob trunk/hatch/door release
Remote Engine Start: remote start - keyfob and smart device (subscription required)
Steering Wheel: steering wheel with manual tilting, manual telescoping
Day-Night Rearview Mirror: day-night rearview mirror
Driver and Passenger Vanity Mirror: illuminated auxiliary driver and passenger-side visor mirrors
Emergency SOS: OnStar and Chevrolet connected services capable emergency communication system
Front Cupholder: front and rear cupholders
Overhead Console: mini overhead console with storage
Glove Box: locking glove box
Driver Door Bin: driver and passenger door bins
Rear Door Bins: rear door bins
Seatback Storage Pockets: 2 seatback storage pockets
IP Storage: covered bin instrument-panel storage
Driver Footrest: driver's footrest
Retained Accessory Power: retained accessory power
Power Accessory Outlet: 1 12V DC power outlet
AC Power Outlet: 2 120V AC power outlet

Entertainment Features:

radio: AM/FM stereo with seek-scan
Voice Activated Radio: voice activated radio
Speed Sensitive Volume: speed-sensitive volume
Steering Wheel Radio Controls: steering-wheel mounted audio controls
Speakers: 6 speakers
Internet Access: Wi-Fi Hotspot capable internet access
TV Tuner: OnStar Turn-by-Turn Navigation turn-by-turn navigation directions
1st Row LCD: 2 1st row LCD monitor
Wireless Connectivity: wireless phone connectivity
Antenna: window grid antenna

Lighting, Visibility and Instrumentation Features:

Headlamp Type: delay-off reflector LED low/high beam headlamps
Front Wipers: variable intermittent Rainsense rain detecting wipers wipers
Rear Window wiper: fixed interval rear window wiper
Rear Window Defroster: rear window defroster
Tinted Windows: deep-tinted windows
Front Reading Lights: front and rear reading lights
Ignition Switch: ignition switch light
Variable IP Lighting: variable instrument panel lighting
Display Type: analog appearance
Tachometer: tachometer
Voltmeter: voltmeter
Low Tire Pressure Warning: tire specific low-tire-pressure warning
Park Distance Control: Rear Park Assist rear parking sensors
Trip Computer: trip computer
Trip Odometer: trip odometer
Oil Pressure Gauge: oil pressure gauge
Water Temp Gauge: water temp. gauge
Engine Hour Meter: engine hour meter
Clock: in-radio display clock
Systems Monitor: driver information centre
Check Control: redundant digital speedometer
Rear Vision Camera: rear vision camera
Oil Pressure Warning: oil-pressure warning
Water Temp Warning: water-temp. warning
Battery Warning: battery warning
Low Oil Level Warning: low-oil-level warning
Low Coolant Warning: low-coolant warning
Lights On Warning: lights-on warning
Key in Ignition Warning: key-in-ignition warning
Low Fuel Warning: low-fuel warning
Low Washer Fluid Warning: low-washer-fluid warning
Door Ajar Warning: door-ajar warning
Trunk Ajar Warning: trunk-ajar warning
Brake Fluid Warning: brake-fluid warning
Turn Signal On Warning: turn-signal-on warning
Transmission Fluid Temperature Warning: transmission-fluid-temperature warning

Safety And Security:

ABS: four-wheel ABS brakes
Number of ABS Channels: 4 ABS channels
Brake Assistance: brake assist
Brake Type: four-wheel disc brakes
Vented Disc Brakes: front and rear ventilated disc brakes
Daytime Running Lights: daytime running lights
Spare Tire Type: full-size spare tire
Spare Tire Mount: underbody mounted spare tire w/crankdown
Driver Front Impact Airbag: driver and passenger front-impact airbags
Driver Side Airbag: seat-mounted driver and passenger side-impact airbags
Overhead Airbag: curtain 1st, 2nd and 3rd row overhead airbag
Occupancy Sensor: front passenger airbag occupancy sensor
Height Adjustable Seatbelts: height adjustable front seatbelts
Seatbelt Pretensioners: front seatbelt pre-tensioners
3Point Rear Centre Seatbelt: 3 point rear centre seatbelt
Side Impact Bars: side-impact bars
Perimeter Under Vehicle Lights: remote activated perimeter/approach lights
Tailgate/Rear Door Lock Type: tailgate/rear door lock included with power door locks
Rear Child Safety Locks: rear child safety locks
Ignition Disable: PASS-Key III immobilizer
Panic Alarm: panic alarm

