

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

**May 3, 2022**

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

Meeting Announcements

Building is Open for In-Person Attendance, for Remote Participation Dial 1-872-239-8359,  
Conference ID 250 230 260#

Public Notices

Alcoholic Beverage License Hearing  
Freedom Hospitality, Inc. trading as Great Oak Manor

Consent Items

- #1 - Regular Session Minutes, April 26, 2022
- #2 - Liquor Minutes, April 26, 2022
- #3 - Closed Session Minutes, April 26, 2022

Correctional Officers and Employees Week

Herbert Dennis, Warden, Kent County Detention Center  
Employee of the Year - Andrew Cox  
Herbert Dennis, Warden, Kent County Detention Center  
Proclamation - National Correctional Officer's Week - May 1-7, 2022

Appointments

Andy Hollis, Executive Director, and Bill Shrieves, President, Board of Directors, Upper  
Shore Aging, Inc.  
Upper Shore Aging FY2022 Contingency Request

American Rescue Plan Act Funds

American Rescue Plan Act (ARPA) Funds Spend Plan

Departmental Appointments

Carla Gerber, Deputy Director of Planning  
Establishment of Kent County Agricultural Preservation Districts

County Administrator

Jamie Williams, Director, Economic and Tourism Development  
Delmarva Community Transit Request and Thank You Letter  
Maryland Department of Housing and Community Development  
2022 Annual Housing Bond Allocation  
Maryland Association for Environmental and Outdoor Education

## Maryland Green Center 2022

### County Administrator Report

Harris P. Murphy, Associate Judge, Circuit Court for Kent County

Renaming Petit Jury Room in Honor of Mr. Edwin Kuechler

Kent County Emergency Services Board

Upcoming Member Vacancy

Maryland Community Development Block Grant COVID Round 1

Quarterly Progress Reports

### Public Comment/Media Review

Procedures for Public Comment

### For Your Information

George S. Michaels, Community Member

Letter of Concern

### Contingency Fund

Contingency and Use of Fund Balance Report

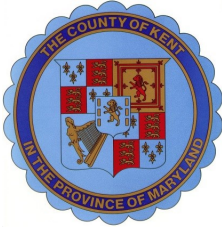
### Closed Session

Shelley Heller, County Administrator, and Marty Hale, Director, Human Resources

Personnel

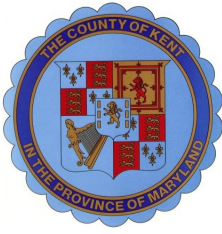
The meeting was closed under the Annotated Code of Maryland, General Provisions Article § 3-305(b) (1) To discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom this public body has jurisdiction; or any other personnel matter that affects one or more specific individuals.

(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.)



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**Building is Open for In-Person Attendance, for Remote Participation  
Dial 1-872-239-8359, Conference ID 250 230 260#  
5/3/2022  
County Commissioners Meeting**



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## **Alcoholic Beverage License Hearing 5/3/2022 County Commissioners Meeting**

### **Item Summary:**

Freedom Hospitality, Inc. trading as Great Oak Manor

### **ATTACHMENTS:**

#### **Description**

04.26.22 Great Oak Manor Public Hearing Notice



## Board of License Commissioners

P. Thomas Mason, President | Ronald H. Fithian, Member | Robert N. Jacob, Jr., Member

### NOTICE

Application has been made by members: Werten Bellamy, Jr., Kellye Walker, Werten Bellamy, III, and Charles B. Bradbury, III, representing Freedom Hospitality, Inc., trading as Great Oak Manor for a Class B, Country Inn, Beer, Wine, and Liquor License on the premises known as:

Great Oak Manor  
10568 Cliff Road  
Chestertown, MD 21620

which shall authorize the holder thereof to sell Beer, Wine, and Liquor at retail, at the place therein described, for on-premises consumption. A hearing on the said application will be held by the undersigned in the County Commissioners' Hearing Room, R. Clayton Mitchell, Jr. Government Center, 400 High Street, Chestertown, MD on May 24, 2022, at 10:00 a.m. at which time any exceptions to the application will be heard.

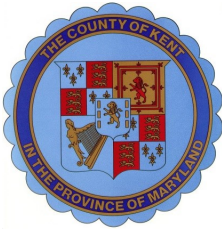
By order of:

THE BOARD OF LICENSE COMMISSIONERS  
FOR KENT COUNTY, MARYLAND

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

Sondra M. Blackiston  
Clerk

PUBLISH KCN 05/05/22, 05/12/22

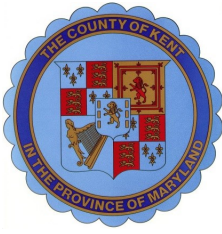


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**#1 - Regular Session Minutes, April 26, 2022  
5/3/2022  
County Commissioners Meeting**

**ATTACHMENTS:**

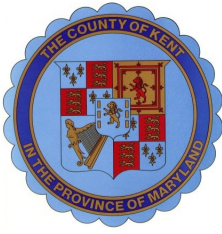
Description



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**#2 - Liquor Minutes, April 26, 2022**  
**5/3/2022**  
**County Commissioners Meeting**

ATTACHMENTS:  
Description

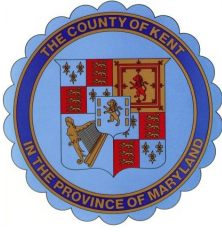


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**#3 - Closed Session Minutes, April 26, 2022  
5/3/2022  
County Commissioners Meeting**

**ATTACHMENTS:**

Description



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**Herbert Dennis, Warden, Kent County Detention Center**  
**5/3/2022**  
**County Commissioners Meeting**

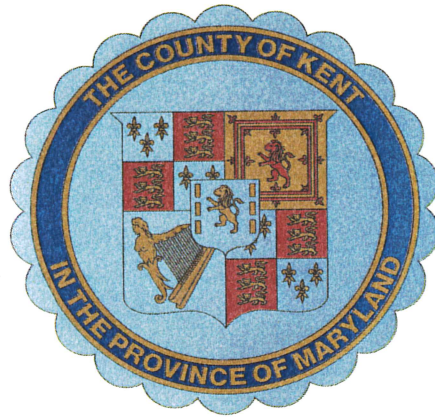
**Item Summary:**

Employee of the Year - Andrew Cox

**ATTACHMENTS:**

**Description**

05.03.22 Andrew Cox Correctional Officer of the Year, Certificate of Recognition



## *Certificate of Recognition*

This is to certify that

***Andrew Cox***

is hereby recognized

for exemplary service and dedication to the Correction Profession. We, the County Commissioners of Kent County, Maryland, are proud to join the Maryland Correctional Administrators Association in recognizing and honoring Andrew Cox as Correctional Officer of the Year.

THE COUNTY COMMISSIONERS  
OF KENT COUNTY, MARYLAND

*P. Thomas Mason*

P. Thomas Mason, President

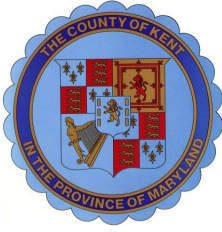
*Ronald H. Fithian*

Ronald H. Fithian, Member

*Robert N. Jacob, Jr.*

Robert N. Jacob, Jr., Member

May 3, 2022



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**Herbert Dennis, Warden, Kent County Detention Center**  
**5/3/2022**  
**County Commissioners Meeting**

**Item Summary:**

Proclamation - National Correctional Officer's Week - May 1-7, 2022

**ATTACHMENTS:**

**Description**

05.03.22 Correctional Officers and Employees' Week Proclamation

# *Kent County, Maryland*



## *Proclamation*

### **Correctional Employees' Week May 1-7, 2022**

- WHEREAS,** Much is expected from the men and women who work in our County correctional facility every day; and
- WHEREAS,** Correctional employees are skilled professionals who act as counselors, communicators, and experts in crisis intervention; and must preserve the safety of our lives and property, maintaining their professional demeanor while often facing hostile, aggressive, and intimidating behavior from inmates; and
- WHEREAS,** The general public should fully appreciate correctional employees' capable handling of the physical and emotional demands made upon them daily. Simply because a criminal is caught and incarcerated, does not mean he or she is no longer a threat to our community. Men and women of corrections are confronted each day by the most dangerous individuals among us. Their profession requires careful and constant vigilance, and the threat of violence is always present. At the same time, these dedicated employees try to improve the living conditions of those who are being confined; and
- WHEREAS,** The men and women of the Kent County Detention Center, unceasingly provide a vital public service.

**NOW, THEREFORE, WE, THE BOARD OF COUNTY COMMISSIONERS OF KENT COUNTY,** call upon all citizens of Kent County to observe the week of May 1-7, 2022, as **CORRECTIONAL EMPLOYEES' WEEK**, which all of our citizens may join in commemorating correctional employees, past and present.

**IT IS FURTHER PROCLAIMED,** that the Commissioners acknowledge the week of May 1-7, 2022, as **NATIONAL CORRECTIONAL OFFICERS WEEK** in honor of those correctional officers who, through their courageous deeds, have made the ultimate sacrifice in service to their community or have become disabled in the performance of duty, and let us recognize and pay respect to the survivors of our fallen heroes.