Tracker System: tracker system
Electronic Stability: electronic stability
Traction Control: ABS and driveline traction control
Front and Rear Headrests: manual adjustable front head restraints
Rear Headrest Control: 2 rear head restraints
Break Resistant Glass: break resistant glass

Seats And Trim:

Seating Capacity: max. seating capacity of 6
Front Bucket Seats: front split-bench 40-20-40 seats
Number of Driver Seat Adjustments: 8-way driver and passenger seat adjustments
Reclining Driver Seat: power reclining driver and passenger seats
Driver Lumbar: power 2-way driver and passenger lumbar support
Driver Height Adjustment: power height-adjustable driver and passenger seats
Driver Fore/Aft: power driver and passenger fore/aft adjustment
Driver Cushion Tilt: power driver and passenger cushion tilt
Front Centre Armrest Storage: front centre armrest
Rear Seat Type: rear manual reclining 60-40 split-bench seat
Rear Seat Fore/Aft: manual rear seat fore/aft adjustment
Rear Folding Position: rear seat tumble forward
Rear Seat Armrest: rear seat centre armrest
Leather Upholstery: cloth front and rear seat upholstery
Headliner Material: full cloth headliner
Floor Covering: full vinyl/rubber floor covering
Interior Accents: chrome/metal-look interior accents
Cargo Space Trim: carpet cargo space
Trunk Lid: plastic trunk lid/rear cargo door
Cargo Light: cargo light
Concealed Cargo Storage: concealed cargo storage

Standard Engine:

Engine 355-hp, 5.3-liter V-8 (regular gas)

Standard Transmission:

Transmission 10-speed automatic w/ OD and auto-manual



Dan Mattson, Director, Public Works
5/21/2024
County Commissioners Meeting

Item Summary:

FY2026 Library Roof Replacement - Letter of Support And Commitment

ATTACHMENTS:

Description

Cover Sheet

05.21.24 Irene M. Padilla, Maryland State Librarian Kent County Library, Chestertown Branch, Roof Replacement Support Letter

FY26 Roof Replacement Grant – Letter of Commitment & Support





The County Commissioners of Kent County
Ronald H. Fithian, President | Albert H. Nickerson, Member | John F. Price, Member
Shelley L. Heller, County Administrator | Thomas N. Yeager, County Attorney

May 21, 2024

Irene M. Padilla
Maryland State Librarian
Maryland State Library
25 S. Charles Street, Suite 1310
Baltimore MD 21201

Re: Support for Kent County Public Library, Chestertown Branch, Roof Replacement

Dear Ms. Padilla:

We, the County Commissioners of Kent County, are writing to express our commitment to provide the required local match in the event a State County Library Capital Grant is awarded in FY 2026. We fully support the grant application submitted by Kent County Public Library for the replacement of the roof at the Chestertown Branch, located at 408 High Street, Chestertown, Maryland 21620. The proposed project aims to address a critical infrastructure need within our community and ensure the continued operation and safety of one of our most valuable public assets.

The Kent County Library system, serving as a cornerstone of our community for over 60 years, and specifically Chestertown Branch which has been actively serving our community for 45 years, plays a vital role in providing essential services and resources to residents of all ages. Recognizing the importance of maintaining and enhancing this vital resource, we are committed to ensuring the success of this project.

The current condition of the library roof is deteriorating and has experienced multiple instances of leakage, causing damage to the existing facility and operations, in recent years. Despite regular maintenance and repairs by County staff in attempts to prolong the life of the current roof, evaluations from multiple professionals have determined that replacement is now imperative to ensure the safety and integrity of the building. Furthermore, after recent inspections by qualified roofing contractors, it was determined that the existing shingle roofing system for this building is not appropriate for its architectural design. Soffit panels necessary for ventilation of the roof structure were not incorporated into the design at the time of original construction and cannot be retrofit. This results in degradation of the existing roof system and anticipated decreased lifespan of a new shingle roof should there be a direct replacement. Water intrusion and lack of ventilation has resulted in degradation of a significant portion of the existing roof decking.

To remedy these issues, the project proposes replacement of the roof with a new standing seam metal roof system. The damaged decking will be replaced and the new roof system will be installed to provide adequate ventilation. This approach will result in a dramatically increased, and cost effective, lifespan of the roof beyond what would be provided by repairs or direct replacement. The total project cost for

Ms. Irene M. Padilla
Kent County Library, Chestertown Branch, Roof Replacement Letter
May 21, 2024
Page 2 of 2

the roof replacement is estimated at \$598,000, and we support the request of \$299,000 (50%) in funding support through the Maryland State Library Agency.

By investing in the replacement of the roof, we will not only address immediate safety concerns but also greatly extend the lifespan of the library building, preserving this valuable community asset for future generations to enjoy. This project aligns with our county's commitment to fostering educational opportunities, promoting literacy, and enhancing the quality of life for all residents.

In conclusion, we urge you to give full consideration to Kent County Public Library's grant application for the roof replacement project. Your support will have a significant and lasting impact on our community, ensuring that our library remains a beacon of knowledge, learning, and community engagement for years to come.

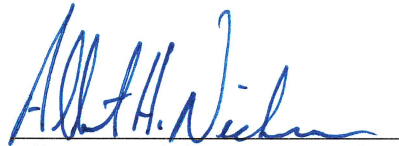
Thank you for your attention to this matter, and please do not hesitate to contact our office if you require any further information or assistance regarding this grant application.

Sincerely,

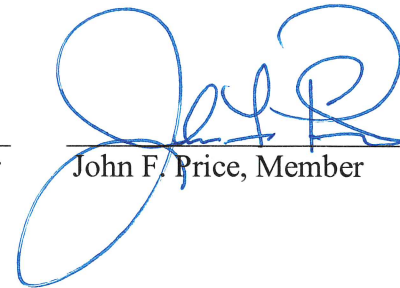
THE COUNTY COMMISSIONERS
OF KENT COUNTY, MARYLAND



Ronald H. Fithian, President



Albert H. Nickerson., Member



John F. Price, Member

Cc: Dan Mattson, Director of Public Works
Chris Walmsley, Director of Office Administration, Kent County Public Library



Carol L. Niemand, Community Relations Liaison, Shrewsbury Church
5/21/2024
County Commissioners Meeting

Item Summary:

Inquiry

ATTACHMENTS:

Description

05.13.2024 Carol L. Niemand 03.28.24 Follow Up Letter



May 9, 2024

Carol L. Niemand
210 Rolling Road
Chestertown, MD 21620

Mr. Ron Fithian, Chm.
Kent County Commissioners
Kent Count Government Office
400 High Street
Chestertown, MD 21620

Dear Commissioner Fithian,

Just an update after meeting of 3/19 and request:

After speaking to the Commissioners at your meeting of March 19th on the status of Homelessness and Housing in Kent County, a follow-up article appeared in THE KENT COUNTY NEWS (encl. 3/28) and the STAR DEMOCRAT. The article spurred a lot of interest in our plight, attracting responses from Wilmington, Easton and Baltimore. Since then, I have been contacted by Buck Duncan, Chairman of the Mid-Shore Community Foundation. They started the Interfaith Shelter twelve years ago in Easton that was highlighted in ATTRACTIONS, Winter 2023-24, p. 7, and enclosed in our letter to you on 2/23/24. I have since had two meetings with Mr. Duncan, with a 3rd planned for May 13th in Easton, to which I am taking two other community leaders. After that, some members of their Board of Directors want to come up to Kent County to get the "lay of the land" as we attempt t further our work together.