THE COUNTY COMMISSIONERS  
OF KENT COUNTY, MARYLAND

*P. Thomas Mason*

P. Thomas Mason, President

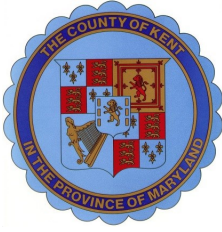
*Ronald H. Fithian*

Ronald H. Fithian, Member

*Robert N. Jacob, Jr.*

Robert N. Jacob, Jr., Member

May 03, 2022



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**Andy Hollis, Executive Director, and Bill Shrieves, President, Board of  
Directors, Upper Shore Aging, Inc.**

**5/3/2022**

**County Commissioners Meeting**

**Item Summary:**

Upper Shore Aging FY2022 Contingency Request

**ATTACHMENTS:**

**Description**

04.08.22 Judi Bianco, Fiscal Director, Upper Shore Aging, FY22 Emergency Capital Request

05.03.22 Shorely Comfortable Air, Estimate, Amy Lynn Ferris Senior Center, Upper Shore Aging

05.03.22 H&B Plumbing and Heating, Inc. Proposal, Amy Lynn Ferris Senior Center, Upper Shore Aging

100 Schaubert Road  
Chestertown, Maryland 21620



(410) 778-6000  
FAX No. (410) 778-3562

April 8, 2022

Dear Kent County Commissioners and Ms. Merritt;

Upper Shore Aging is requesting a FY22 Capital Improvement allocation for needed work at the Amy Lynn Ferris Senior Center for its air conditioning and heating system. The air conditioning needs to be addressed and remedied before the heat of the summer.

The Amy Lynn Ferris Senior Center has a total of 5 heating/air Conditioning units. Four of these units need replacement/repair. These 4 units are 19 years old and are the original units from when the building was built in 2003. Units 1 & 3 both need replacement. Unit #4 and 5 both need the air conditioning and coils replaced. With these 4 units needing attention there is only one remaining unit to cool the building for our Kent County seniors.

Upper Shore Aging has received the following proposals from Service Today. The process is underway to obtain additional quotes for the necessary repair/replacement which will be forwarded upon receipt to your office.

|                            |          |
|----------------------------|----------|
| Units 1&3 full replacement | \$36,162 |
| Unit 4 AC replacement      | \$11,337 |
| Unit 5 AC replacement      | \$11,923 |
| For a total of             | \$59,422 |

Your consideration regarding this emergency capital budget allocation would be greatly appreciated.

Thank you.

Sincerely,

A handwritten signature in blue ink that reads "Judi Bianco". The signature is written in a cursive, flowing style.

Judi Bianco

Fiscal Director

**"Ability is Ageless"**

Job No. \_\_\_\_\_

Toll Free: 800-659-2273

Fax: 410-754-8920

Easton, MD ■ Seaford, DE  
Bear, DE ■ Federalsburg, MD



MD License #- 01-2615

DE License #HM0000332

PA License #068963

An Employee  
Owned Company

## PROPOSAL

HEATING ☐ AIR CONDITIONING ☐ PLUMBING ☐ ELECTRICAL ☐ DUCT CLEANING ☐

Proposal submitted to:

Name Upper Shore Agency Home Phone 410.778.2584

Address 200 Schaefer Rd Chesapeake Wd 21620 Cell Phone 410.778.2571

Billing Address (if different from above) Any Lynn Frailis Bldg Salesperson Carmis Date 4/1/22

We hereby submit our proposal for the following: Units # 1 + 3 GAS - A/C replace

| System Type / AHRM                             | QTY:  | Model #                | BTU                                                                           | Warranties                                                                          | Manufacturer     | Service Today  |
|------------------------------------------------|-------|------------------------|-------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|------------------|----------------|
| <input checked="" type="checkbox"/> Heating    | 1     | Model # <u>59X2</u>    | BTU <u>80,000</u>                                                             | <input checked="" type="checkbox"/> Heat Exchanger                                  | <u>LL</u> years  | _____ years    |
| <input checked="" type="checkbox"/> AC         | 1     | Model # <u>4TR4060</u> | BTU <u>60,000</u>                                                             | <input checked="" type="checkbox"/> Compressor                                      | <u>10</u> years  | _____ years    |
| <input type="checkbox"/> HP                    | _____ | Model # _____          | BTU _____                                                                     | <input checked="" type="checkbox"/> All Parts                                       | <u>10</u> years  | _____ years    |
| <input type="checkbox"/> Air Handler           | _____ | Model # _____          | BTU _____                                                                     | <input checked="" type="checkbox"/> Labor                                           | <u>N/A</u> years | <u>2</u> years |
| <input checked="" type="checkbox"/> Coil       | 1     | Model # <u>B53</u>     | BTU <u>60,000</u>                                                             | <input type="checkbox"/> Max Protect (See back panel)                               | <u>N/A</u> years | _____ years    |
| <input checked="" type="checkbox"/> Thermostat | 1     | Model # <u>YL824</u>   | <input checked="" type="checkbox"/> Wifi <input type="checkbox"/> Humid Cont. | <input checked="" type="checkbox"/> Programmable <input type="checkbox"/> OD Sensor | <u>N/A</u> years | _____ years    |
| <input type="checkbox"/> Water Heater          | _____ | Model # _____          | <input type="checkbox"/> Gas <input type="checkbox"/> Electric                | <input type="checkbox"/> Parts <input type="checkbox"/> Labor                       | _____ years      | _____ years    |

### INSTALLATION REQUIREMENTS

| General                                                                                     | Heating                                                                                                               | Cooling                                                                                     | Duct Work                                                                         |
|---------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------|
| <input checked="" type="checkbox"/> Supply Plenum                                           | <input type="checkbox"/> FLUE- B Vent <input checked="" type="checkbox"/> PVC <input type="checkbox"/> Conn. Existing | <input checked="" type="checkbox"/> Elec. Disconnect                                        | <input checked="" type="checkbox"/> Use Existing Duct                             |
| <input checked="" type="checkbox"/> Return Plenum                                           | <input type="checkbox"/> Emergency Drain Pan                                                                          | <input checked="" type="checkbox"/> Reclaim Refrigerant                                     | <input type="checkbox"/> Duct Replacement                                         |
| <input type="checkbox"/> Low Voltage wiring <input checked="" type="checkbox"/> Re-connect  | <input type="checkbox"/> "Safety First" C/O Alarm                                                                     | <input type="checkbox"/> New Refrigeration Tubing <input checked="" type="checkbox"/> Scrub | <input type="checkbox"/> Branch Line Replacement                                  |
| <input type="checkbox"/> High Voltage wiring <input checked="" type="checkbox"/> Re-connect | <input type="checkbox"/> Oil Filter - Line Connect                                                                    | <input type="checkbox"/> Condensate Pump                                                    | <input type="checkbox"/> Branch Duct / Add _____ Qty. _____ Size                  |
| <input checked="" type="checkbox"/> Metal <input type="checkbox"/> Lined Fiberglass         | <input type="checkbox"/> Gas Piping _____ ft <input checked="" type="checkbox"/> Conn. Existing                       | <input type="checkbox"/> New Condensate Drain to Outside                                    | <input type="checkbox"/> Trunk Duct Replacement _____ Feet                        |
| <input type="checkbox"/> Noise Reduction Package                                            | <input checked="" type="checkbox"/> Calibrate Gas Pressure                                                            | <input type="checkbox"/> Condensate Drain Reconnect                                         | <input type="checkbox"/> Return Duct Replmnt. _____ Qty. _____ Size               |
| <input checked="" type="checkbox"/> Permits (as required)                                   | <input type="checkbox"/> Chimney Liner                                                                                | <input checked="" type="checkbox"/> Nitrogen Test & Purge                                   | <input type="checkbox"/> Return Duct / Add _____ Qty. _____ Size                  |
| <input type="checkbox"/> "Quick Clean" Filter Grill                                         | <input type="checkbox"/> Oil Tank Removal                                                                             | <input checked="" type="checkbox"/> OD Condenser Pad                                        | <input type="checkbox"/> Duct Cleaning _____ Size                                 |
| <input type="checkbox"/> Custom Filter Rack                                                 | <input checked="" type="checkbox"/> Gas Safety Leak Test                                                              | <input checked="" type="checkbox"/> EZ Trap Drain Safety                                    | <input type="checkbox"/> Dryer Vent Cleaning <input type="checkbox"/> Replacement |

### OPTIONAL COMFORT ACCESSORIES

|                                                            |              |
|------------------------------------------------------------|--------------|
| <input type="checkbox"/> High Efficiency Media Air Cleaner | Add \$ _____ |
| <input type="checkbox"/> Central Humidification System     | Add \$ _____ |
| <input type="checkbox"/> Dehumidifier                      | Add \$ _____ |
| <input type="checkbox"/> Air Scrubber                      | Add \$ _____ |
| <input type="checkbox"/> New Sump Pump & Plt               | Add \$ _____ |
| <input type="checkbox"/> Sump Pump Replacement             | Add \$ _____ |
| <input type="checkbox"/> Electric Panel Upgrade            | Add \$ _____ |
| <input type="checkbox"/> Ferna Platform                    | Add \$ _____ |

### SERVICE TODAY SYSTEM PROTECTIONS

|                                                                                                         |       |
|---------------------------------------------------------------------------------------------------------|-------|
| <input checked="" type="checkbox"/> CPS - Corrosion Protection System                                   | _____ |
| <input type="checkbox"/> Snow Clearance Legs - Heat Pump                                                | _____ |
| <input type="checkbox"/> Line Hide & Protect <input type="checkbox"/> Wht. <input type="checkbox"/> Brn | _____ |
| <input type="checkbox"/> No Flood Ceiling Saver Kit & Drain Pan                                         | _____ |
| <input checked="" type="checkbox"/> Preventative Maintenance Visits <u>1-MLC</u>                        | _____ |
| <input type="checkbox"/> System(s) Options:                                                             | _____ |

### MANNERS OF PERFORMANCE

|                                                                      |                                                             |
|----------------------------------------------------------------------|-------------------------------------------------------------|
| <input checked="" type="checkbox"/> All work performed to code       | <input type="checkbox"/> Sweep/area clean up- each day      |
| <input checked="" type="checkbox"/> Equipment removal & disposal     | <input checked="" type="checkbox"/> Shoe covers             |
| <input checked="" type="checkbox"/> Drop cloths to protect floors    | <input checked="" type="checkbox"/> "Certified Safe" Owners |
| <input checked="" type="checkbox"/> \$50 Friends and Family Referral |                                                             |

### SERVICE TODAY GUARANTEES

|                                                                                       |                                                             |
|---------------------------------------------------------------------------------------|-------------------------------------------------------------|
| <input checked="" type="checkbox"/> "No Lemon" Guarantee                              | <input type="checkbox"/> 100% Employee Owners               |
| <input checked="" type="checkbox"/> 100% Satisfaction Guarantee                       | <input type="checkbox"/> Lifetime No Fail Duct Connections  |
| <input checked="" type="checkbox"/> "You Call - We're There"                          | <input type="checkbox"/> "100% Apples to Apples Best Price" |
| <input checked="" type="checkbox"/> No Surprises Guarantee! This is Your Final Price. |                                                             |

### SCOPE OF WORK/SPECIAL NOTES:

Remove existing 5 Ton A/C - Coil + gas  
Furnace. Give me new 5 Ton A/C with gas furnace in  
same footprint.

☒ A 12% RESTOCKING FEE SHALL APPLY TO ANY CANCELLATIONS AFTER THE REQUIRED THREE DAY RIGHT OF RESCISSION

### PAYMENT TERMS

|                                                                                                                  |                                     |                                      |
|------------------------------------------------------------------------------------------------------------------|-------------------------------------|--------------------------------------|
| <input type="checkbox"/> FINANCING                                                                               | <input type="checkbox"/> CASH/CHECK | <input type="checkbox"/> CREDIT CARD |
| *50% down required upon start of job with cash or credit card<br>(System will not be started until paid in full) |                                     |                                      |
| ABOVE QUOTE GOOD FOR 30 DAYS ONLY                                                                                |                                     |                                      |

### ACCEPTANCE OF PROPOSAL

The above prices and specifications, and the terms of conditions are satisfactory and are hereby accepted.

Signature \_\_\_\_\_ Date \_\_\_\_\_

You are authorized to do the work. Payment will be specified above.

Company Authorization/Approved by \_\_\_\_\_ Date \_\_\_\_\_

Base Investment \$ 19,831 -

Optional Comfort Enhancement Accessories \$ \_\_\_\_\_

Subtotal \$ \_\_\_\_\_

Deposit \$ \_\_\_\_\_

Minus Bonus Bucks/Discount \$ (1730)

Total Due \$ 18,081 -

(x 2) 36,162 -

Right to Cancel: The buyer may cancel this transaction anytime by email or other written notification any time prior to midnight of the 3rd business day.  
Send cancellation correspondence to: 109 Morris Avenue, Federalsburg, MD 21632 or info@servicetodayinc.com

Job No. \_\_\_\_\_

Toll Free: 800-659-2273

Fax: 410-754-8920

Easton, MD ☒ Seaford, DE  
Bear, DE ☒ Federalsburg, MD



MD License #- 01-2615  
DE License #HM0000332  
PA License #068963

An Employee  
Owned Company

## PROPOSAL

HEATING ☐ AIR CONDITIONING ☐ PLUMBING ☐ ELECTRICAL ☐ DUCT CLEANING ☐ 24/7 SERVICE ☐

Proposal submitted to:

Name Upper Stanz Aging Home Phone 410.778.2364

Address 200 Schaubert Rd. Clarks Summit MD 21620 Cell Phone 410.778.2571

Billing Address (if different from above) Any Lynn Farms Box Salesperson Craig Date 4/1/22

We hereby submit our proposal for the following: Unit #5 A/C - coil replace

System Type / AHRM \_\_\_\_\_

QTY: \_\_\_\_\_

Warranties

Manufacturer

Service Today

|                                             |                        |                                                                    |                                                                          |                  |                |
|---------------------------------------------|------------------------|--------------------------------------------------------------------|--------------------------------------------------------------------------|------------------|----------------|
| <input checked="" type="checkbox"/> Heating | Model # _____          | BTU _____                                                          | <input type="checkbox"/> Heat Exchanger                                  | _____ years      | _____ years    |
| <input checked="" type="checkbox"/> AC      | Model # <u>4TR2460</u> | BTU <u>60,000</u>                                                  | <input type="checkbox"/> Compressor                                      | <u>10</u> years  | _____ years    |
| <input type="checkbox"/> HP                 | Model # _____          | BTU _____                                                          | <input checked="" type="checkbox"/> All Parts                            | <u>10</u> years  | _____ years    |
| <input type="checkbox"/> Air Handler        | Model # _____          | BTU _____                                                          | <input type="checkbox"/> Labor                                           | <u>N/A</u> years | <u>2</u> years |
| <input checked="" type="checkbox"/> Coil    | Model # <u>053</u>     | BTU <u>60,000</u>                                                  | <input type="checkbox"/> Max Protect (See back panel)                    | <u>N/A</u> years | _____ years    |
| <input type="checkbox"/> Thermostat         | Model # _____          | <input type="checkbox"/> Wifi <input type="checkbox"/> Humid Cont. | <input type="checkbox"/> Programmable <input type="checkbox"/> OD Sensor | <u>N/A</u> years | _____ years    |
| <input type="checkbox"/> Water Heater       | Model # _____          | <input type="checkbox"/> Gas <input type="checkbox"/> Electric     | <input type="checkbox"/> Parts <input type="checkbox"/> Labor            | _____ years      | _____ years    |

## INSTALLATION REQUIREMENTS

### General

- ☒ Supply Plenum
- ☐ Return Plenum
- ☐ Low Voltage wiring ☒ Re-connect
- ☐ High Voltage wiring ☒ Re-connect
- ☐ Metal ☐ Lined Fiberglass
- ☐ Noise Reduction Package
- ☒ Permits (as required)
- ☐ "Quick Clean" Filter Grill
- ☐ Custom Filter Rack

### Heating

- ☐ FLUE - B Vent ☐ PVC ☐ Conn. Existing
- ☐ Emergency Drain Pan
- ☐ "Safety First" C/O Alarm
- ☐ Oil Filter - Line Connect
- ☐ Gas Piping \_\_\_\_\_ ft ☐ Conn. Existing
- ☐ Calibrate Gas Pressure
- ☐ Chimney Liner
- ☐ Oil Tank Removal
- ☐ Gas Safety Leak Test

### Cooling

- ☒ Elec. Disconnect
- ☒ Reclaim Refrigerant
- ☒ New Refrigeration Tubing ☒ Scrub
- ☐ Condensate Pump
- ☒ New Condensate Drain to Outside
- ☒ Condensate Drain Reconnect
- ☒ Nitrogen Test & Purge
- ☒ OD Condenser Pad
- ☒ EZ Trap Drain Safety

### Duct Work

- ☒ Use Existing Duct
- ☐ Duct Replacement
- ☐ Branch Line Replacement
- ☐ Branch Duct / Add \_\_\_\_\_ Qty. \_\_\_\_\_ Size
- ☐ Trunk Duct Replacement \_\_\_\_\_ Feet
- ☐ Return Duct Replmt. \_\_\_\_\_ Qty. \_\_\_\_\_ Size
- ☐ Return Duct / Add \_\_\_\_\_ Qty. \_\_\_\_\_ Size
- ☐ Duct Cleaning \_\_\_\_\_ Size
- ☐ Dryer Vent Cleaning ☐ Replacement

## OPTIONAL COMFORT ACCESSORIES

- ☐ High Efficiency Media Air Cleaner \_\_\_\_\_ Add \$ \_\_\_\_\_
- ☐ Central Humidification System \_\_\_\_\_ Add \$ \_\_\_\_\_
- ☐ Dehumidifier \_\_\_\_\_ Add \$ \_\_\_\_\_
- ☐ Air Scrubber \_\_\_\_\_ Add \$ \_\_\_\_\_
- ☐ New Sump Pump & Pit \_\_\_\_\_ Add \$ \_\_\_\_\_
- ☐ Sump Pump Replacement \_\_\_\_\_ Add \$ \_\_\_\_\_
- ☐ Electric Panel Upgrade \_\_\_\_\_ Add \$ \_\_\_\_\_
- ☐ Fema Platform \_\_\_\_\_ Add \$ \_\_\_\_\_

## SERVICE TODAY SYSTEM PROTECTIONS

- ☒ CPS - Corrosion Protection System
- ☐ Snow Clearance Legs - Heat Pump
- ☐ Line Hide & Protect ☐ Whrt. ☐ Brn
- ☐ No Flood Ceiling Saver Kit & Drain Pan
- ☒ Preventative Maintenance Visits 1-N/C
- ☐ System(s) Options: \_\_\_\_\_

## MANNERS OF PERFORMANCE

- ☒ All work performed to code
- ☒ Sweep/area clean up - each day
- ☐ Equipment removal & disposal
- ☐ Shoe covers
- ☒ Drop cloths to protect floors
- ☒ "Certified Safe" Owners
- ☒ \$50 Friends and Family Referral

## SERVICE TODAY GUARANTEES

- ☒ "No Lemon" Guarantee
- ☐ 100% Employee Owners
- ☒ 100% Satisfaction Guarantee
- ☐ Lifetime No Fail Duct Connections
- ☒ You Call - We're There
- ☐ "100% Apples to Apples Best Price"
- ☒ No Surprises Guarantee! This is Your Final Price.