Our ask of you: Can you arrange a tour of the downtown area highlighting affordable buildings we might buy, rent, renovate and/or properties on which a building might be built. We are particularly interested in investigating the current status of The Carter Center as a possible starting point for a Women's Shelter. It may be a more palatable sell to the community to approach this problem in incremental stages: (year one: Women's Shelter, year two: Men's

Shelter, year three: Family Shelter). This idea has been suggested by several individuals and community groups.

Please get back to me as soon as possible as we would like to tour in May or early to mid-June. We could then move forward with forming an Executive Committee and a six-month plan for further investigation. The Easton folks want to help us with that next step too.

I am looking forward to hearing from you after you have had time to discuss with the other Commissioners.

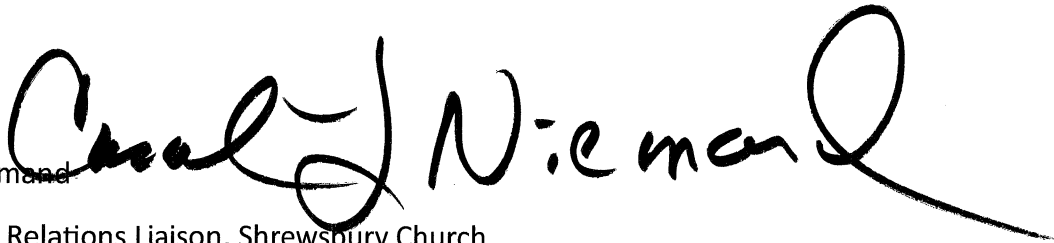
Gratefully,

Carol L. Niemand

Community Relations Liaison, Shrewsbury Church

(703) 864-7139

mscarolniemand@gmail.com

A large, stylized handwritten signature in black ink, which appears to read "Carol L. Niemand". The signature is written over the printed name and extends to the right.

Looking for help for the homeless

WILL BONTRAGER

CHESTERTOWN — We need a building, is the message Carol Niemand delivered to the Kent County commissioners during their meeting on March 19.

A building, for the purpose of addressing the homeless problem — an issue, she said, that doesn't just affect this area.

"Every other community is struggling with the same thing," the community relations liaison for Shrewsbury Parish Episcopal Church said.

But in this region, Niemand, with the Kent County Coalition for the Homeless, has been advocating for the the misfortunate, finding them shelter from cold weather and providing methods to attain wraparound services like counseling in mental health, addictions or guidance in their finances while arranging transportation to get to their appointments.

They're not alone.

Since January 2021, Shrewsbury has been partnering with many organizations to try to help.

During that time, as Niemand put it, the county gave them \$5,000, twice, and the town of Chestertown added

More **HOMELESS** | 19



WILL BONTRAGER

Carol Niemand, community relations liaison for Shrewsbury Parish Episcopal Church, acknowledges that helping the homeless is incredibly tough, rewarding and is an emergency worth addressing for the county.

KENT COUNTY NEWS

Kent Co. News 3/28/24

Homeless/ from 1

\$5,000 to that. They had other donations as well, totaling \$30,000.

But Niemand was not there to tell the commissioners all was well. No clinking of wine glasses to celebrate the banishment of homelessness.

Quite the opposite.

"Since the end of 2023, we spent \$250,000 on the problem. And though it was well-spent and we saved many lives and helped people, we are actually at this point in time, sadly... moving backward."

That's not what anybody wanted to hear Niemand attested to, but it's the truth.

They've exhausted their resources.