## SCOPE OF WORK/SPECIAL NOTES:

Remove existing 5 TWH A/C + Coil -  
Install new 5 TWH TRANE XRI4 A/C + Coil in same footprint -  
Hook up to existing gas furnace

☒ A 12% RESTOCKING FEE SHALL APPLY TO ANY CANCELLATIONS AFTER THE REQUIRED THREE DAY RIGHT OF RESCISSION

## PAYMENT TERMS

☐ FINANCING ☐ CASH/CHECK ☐ CREDIT CARD

\*50% down required upon start of job with cash or credit card  
(System will not be started until paid in full)  
ABOVE QUOTE GOOD FOR 30 DAYS ONLY

## ACCEPTANCE OF PROPOSAL

The above prices and specifications, and the terms of conditions are satisfactory and are hereby accepted.

Signature \_\_\_\_\_ Date \_\_\_\_\_

You are authorized to do the work. Payment will be specified above.

Company Authorization/Approved by \_\_\_\_\_ Date \_\_\_\_\_

Right to Cancel: The buyer may cancel this transaction anytime by email or other written notification any time prior to midnight of the 3rd business day.  
Send cancellation correspondence to: 109 Morris Avenue, Federalsburg, MD 21632 or info@servicetodayinc.com

Base Investment \$ 13,673 -

Optional Comfort Enhancement Accessories \$ \_\_\_\_\_

Subtotal \$ \_\_\_\_\_

Deposit \$ \_\_\_\_\_

Minus Bonus Bucks/Discount \$ 1750

Total Due \$ 11,923 -

Job No. \_\_\_\_\_

Toll Free: 800-659-2273

Fax: 410-754-8920

Easton, MD ■ Seaford, DE  
Bear, DE ■ Federalsburg, MD



MD License #- 01-2615  
DE License #HM0000332  
PA License #068963

An Employee  
Owned Company

## PROPOSAL

HEATING ☐ AIR CONDITIONING ☐ PLUMBING ☐ ELECTRICAL ☐ DUCT CLEANING ☐ 24/7 SERVICE ☐

Proposal submitted to:

Name Lippsle Shore Aging Home Phone 410-778-2564

Address 200 Schaubert Rd Chestertown MD 21620 Cell Phone 410-778-2571

Billing Address (if different from above) Any Lynn Forks Bldg Salesperson C. M. S. Date 4/1/22

We hereby submit our proposal for the following: Unit # 4 A/C - Coil Replacement

System Type / AHRI# \_\_\_\_\_ Warranties \_\_\_\_\_ Manufacturer \_\_\_\_\_ Service Today \_\_\_\_\_

|                    |                         |                                                                    |                                                                          |                  |                |
|--------------------|-------------------------|--------------------------------------------------------------------|--------------------------------------------------------------------------|------------------|----------------|
| _____ Heating      | Model # _____           | BTU _____                                                          | <input type="checkbox"/> Heat Exchanger                                  | _____ years      | _____ years    |
| <u>1</u> AC        | Model # <u>44514045</u> | BTU <u>48,000</u>                                                  | <input checked="" type="checkbox"/> Compressor                           | <u>10</u> years  | _____ years    |
| _____ HP           | Model # _____           | BTU _____                                                          | <input checked="" type="checkbox"/> All Parts                            | <u>10</u> years  | _____ years    |
| _____ Air Handler  | Model # _____           | BTU _____                                                          | <input checked="" type="checkbox"/> Labor                                | <u>N/A</u> years | <u>2</u> years |
| <u>1</u> Coil      | Model # <u>1353</u>     | BTU <u>48,000</u>                                                  | <input type="checkbox"/> Max Protect (See back panel)                    | <u>N/A</u> years | _____ years    |
| _____ Thermostat   | Model # _____           | <input type="checkbox"/> Wifi <input type="checkbox"/> Humid Cont. | <input type="checkbox"/> Programmable <input type="checkbox"/> OD Sensor | <u>N/A</u> years | _____ years    |
| _____ Water Heater | Model # _____           | <input type="checkbox"/> Gas <input type="checkbox"/> Electric     | <input type="checkbox"/> Parts <input type="checkbox"/> Labor            |                  |                |

### INSTALLATION REQUIREMENTS

|                                                                                             |                                                                                                            |                                                                                             |                                                                                   |
|---------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------|
| <b>General</b>                                                                              | <b>Heating</b>                                                                                             | <b>Cooling</b>                                                                              | <b>Duct Work</b>                                                                  |
| <input checked="" type="checkbox"/> Supply Plenum                                           | <input type="checkbox"/> FLUE- B Vent <input type="checkbox"/> PVC <input type="checkbox"/> Conn. Existing | <input checked="" type="checkbox"/> Elec. Disconnect                                        | <input checked="" type="checkbox"/> Use Existing Duct                             |
| <input type="checkbox"/> Return Plenum                                                      | <input type="checkbox"/> Emergency Drain Pan                                                               | <input checked="" type="checkbox"/> Reclaim Refrigerant                                     | <input type="checkbox"/> Duct Replacement                                         |
| <input type="checkbox"/> Low Voltage wiring <input checked="" type="checkbox"/> Re-connect  | <input type="checkbox"/> "Safety First" C/O Alarm                                                          | <input type="checkbox"/> New Refrigeration Tubing <input checked="" type="checkbox"/> Scrub | <input type="checkbox"/> Branch Line Replacement                                  |
| <input type="checkbox"/> High Voltage wiring <input checked="" type="checkbox"/> Re-connect | <input type="checkbox"/> Oil Filter - Line Connect                                                         | <input type="checkbox"/> Condensate Pump                                                    | <input type="checkbox"/> Branch Duct / Add _____ Qty. _____ Size                  |
| <input type="checkbox"/> Metal <input type="checkbox"/> Lined Fiberglass                    | <input type="checkbox"/> Gas Piping _____ ft <input type="checkbox"/> Conn. Existing                       | <input type="checkbox"/> New Condensate Drain to Outside                                    | <input type="checkbox"/> Trunk Duct Replacement _____ Feet                        |
| <input type="checkbox"/> Noise Reduction Package                                            | <input type="checkbox"/> Calibrate Gas Pressure                                                            | <input type="checkbox"/> Condensate Drain Reconnect                                         | <input type="checkbox"/> Return Duct Replmnt. _____ Qty. _____ Size               |
| <input checked="" type="checkbox"/> Permits (as required)                                   | <input type="checkbox"/> Chimney Liner                                                                     | <input type="checkbox"/> Nitrogen Test & Purge                                              | <input type="checkbox"/> Return Duct / Add _____ Qty. _____ Size                  |
| <input type="checkbox"/> "Quick Clean" Filter Grill                                         | <input type="checkbox"/> Oil Tank Removal                                                                  | <input checked="" type="checkbox"/> OD Condenser Pad                                        | <input type="checkbox"/> Duct Cleaning _____ Size                                 |
| <input type="checkbox"/> Custom Filter Rack                                                 | <input type="checkbox"/> Gas Safety Leak Test                                                              | <input checked="" type="checkbox"/> EZ Trap Drain Safety                                    | <input type="checkbox"/> Dryer Vent Cleaning <input type="checkbox"/> Replacement |

### OPTIONAL COMFORT ACCESSORIES

|                                                            |              |
|------------------------------------------------------------|--------------|
| <input type="checkbox"/> High Efficiency Media Air Cleaner | Add \$ _____ |
| <input type="checkbox"/> Central Humidification System     | Add \$ _____ |
| <input type="checkbox"/> Dehumidifier                      | Add \$ _____ |
| <input type="checkbox"/> Air Scrubber                      | Add \$ _____ |
| <input type="checkbox"/> New Sump Pump & Pit               | Add \$ _____ |
| <input type="checkbox"/> Sump Pump Replacement             | Add \$ _____ |
| <input type="checkbox"/> Electric Panel Upgrade            | Add \$ _____ |
| <input type="checkbox"/> Fema Platform                     | Add \$ _____ |

### SERVICE TODAY SYSTEM PROTECTIONS

|                                                                                                         |
|---------------------------------------------------------------------------------------------------------|
| <input checked="" type="checkbox"/> CPS - Corrosion Protection System                                   |
| <input type="checkbox"/> Snow Clearance Legs - Heat Pump                                                |
| <input type="checkbox"/> Line Hide & Protect <input type="checkbox"/> Wht. <input type="checkbox"/> Brn |
| <input type="checkbox"/> No Flood Ceiling Saver Kit & Drain Pan                                         |
| <input checked="" type="checkbox"/> Preventative Maintenance Visits <u>1 - M/C</u>                      |
| <input type="checkbox"/> System(s) Options: _____                                                       |

### MANNERS OF PERFORMANCE

|                                                                      |                                                                   |
|----------------------------------------------------------------------|-------------------------------------------------------------------|
| <input checked="" type="checkbox"/> All work performed to code       | <input checked="" type="checkbox"/> Sweep/area clean up- each day |
| <input checked="" type="checkbox"/> Equipment removal & disposal     | <input checked="" type="checkbox"/> Shoe covers                   |
| <input checked="" type="checkbox"/> Drop cloths to protect floors    | <input checked="" type="checkbox"/> "Certified Safe" Owners       |
| <input checked="" type="checkbox"/> \$50 Friends and Family Referral |                                                                   |

### SERVICE TODAY GUARANTEES

|                                                                                       |                                                             |
|---------------------------------------------------------------------------------------|-------------------------------------------------------------|
| <input checked="" type="checkbox"/> "No Lemon" Guarantee                              | <input type="checkbox"/> 100% Employee Owners               |
| <input checked="" type="checkbox"/> 100% Satisfaction Guarantee                       | <input type="checkbox"/> Lifetime No Fail Duct Connections  |
| <input checked="" type="checkbox"/> "You Call - We're There"                          | <input type="checkbox"/> "100% Apples to Apples Best Price" |
| <input checked="" type="checkbox"/> No Surprises Guarantee! This is Your Final Price. |                                                             |

### SCOPE OF WORK/SPECIAL NOTES:

Remove existing 4 ton A/C + coil -  
Install new 4 ton Trane XRI4 A/C + coil in same footprint.  
Hook up to existing gas furnace

☒ A 12% RESTOCKING FEE SHALL APPLY TO ANY CANCELLATIONS AFTER THE REQUIRED THREE DAY RIGHT OF RESCISSION

### PAYMENT TERMS

☐ FINANCING ☐ CASH/CHECK ☐ CREDIT CARD  
\*50% down required upon start of job with cash or credit card  
(System will not be started until paid in full)  
ABOVE QUOTE GOOD FOR 30 DAYS ONLY

### ACCEPTANCE OF PROPOSAL

The above prices and specifications, and the terms of conditions are satisfactory and are hereby accepted.

Signature \_\_\_\_\_ Date \_\_\_\_\_

You are authorized to do the work. Payment will be specified above.

Company Authorization/Approved by \_\_\_\_\_ Date \_\_\_\_\_

Right to Cancel: The buyer may cancel this transaction anytime by email or other written notification any time prior to midnight of the 3rd business day.  
Send cancellation correspondence to: 109 Morris Avenue, Federalsburg, MD 21632 or info@servicetodayinc.com

|                                             |                |
|---------------------------------------------|----------------|
| Base Investment \$                          | <u>13,087-</u> |
| Optional Comfort Enhancement Accessories \$ | _____          |
| Subtotal \$                                 | _____          |
| Deposit \$                                  | _____          |
| Minus Bonus Bucks/Discount \$               | <u>1750</u>    |
| Total Due \$                                | <u>11,337-</u> |



Shorely Comfortable Air  
P.O. Box 181  
Denton, MD 21629 US  
1-855-852-7933  
shorely.comfortable@gmail.com

Estimate 10758127  
Job 10713839  
Estimate Date 4/28/2022  
Technician Sam Bozarth  
Customer PO

**Billing Address**  
Amy Lynn Senior Center  
200 Schaubert Road  
Chestertown, MD 21620 USA

**Job Address**  
Amy Lynn Ferris Senior Center  
200 Schaubert Road  
Chestertown, MD 21620 USA

#### Estimate Details

Replacement of 4 air conditioners and 5 furnaces.

| Task #             | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Quantity | Your Price  | Your Total  |
|--------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|-------------|-------------|
| Miscellaneous Task | Shorely Comfortable Air LLC will replace the current five furnaces and four air conditioning systems with five Bryant 92% gas furnaces, four multipoise a-coils, and four Bryant air conditioning units. The air conditioning units quoted include one four ton "Legacy by Bryant" 14 seer system, and three five ton "Legacy by Bryant" 14 seer systems. The four ton system is 48,000 BTU, and the five ton systems are 60,000 BTU. Quote includes all parts, materials, and labor required to complete installation. All four systems include a one year parts and labor warranty provided by Shorely Comfortable Air. Units also come with a 5 year parts warranty provided by the manufacturer. | 1.00     | \$43,768.32 | \$43,768.32 |

|                     |             |
|---------------------|-------------|
| <b>Sub-Total</b>    | \$43,768.32 |
| <b>Material Tax</b> | \$1,513.44  |
| <b>Total</b>        | \$45,281.76 |

I have the authority to conduct the repair describe above and discussed with homeowner. It is agreed that the seller will retain title to any equipment or material furnished until full and complete payment is made, and if settlement is not made as agreed, the seller shall have the right to remove same and the seller shall be held harmless for damages resulting from the removal thereof. To avoid service charges, you must pay balance within 14 days upon completion of the job. I agree to pay 1 1/2 percent per month (18 Percent Annual Rate) or the minimum allowed in the state of residence on the unpaid balance. If this invoice is placed for collection, I agree to pay seller's attorney's fees and any court costs associated with this transaction. Customer agrees to pay {Total} and is authorizing Shorely Comfortable Air to order necessary equipment and/or perform necessary services required to repair system at this time. equipment if bill is not paid in full. Customers will be charged a fee of \$35 for returned checks. A 3% charge will be added to invoice when paid with credit card. Past due invoices will be charged 1.5% interest per month (18% annually) until paid in full.

1. Customer hereby accepts the equipment and service described above and agrees to pay Shorely Comfortable Air, LLC \$45,281.76.
2. All equipment and material are guaranteed by Shorely Comfortable Air, LLC to be as specified. All work will be completed in a workmanlike manner according to normally accepted practices.
3. Materials and work in addition to that described herein will be furnished only on customer's authorization and will be paid by customer as an additional charge.
4. Upon failure to pay any sums due hereunder, customer agrees to pay Shorely Comfortable Air, LLC interest at the rate of one and one half percent (1½%) per month (annual rate of 18%) on all outstanding balances.
5. Shorely Comfortable Air, LLC shall not be liable for any default caused by events beyond its control, including but not limited to, fire, flood, strikes, accidents, or delays affecting this work or other operations in which it is involved, directly or indirectly.
6. Purchaser shall permit Shorely Comfortable Air, LLC reasonable access to the property on which equipment is to be installed. Title to all provided equipment remains with Shorely Comfortable Air, LLC until all amounts due are paid in full, whether such equipment is affixed to the realty or not, and shall remain personal property and be deemed severable without injury to the freehold. On any payment default by customer, or if in Shorely Comfortable Air, LLC's judgment, reasonably exercised, its equity appears to be imperiled, then, Shorely Comfortable Air, LLC may without further notice enter the premises and remove or resell the equipment, and customer shall be liable for any deficiency or loss sustained by Shorely Comfortable Air, LLC in connection therewith.
7. Once equipment is connected at customer's property, customer assumes all risk of loss or damage to such equipment and shall ensure same fully to protect all interests of Shorely Comfortable Air, LLC, cost of insurance to be paid by customer. Shorely Comfortable Air, LLC carries liability insurance and Worker's Compensation Insurance.
8. Shorely Comfortable Air, LLC provides a one-year limited labor warranty. Equipment or system failure due to lack of proper maintenance service or abuse is expressly excluded. Normal maintenance check-ups and filter replacements are the responsibility of customer. All other warranties, expressed or implied, are the responsibility of the manufacturer of the equipment, parts, or materials used in connection with the services.
9. There are no warranties, expressed or implied, for existing equipment, ductwork, or other materials not installed by Shorely Comfortable Air, LLC
10. All warranty work will be performed during Shorely Comfortable Air, LLC's normal working hours, 8:30AM to 4:30PM, Monday through Friday.
11. Customer is responsible for all costs and reasonable attorney fees incurred by Shorely Comfortable Air, LLC in connection with any action or proceeding (including arbitration and appeals) arising out of this agreement, including collection of any outstanding amounts due, whether or not suit is filed.
12. Except as provided herein Shorely Comfortable Air, LLC makes no other representations or warranties, either express or implied, including, but not limited to, any implied warranties of merchantability or fitness for a particular purpose Shorely Comfortable Air, LLC expressly disclaims all other warranties. Shorely Comfortable Air, LLC's maximum liability hereunder shall consist of refunding all moneys paid to it by Purchaser hereunder subject to removal and return to Shorely Comfortable Air, LLC of all equipment provided hereunder. Under no circumstances will Shorely Comfortable Air, LLC be liable to customer or any other person for any damages, including, without limitation, any indirect, incidental, special, or consequential damages, expenses, cost, profits, lost savings or earnings, lost or corrupted data, or other liability arising out of or related to this agreement, or the services or equipment provided hereunder.
13. This agreement shall be governed and construed solely according to the internal laws of the State of Maryland, without reference to any conflicts of laws.
14. This agreement is the complete and exclusive statement of the agreement between customer and Shorely Comfortable Air, LLC and it supersedes all prior oral and written proposals and any prior or subsequent communications pertaining to the subject matter hereof.



# Proposal

May 02, 2022

|              |           |
|--------------|-----------|
| Summary:     | PROPOSAL  |
| Reference #: | 21156-101 |
| SP:          | CHRIS     |
| Due Date:    | 5/12/2022 |

PO BOX 238  
CHESAPEAKE CITY MD 21915  
410-885-5012 - 800-398-1382  
www.hbplumbing.com

## Job Name:

UPPER SHORE AGING  
200 SCHAUBER RD  
CHESTERTOWN, MD 21620

UPPER SHORE AGING  
200 SCHAUBER RD  
CHESTERTOWN, MD 21620

410-778-6000

410-778-6000

**We Hereby Submit Specifications And Estimates For:**

## WE WILL FURNISH AND INSTALL:

### MATERIALS:

- 3- AMERICAN STANDARD 4A7A4060L1000 5-TON 14 SEER CONDENSERS
- 1- AMERICAN STANDARD 4A7A4048L1000 4-TON 14 SEER CONDENSER
- 3- AMERICAN STANDARD S9X1C100U5PSB 95% GAS FURNACES
- 1- AMERICAN STANDARD S9X1C080U5PSB 96% GAS FURNACE
- 3- AMERICAN STANDARD 4PXCCU60BS3HAA CASED COILS
- 1- AMERICAN STANDARD 4PXCCU48BS3HAA CASED COIL
- 4- AMERICAN STANDARD BAYLPSS400B PROPANE CONVERSION KITS
- 1- AMERICAN STANDARD BAYCONV27A DRAIN PAN CONVERSION KIT
- 3- AMERICAN STANDARD BAYCONV30A DRAIN PAN CONVERSION KIT
- 4- METAL EMERGENCY DRAIN PANS
- 4- EMERGENCY DRAIN PAN SWITCHES
- 4- PLASTIC EQUIPMENT PADS