Niemand pointed out of the 12 families they housed at the Driftwood Inn for almost a year, only two have been successfully placed in permanent situations that don't require ongoing help.

Also, the two individuals they rescued from freezing in the breezeway in downtown Chestertown in 2020 are not "success stories."

One is in a mobile sleeping unit at the Seventh-day Adventist Church parking lot.

Another is in a nursing home, his toes amputated from frostbite.

"You can't move them from homelessness to a house and think all is well. We have done that and have failed,"

Niemand said.

She added it's apparent these people need wrap-around services.

Niemand highlighted their efforts to help, along with the pitfalls.

Housing the homeless at the Driftwood got expensive.

That's \$480 a week and \$1,800 a month, enough to rent a three-bedroom house, Niemand said.

The Samaritan Group cold weather shelter, although a good program, is open for only three months and does not offer year-round services, she noted.

Niemand added there have been some attempts to establish a building by the Kent County Coalition of the Homeless. She recalled that when American Rescue Plan Act, funds were being distributed, they formed the coalition through Chesapeake Charities.

Their executive director, Linda Kohler, was unable to find "a building to rent, a lot to build or a building to buy."

So then the coalition purchased a trailer which was being restored at the Kent County High School.

However, after an extensive three-month search, the Rev. Henry Sabetti and Niemand could not find a location for it and had to give it away.

For Niemand, advocating for the homeless has become her drive, but it is challenging work.

"I've tried to retire several

times from what's become my passion," she said. "And it's 30 hours a week, 300 miles a week and 33,000 miles last year on my car. And no solution in sight."

But a building, she said, is their biggest need.

She called for the commissioner's help to find one, with a managing partner organization such as the Red Cross, the Salvation Army or The United Way. A year-round shelter, acting as a hub for those wraparound services people require.

A building for counseling and job training.

"We have a lot of volunteers willing to do that," Niemand replied.

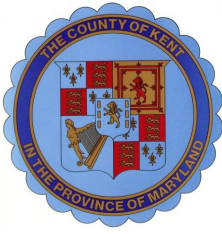
Commissioner John Price wanted to know the severity of the homeless problem in numbers.

Niemand said she has 37 active files, all from Kent County and urged them not to take 12 years to mount a successful homeless program like Talbot County did.

"What should come apparent from these stories are we are in a crisis," Niemand said.

The commissioners acknowledged this is a complicated problem. The fact that Niemand was honest about their progress, and also lack of it, truly proved that, Commission President Ron Fithian said.

"We will talk about it, and see if there's some help we can give. As we all agree, it's a difficult issue," he said.



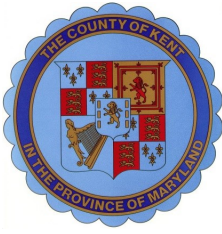
Muriel Cole, Vice-Chair, Commission on Aging
5/21/2024
County Commissioners Meeting

Item Summary:

Member Recommendation

ATTACHMENTS:

Description



Procedures For Public Comment 5/21/2024 County Commissioners Meeting

ATTACHMENTS:

Description

Procedures for Public Comment

05.21.24 Public Comments Sign In Sheet



Office of The County Commissioners

Press and Public Comments

Time is allotted at the end of each meeting for the Commissioners to receive comments from the public. Anyone interested in speaking must sign up on the provided Public Comment sign-up sheet located on the table inside the meeting room.

The President of the Board will call the names of the listed individuals when it is time to speak. When making comments, individuals are asked to speak slowly, clearly, and concisely. Precede all comments with your name and address and speak only on the subject under discussion.

Comments in writing are welcomed and should be given to the staff after your presentation. Any person making personal, impertinent, or slanderous remarks, or whose speech or actions become disruptive, will be asked to leave the meeting.