### SCOPE:

- REMOVE AND DISPOSE OF EXISTING EQUIPMENT EXCEPT 4-TON TRANE CONDENSER WITH COIL AND ONE TRANE GAS FURNACE
- INSTALL NEW GAS FURNACES IN EXISTING LOCATIONS TIE BACK INTO DUCT WORK, ELECTRIC, GAS AND DRAINS
- INSTALL NEW CONDENSING UNITS IN EXISTING LOCATIONS ON PLASTIC PADS AND TIE BACK INTO ELECTRIC AND LINE SETS
- STARTUP AND TEST SYSTEMS



# Proposal

May 02, 2022

|              |           |
|--------------|-----------|
| Summary:     | PROPOSAL  |
| Reference #: | 21156-101 |
| SP:          | CHRIS     |
| Due Date:    | 5/12/2022 |

PO BOX 238  
CHESAPEAKE CITY MD 21915  
410-885-5012 - 800-398-1382  
www.hbplumbing.com

UPPER SHORE AGING  
200 SCHAUBER RD  
CHESTERTOWN, MD 21620

**Job Name:**  
UPPER SHORE AGING  
200 SCHAUBER RD  
CHESTERTOWN, MD 21620

410-778-6000

410-778-6000

**We Hereby Submit Specifications And Estimates For:**

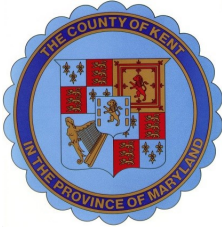
| Subtotal | Total       |
|----------|-------------|
| 38000.00 | \$38,000.00 |

**PROPOSAL TERMS:**

1/2 DOWN: BALANCE UPON COMPLETION

All work to be completed in a professional manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders and will become an extra charge over and above the estimate. All agreements contingent upon delays beyond our control. Purchaser agrees to pay all costs of collection, including attorney's fees. This proposal may be withdrawn by us if not accepted by the above due date .NSF checks will incur a \$40 returned check fee.  
All late invoices will incur a 1.5% service charge per month. not more than 18%.

Authorized Signature \_\_\_\_\_ Acceptance Signature \_\_\_\_\_ Date \_\_\_\_\_



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**American Rescue Plan Act (ARPA) Funds Spend Plan**  
**5/3/2022**  
**County Commissioners Meeting**

**ATTACHMENTS:**

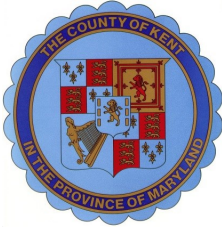
**Description**

4-26-2022 ARPA Fund Commissioner Report

**FY22 AMERICAN RESCUE PLAN ACT FUND  
AS OF COMMISSIONER MEETING MINUTES DATED  
4/26/2022**

**AMERICAN RESCUE PLAN ACT FUND**

| <b>DATE<br/>APPROVED</b>               | <b>DEPARTMENT</b>           | <b>AMOUNT<br/>APPROVED</b> | <b>DESCRIPTION</b>                                                                           |
|----------------------------------------|-----------------------------|----------------------------|----------------------------------------------------------------------------------------------|
| 8/31/2021                              | Water & Wastewater Fund     | \$ 275,000                 | Clariflocculator Replacement Project                                                         |
| 9/21/2021                              | KC Local Management Board   | 112,800                    | Feed the Elderly Year 1                                                                      |
| 10/26/2021                             | Information Technology      | 67,429                     | AV System                                                                                    |
| 10/26/2021                             | Information Technology      | 27,095                     | IT Software                                                                                  |
| 12/14/2021                             | Information Technology      | 665,000                    | Neighborhood Grants & Infrastructure Grants<br>Office of Statewide Broadband                 |
| 1/11/2022                              | Water & Wastewater Fund     | 2,817                      | Change order #1 equipment and cabinet, Fairlee<br>Clariflocculator Replacement Project       |
| 1/11/2022                              | Water & Wastewater Fund     | 90,642                     | Change order #2 Demo, aeration tower, Fairlee<br>Clariflocculator Replacement Project        |
| 2/1/2022                               | Emergency Operations Center | 14,087                     | A/V equipment in EOC-video conferencing                                                      |
| 2/8/2022                               | Water & Wastewater Fund     | 110,065                    | SCADA Pump Station Monitoring                                                                |
| 2/8/2022                               | Water & Wastewater Fund     | 57,500                     | Kent County Regional Wastewater Treatment<br>Plant Feasibility Study-Millington/Rt 301       |
| 2/8/2022                               | Water & Wastewater Fund     | 52,910                     | Tolchester Wastewater Treatment Plant Influent<br>Screen Replacement Project-design services |
| 3/8/2022                               | KC Local Management Board   | 204,115                    | Feed the Elderly Year 2 and Year 3                                                           |
| 3/22/2022                              | Water & Wastewater Fund     | 32,981                     | Worton WWTP influent lagoon-engineering-<br>Design and bid services                          |
| <b>AMOUNT OF FUNDS COMMITTED</b>       |                             | <b>\$ 1,712,441</b>        |                                                                                              |
| <b>AMOUNT OF ARPA FUNDS</b>            |                             | <b>\$ 3,766,777</b>        |                                                                                              |
| <b>BALANCE OF ARPA FUNDS REMAINING</b> |                             | <b>\$ 2,054,336</b>        |                                                                                              |



---

**Carla Gerber, Deputy Director of Planning**  
**5/3/2022**  
**County Commissioners Meeting**

**Item Summary:**

Establishment of Kent County Agricultural Preservation Districts

**ATTACHMENTS:**

Description

Recommendation of Planning Commission and Agricultural Preservation Advisory Board

Map of Proposed Districts



## Department of Planning, Housing, and Zoning

April 26, 2022

Mr. P. Thomas Mason, President  
County Commissioners of Kent County  
400 High Street  
Chestertown, MD 21620

RE: Agricultural Land Preservation Districts

Dear Mr. Mason:

The Kent County Planning Commission and Agricultural Preservation Advisory Board have recommended approval of several applications from landowners who are seeking to establish agricultural land preservation districts on their farms. The following farms are located within the County's Priority Preservation Area and are outside the 10-year water and sewer service planning areas.

ALP 21-01: Redman Family Farms LLC wishes to create an Agricultural Preservation District on its 118.31-acre farm located on Bakers Lane in the Sixth Election District. The farm consists of 114.5 acres of crop land. Approximately 98.5% of the soils are considered Class I or II. There is one dwelling on the farm, and several outbuilding. Approximately 0.5 acres will be withheld for an existing wireless communications tower. The farm is zoned Agricultural Zoning District (AZD) and is part of a block of over 5.360 acres of districts and easements.

ALP 21-02: Goose Chase Farm LLC, wishes to create an Agricultural Preservation District on its 380.96-acre farm located on Edesville Road in the Fifth Election District. The farm consists of 200 acres of crop land, and 180 acres of woodland. Approximately 55.9% of the soils are considered Class II or III. There are no dwellings on the property. The farm is zoned Agricultural Zoning District (AZD) and is not adjacent to other protected lands.

ALP 21-03: B and K Family Farm LLC, wishes to create an Agricultural Preservation District on its 202-acre farm located on Morgnec in the Second Election District. The farm consists of 187 acres of crop land and 13 acres of woodland. Approximately 96% of the soils are considered Class II or III. There is one dwelling on the property. The farm is zoned Agricultural Zoning District (AZD) and is adjacent to over 480 acres of other districts. This farm is participating in MARBIDCO's Next Generation Program.

ALP 22-01: Harmony Crest Partnership LLC wishes to create an Agricultural Preservation District on its 300-acre farm located on Lambs Meadow Road in the Second Election District. The farm consists of 217 acres of crop land and 70 acres of woodland. Approximately 78% of the soils are considered Class I, II or III. There are two dwellings on the property. The farm is zoned Agricultural Zoning District (AZD) and Resource Conservation District (RCD) and is adjacent to a 254-acre easement.

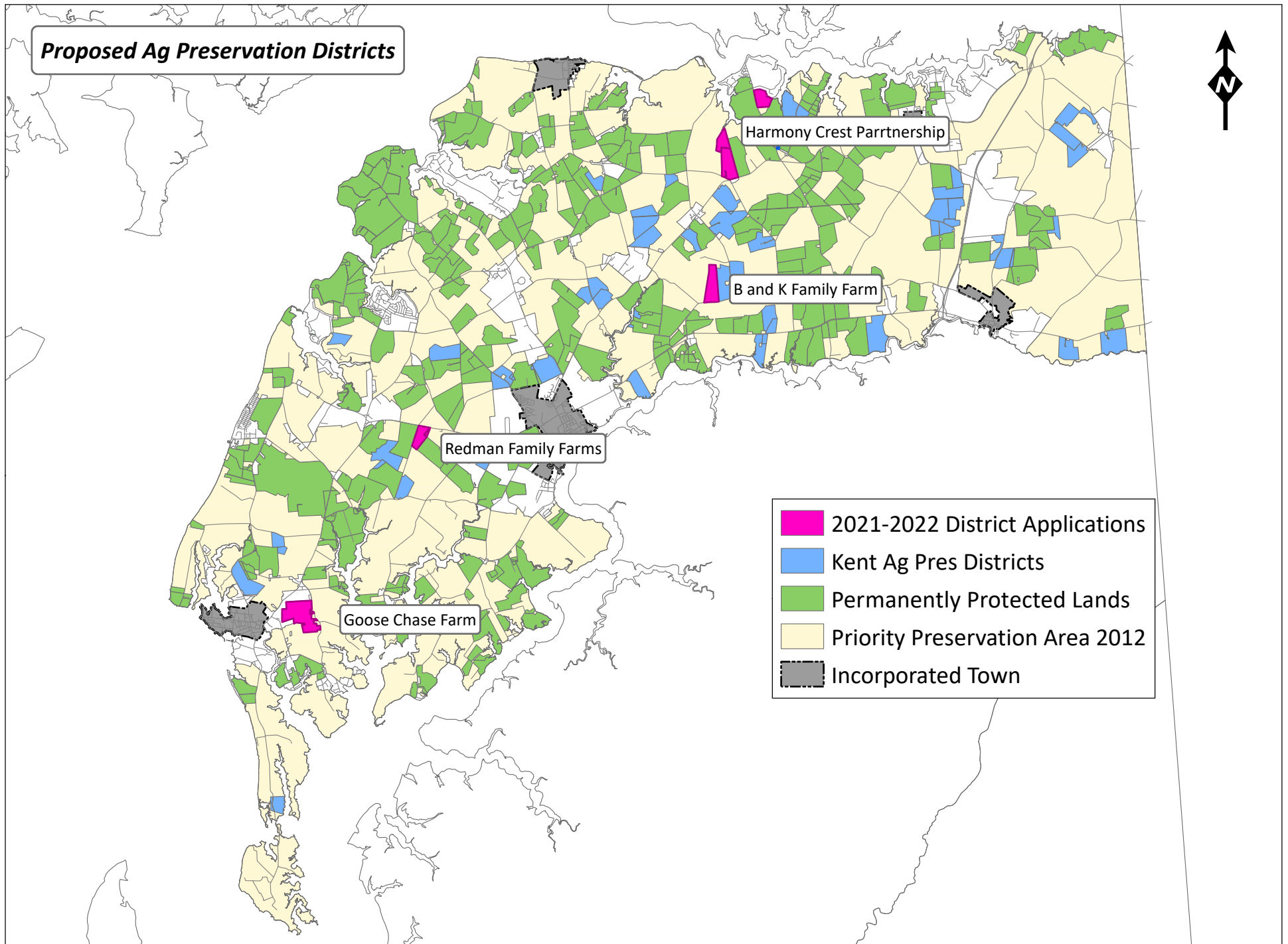
ALP 22-02: Harmony Crest Partnership LLC wishes to create an Agricultural Preservation District on its 126.32-acre farm located on Kentmore Park Road in the Second Election District. The farm consists of 101 acres of crop land and 25 acres of woodland. Approximately 69.5% of the soils are considered Class II or III. There are no dwellings on the property. The farm is zoned Agricultural Zoning District (AZD) and Resource Conservation District (RCD) and is adjacent to over 9,100 acres of districts and easements that stretches from the Sassafras River to the Chester River.

If you have any questions, please do not hesitate to contact me.

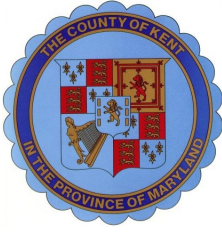
Sincerely,

A handwritten signature in blue ink that reads "Carla M. Gerber". The signature is written in a cursive, flowing style.

Carla Gerber  
Deputy Director of Planning



Source: Kent County Department of Planning, Housing, and Zoning.  
Map prepared April, 2022.



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**Jamie Williams, Director, Economic and Tourism Development**  
**5/3/2022**  
**County Commissioners Meeting**

**Item Summary:**

Delmarva Community Transit Request and Thank You Letter

**ATTACHMENTS:**

**Description**

05.03.22 Delmarva Community Transit (DCT) Request to Use Buses During Rock Hall's 2022 Pirate and Wenches Weekend Event, Thank You for Use of Buses During Previous Years



**The County Commissioners of Kent County**  
P. Thomas Mason, President | Ronald H. Fithian, Member | Robert N. Jacob, Jr., Member  
Shelley L. Heller, County Administrator | Thomas N. Yeager, County Attorney

May 3, 2022

Delmarva Community Transit  
Keith Adkins  
Transportation Operations Manager  
2450 Cambridge Beltway  
Cambridge, MD 21613

Dear Mr. Adkins:

On behalf of the Board of County Commissioners, the Town of Rock Hall, and Rock Hall's local non-profit and volunteer community, we thank Delmarva Community Transit (DCT) for allowing the use of DCT buses for the transportation needs during the Rock Hall, Pirates & Wenches Weekend over the years. The event brings tourist to our area, supports our local businesses, and showcases our Town and County.

This year the event will be held August 13-15th, and we request use of four buses on Saturday, August 13, 2022, from 8 a.m. until 9 p.m. A County employee will pick up the keys the day prior, meet the drivers on Saturday morning to pick up the buses, fill them with fuel, and return them in the evening.

Please advise if anything further is needed from Kent County or the Town of Rock Hall.

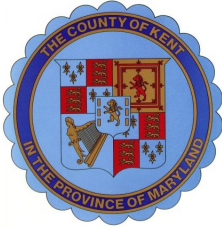
Sincerely,

A handwritten signature in blue ink that reads "P. Thomas Mason".

P. Thomas Mason, President  
Kent County Commissioners

A handwritten signature in blue ink that reads "Dawn E. Jacobs".

Dawn Jacobs, Mayor  
Town of Rock Hall



---

## **Maryland Department of Housing and Community Development**

### **5/3/2022**

### **County Commissioners Meeting**

#### **Item Summary:**

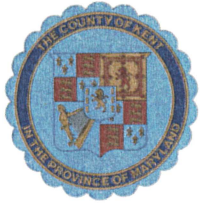
2022 Annual Housing Bond Allocation

#### **ATTACHMENTS:**

##### **Description**

05.03.22 Maddy Ciulu, Director, Single Family Housing, Maryland Department of Housing and Community Development, Annual Housing Bond Allocation

05.03.22 Maddy Ciulu, Director, Single Family Housing, Maryland Department of Housing and Community Development, Annual Housing Bond Allocation



**The County Commissioners of Kent County**  
P. Thomas Mason, President | Ronald H. Fithian, Member | Robert N. Jacob, Jr., Member  
Shelley L. Heller, County Administrator | Thomas N. Yeager, County Attorney

May 3, 2022

Maddy Ciulu, Director  
Single Family Housing  
Community Development Administration  
Maryland Department of Housing and Community Development  
7800 Harkins Road, Room 367  
Lanham, MD 20706

Dear Ms. Ciulu:

Pursuant to Sections 13-801 through 13-807 of the Financial Institutions Article of the Maryland Annotated Code, Kent County hereby irrevocably transfers to the Community Development Administration, for use in issuing housing bonds or mortgage credit certificates on behalf of this jurisdiction, \$719,758.00 of its total \$719,758.00 tax-exempt housing bond allocation as set forth in 2022 allocation of the Maryland State Ceiling made by the Secretary of Commerce pursuant to the Article.

Very truly yours,  
THE COUNTY COMMISSIONERS OF  
KENT COUNTY, MARYLAND

A handwritten signature in blue ink that reads "P. Thomas Mason".

P. Thomas Mason, President

Certificate of Counsel

This transfer of a tax-exempt bond allocation is duly authorized and executed and constitutes the valid, binding, and irrevocable act of Kent County.

A handwritten signature in black ink that reads "Thomas N. Yeager".

Thomas N. Yeager, County Attorney  
Attorney for: Kent County

KCC/ltc

LARRY HOGAN  
Governor  
BOYD K. RUTHERFORD  
Lt. Governor  
KENNETH C. HOLT  
Secretary  
OWEN McEVOY  
Deputy Secretary



April 15, 2022

The Honorable P. Thomas Mason  
President, Board of County Commissioners  
Kent County Government Center  
400 High Street  
Chestertown, MD 21620

Dear President Mason,

The Department of Housing and Community Development (The Department) is contacting you regarding the Annual Housing Bond Allocation. We are reaching out to you to begin the process for 2022. There is no change to the process from last year.

The Department invites Kent County to transfer its 2022 Housing Bond Allocation to the Department. By doing this, the Department utilizes local government housing bond allocations to issue bonds to fund housing programs or to issue mortgage credit certificates. The allocation represents the amount of volume cap authority that would have been available to the local government should it choose to issue the bonds itself in order to raise capital for mortgage loans. In prior years, the annual housing bond allocation has been an extremely powerful and successful tool in creating affordable housing opportunities.

The housing bond allocation for your jurisdiction is \$719,758.00. In order for the Department to utilize the housing bond allocation for your jurisdiction, you must transfer your allocation to the Department in writing on or before June 30, 2022.

Attachment I is a form letter to be prepared on your letterhead authorizing the transfer of bond allocation to the Department.

We ask your cooperation in transferring your 2022 bond authority to the Department. Attachment I must be prepared on your letterhead and be returned no later than June 30, 2022 to the following address:

Maryland Department of Housing and Community Development  
7800 Harkins Road  
Lanham, MD 20706  
ATTN: CHERRONDA ESTEP – SINGLE FAMILY - 3RD FLOOR

County Commissioners  
Office

Date 4-25-22 LL



**MARYLAND DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT**  
7800 HARKINS RD • LANHAM, MD 20706 • DHCD.MARYLAND.GOV  
301-429-7400 • 1-800-756-0119 • TTY/RELAY 711 or 1-800-735-2258



Before mailing the original please send a copy to the following email address:

[karl.metzgar@maryland.gov](mailto:karl.metzgar@maryland.gov)

Included for informational purposes only is Attachment II - Maryland Mortgage Program Purchase Activity for FY 2019, 2020, 2021, and 2022 as of 02/28/22.