Interested parties may address the Commissioners in writing at any time about any matter of County business. Written statements can be hand-delivered or mailed to:

The County Commissioners of Kent County, Maryland
400 High Street
Chestertown, MD 21620
kentcounty@kentgov.org

**PUBLIC COMMENTS
SIGN IN SHEET
May 21, 2024**

NAME (please print)	ADDRESS	TOPIC

ADDITIONAL SPACES PROVIDED ON BACK SIDE, PLEASE FLIP OVER.



Mark Carper, Associate Planner, Planning, Housing, and Zoning
5/21/2024
County Commissioners Meeting

Item Summary:

Revised Notice, Kent County Board Of Appeals

ATTACHMENTS:

Description

05.14.24 24-18 MDL 153 Mason Solar, LLC Notification



Department of Planning, Housing, and Zoning

May 14, 2024

REVISED NOTICE: THE BOARD OF APPEALS MEETING DATE HAS CHANGED FROM MAY 20 TO JUNE 17

RE: #24-18 – MDL 153 Mason Solar, LLC
Special Exception – Utility-Scale Solar Energy System in the Agriculture Zoning District (AZD)
9425 Fairlee Road, Chestertown, Maryland

Dear Adjacent Property Owner:

On **Monday, June 17, 2024, at 5:00 p.m.**, the Kent County Board of Appeals will review an application submitted by MDL 153 Mason Solar, LLC, requesting a special exception to construct a five-acre, utility-scale solar energy system in the Agriculture Zoning District (AZD). The property is located at 9425 Fairlee Road, Chestertown, in the Sixth Election District.

The Board of Appeals will hear this case and render a decision on the application at their meeting on **Monday, June 17, 2024, at 5:00 p.m.**

As an adjoining property owner, you are invited to comment on this proposal and to attend the meeting on June 17, 2024. If you have any questions concerning the application, please contact the Department at 410-778-7423 or send an email to mcarker@kentgov.org. If you are unable to attend but are interested in participating in the meeting, citizens may listen to and/or comment on the meeting via the audio-only phone number and conference identification numbers listed below.

PLEASE NOTE THE CALL-IN PHONE NUMBER IS THE SAME; THE CONFERENCE ID NUMBER CHANGED.

1. Dial 1-872-239-8359
2. Enter Conference ID: 621 932 826#

Members of the public are asked to mute their phones/devices, until the Chair opens the floor for comment.

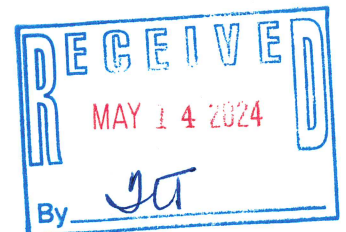
Members of the public may also watch the live video feeds and view the videos after the meetings at the County's YouTube channel: [@kentcountygovernment2757](https://www.youtube.com/@kentcountygovernment2757).

If you need communication assistance, please contact the Maryland Relay Service at www.mdrelay.org or 7-1-1 for voice/TDD.

Sincerely,

Mark Carper
Associate Planner, LEED Green Associate

Cc: Josh Spencer, PE, PMP, Pivot Energy
Edward Hastings, PMP, Becker Morgan Group





**American Rescue Plan Acts Fund
5/21/2024
County Commissioners Meeting**

ATTACHMENTS:

Description

5-14-2024 ARPA Fund Commissioner Report

**AMERICAN RESCUE PLAN ACT FUND
AS OF COMMISSIONER MEETING MINUTES DATED
5/14/2024**

Project	Department	Project Estimate	Date Approved	Amount Approved	Date Completed
Feed the Elderly Year 1	Local Management Board	112,800	08/31/21	112,800	9/30/2022
Feed the Elderly Year 2 and 3	Local Management Board	204,115	03/08/22	204,115	
Clarifloculator Replacement Project	Water & Wastewater Fund	275,000	08/31/21	275,000	6/28/2022
Clarifloculator Replacement Project Change Order #1		2,817	01/11/22	2,817	6/28/2022
Clarifloculator Replacement Project Change Order #2		90,642	01/11/22	90,642	11/23/2022
AV System	Information Technology	71,254	10/26/21	71,254	5/17/2023
IT Software	Information Technology	27,095	10/26/21	27,095	8/10/2022
Neighborhood & Infrastructure Grants	Information Technology	258,402	12/14/21	258,402	12/30/2023
A/V Equipment in EOC	Emergency Operation Center	14,087	02/01/22	14,087	7/26/2023
SCADA Pump Station Monitoring	Water & Wastewater Fund	110,065	02/08/22	110,065	8/2/2023
Millington/RT301 Wastewater Treatment Feasibility Study	Water & Wastewater Fund	57,500	02/08/22	57,500	9/20/2023
Millington/RT301 Wastewater Conveyance System Capacity Study		9,500	09/27/22	9,500	
Tolchester Wastewater-Design Services Influent Screen	Water & Wastewater Fund	52,910	02/08/22	52,910	
Tolchester Wastewater - Bid Services and Const. Management		35,735	09/27/22	35,735	
Tolchester Wastewater Influent Screen Construction		600,914	04/25/23	600,914	
Worton WWTP Influent Lagoon Engineer Design & Bid Services	Water & Wastewater Fund	33,076	03/22/22	33,076	8/10/2023
Worton WWTP Influent Lagoon Engineer Const. Management		43,736	03/08/23	43,736	
Worton WWTP Lagoon Sludge Removal Contract		1,400,725	12/13/22	1,400,725	
Worton WWTP Lagoon Sludge Removal Contract Change Order #1		30,000	06/13/23	30,000	
Worton WWTP Lagoon Sludge Removal Contract Change Order #2		(486,784)	08/08/23	(486,784)	
Kennedyville Pump Station #2 Relocation Design	Water & Wastewater Fund	52,338	09/27/22	52,338	
Kennedyville Pump Station #2 Relocation Const. Management		<i>Deferred</i>			
Kennedyville Pump Station #2 Construction		<i>Deferred</i>			
Worton/Kennedyville GIS Water and Sewer Facilities Mapping	Water & Wastewater Fund	75,770	09/27/22	75,770	9/20/2023
Worton Vehicle Storage Building & site prep/lighting/heat	Water & Wastewater Fund	40,000	10/25/22	40,000	
Worton WWTP Solids Press Replacement Design	Water & Wastewater Fund	64,940	11/28/23	64,940	
Worton WWTP Solids Press Replacement Construction Management		20,000			
Worton WWTP Solids Press Replacement		250,000			
Sewer Jetter Camera Nozzle	Water & Wastewater Fund	14,065	04/02/24	14,065	
Major Repairs and Expenses	Water & Wastewater Fund				
Well redevelopment program		40,000	04/02/24	40,000	
Pump Stations - pump replacement program		28,000	04/02/24	28,000	
Worton Wastewater Treatment Plant - replace electrical wiring		50,000	04/02/24	50,000	
Fairlee Water Treatment Plant - design/replace actuator valve & repair piping		15,000	04/02/24	15,000	
Tolchester Wastewater Treatment Plant - replace control valves		19,000	04/02/24	19,000	
Pump Station SCADA Upgrades - convert remainder of locations		36,675	04/02/24	36,675	
Total Amount of Funds Committed		<u>\$ 3,649,377</u>		<u>\$ 3,379,377</u>	
Amount of ARPA Funds		3,766,777		3,766,777	
Balance of ARPA Funds Remaining		<u>\$ 117,400</u>		<u>\$ 387,400</u>	



Contingency Fund
5/21/2024
County Commissioners Meeting

ATTACHMENTS:

Description

5-14-2024 Commissioner Report Contingency

**FY24 CONTINGENCY & USE OF FUND BALANCE
AS OF COMMISSIONERS MEETING MINUTES DATED
May 14, 2024**

[illegible]