We look forward to your continued support of home ownership opportunities for residents of your County. Should you have any questions or need additional information, please contact Karl Metzgar at 301-429-7826 or by email at [karl.metzgar@maryland.gov](mailto:karl.metzgar@maryland.gov).

Thank you.

Sincerely,

*Maddy Ciulu*

Maddy Ciulu, Director

Single Family Housing

|             |               |                                                                                                  |
|-------------|---------------|--------------------------------------------------------------------------------------------------|
| Enclosures: | Attachment I  | Form Letter for Transfer of Allocation                                                           |
|             | Attachment II | Maryland Mortgage Program Purchase Activity for<br>FY 2019, 2020, 2021, and 2022 as of 02/28/22. |



## ATTACHMENT I

### **FORM LETTER FOR 2022 TRANSFER OF ALLOCATION TO BE PREPARED ON YOUR LETTERHEAD**

[Date]

Maddy Ciulu, Director  
Single Family Housing  
Community Development Administration  
Department of Housing & Community Development  
7800 Harkins Road, Room 367  
Lanham, Maryland 20706

Dear Ms. Ciulu:

Pursuant to Sections 13-801 through 13-807 of the Financial Institutions Article of the Maryland Annotated Code, [Name of Jurisdiction] hereby irrevocably transfers to the Community Development Administration, for use in issuing housing bonds or mortgage credit certificates on behalf of this jurisdiction, \$\_\_\_\_\_ of its total \$\_\_\_\_\_ tax-exempt housing bond allocation as set forth in 2022 allocation of the Maryland State Ceiling made by the Secretary of Commerce pursuant to the Article.

Very truly yours,

[Signature]

[Name & Title of Chief Elected Official]

#### Certificate of Counsel

This transfer of a tax-exempt bond allocation is duly authorized and executed and constitutes the valid, binding and irrevocable act of [Name of Jurisdiction].

[Signature]

[Name & Title of Attorney]

Attorney for: [Name of Jurisdiction]

Before mailing the original please send a copy to the following email address:  
[karl.metzgar@maryland.gov](mailto:karl.metzgar@maryland.gov)

RETURN THE ORIGINAL COMPLETED LETTER AND ATTACHMENT I TO:

Cherronda Estep  
Maryland Department of Housing and Community Development  
7800 Harkins RD 3<sup>rd</sup> Floor Single Family Housing  
Lanham, MD 20706

## MARYLAND MORTGAGE PROGRAM

## PURCHASE ACTIVITY

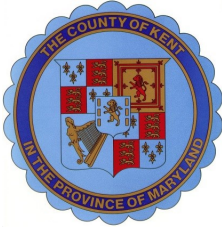
## FOR

## KENT COUNTY

|                   | Regular MMP |             | Bond portion of HIDP loan <sup>2</sup> |             |
|-------------------|-------------|-------------|----------------------------------------|-------------|
| Fiscal Year       | #           | Loan Amount | #                                      | Loan Amount |
| 2019              | 9           | \$1,468,268 | 0                                      | \$0         |
| 2020              | 11          | \$2,130,219 | 0                                      | \$0         |
| 2021              | 10          | \$1,932,930 | 0                                      | \$0         |
| 2022 <sup>1</sup> | 6           | \$1,265,557 | 0                                      | \$0         |

1. Through 2/28/2022

2. The Homeownership for Individuals with Disability Program (HIDP) blends bonds funds with State Funds. This Program was replaced by HomeAbility on 2/4/2019



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## **Maryland Association for Environmental and Outdoor Education 5/3/2022 County Commissioners Meeting**

### **Item Summary:**

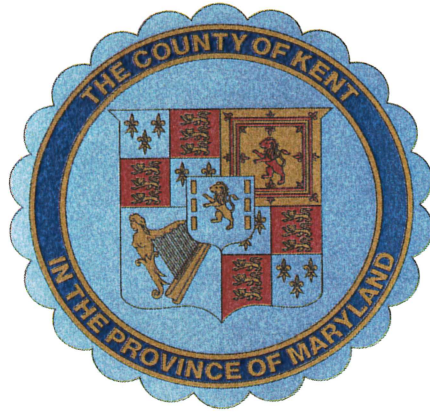
Maryland Green Center 2022

### **ATTACHMENTS:**

#### **Description**

05.03.22 Maryland Association for Environmental and Outdoor Education (MAEOE), Sultana Education Foundation, Maryland Green Center, Certificate of Recognition

05.03.22 Maryland Association for Environmental and Outdoor Education (MAEOE), Sultana Education Foundation, Maryland Green Center



## *Certificate of Recognition*

This is to certify that

*Sultana Education Foundation*

is hereby recognized

for being named a Maryland Green School in 2022, for their outstanding environmental education programs and significant contributions from students and staff in this endeavor. As a recognized Maryland Green Center, Sultana Education Foundation is a highly visible model for other Kent County schools and the community as a whole. Your staff has demonstrated how the environment can be integrated into the instructional program, how environmental best management practices can be employed in the building and on the school grounds and how local environmental issues can be explored through partnerships in the community. We, the County Commissioners of Kent County are pleased to congratulate Sultana Education Foundation for this notable achievement of being recognized as one of the outstanding Maryland Green Centers in our county and state.

THE COUNTY COMMISSIONERS  
OF KENT COUNTY, MARYLAND

A handwritten signature in blue ink that reads "P. Thomas Mason".

P. Thomas Mason, President

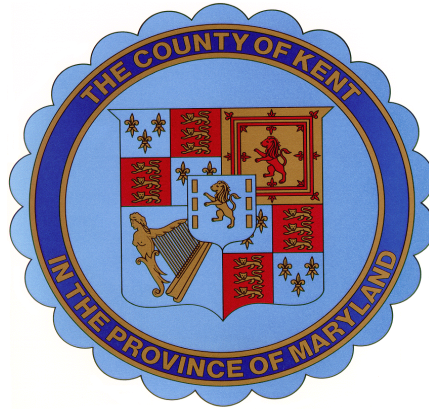
A handwritten signature in blue ink that reads "Ronnie Fithian".

Ronald H. Fithian, Member

A handwritten signature in blue ink that reads "Robert N. Jacob, Jr.".

Robert N. Jacob, Jr., Member

May 3, 2022



## *Certificate of Recognition*

This is to certify that

*Sultana Education Foundation*

is hereby recognized

for being named a Maryland Green School in 2022, for their outstanding environmental education programs and significant contributions from students and staff in this endeavor. As a recognized Maryland Green Center, Sultana Education Foundation is a highly visible model for other Kent County schools and the community as a whole. Your staff has demonstrated how the environment can be integrated into the instructional program, how environmental best management practices can be employed in the building and on the school grounds and how local environmental issues can be explored through partnerships in the community. We, the County Commissioners of Kent County are pleased to congratulate Sultana Education Foundation for this notable achievement of being recognized as one of the outstanding Maryland Green Centers in our county and state.

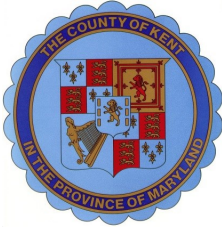
THE COUNTY COMMISSIONERS  
OF KENT COUNTY, MARYLAND

P. Thomas Mason, President

Ronald H. Fithian, Member

Robert N. Jacob, Jr., Member

May 3, 2022



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**Harris P. Murphy, Associate Judge, Circuit Court for Kent County**  
**5/3/2022**  
**County Commissioners Meeting**

**Item Summary:**

Renaming Petit Jury Room in Honor of Mr. Edwin Kuechler

**ATTACHMENTS:**

**Description**

04.29.22 Harris P. Murphy, Associate Judge, Circuit Court for Kent County, Eddie Kuechler Jury Room



**The County Commissioners of Kent County**  
P. Thomas Mason, President | Ronald H. Fithian, Member | Robert N. Jacob, Jr., Member  
Shelley L. Heller, County Administrator | Thomas N. Yeager, County Attorney

April 29, 2022

Harris P. Murphy, Associate Judge  
Circuit Court for Kent County, Maryland  
103 N. Cross Street  
Chestertown, MD 21620

RE: Renaming Petit Jury Room in Honor of Mr. Edwin Kuechler

Dear Judge Murphy:

Thank you for your request to honor Edwin "Eddie" Keuchler for his outstanding service to the Circuit Court of Kent County. Renaming the petit jury room is a fitting way to honor Mr. Keuchler. During the April 26, 2022 County Commissioners meeting, the Commissioners voted and unanimously agreed wholeheartedly to grant permission to rename the petit jury room in Mr. Keuchler's honor.

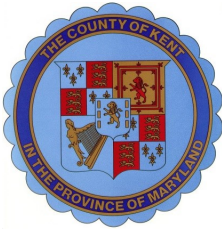
Very truly yours,

A handwritten signature in blue ink, appearing to read "Shelley L. Heller", is written over a horizontal line.

Shelley L. Heller, County Administrator

KCC: ltc

cc: Mike Moulds, Director, Public Works



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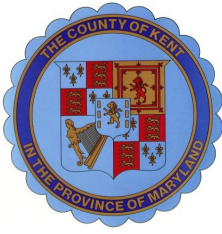
**Kent County Emergency Services Board**  
**5/3/2022**  
**County Commissioners Meeting**

**Item Summary:**

Upcoming Member Vacancy

**ATTACHMENTS:**

Description



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# **Maryland Community Development Block Grant COVID Round 1**

## **5/3/2022**

### **County Commissioners Meeting**

#### **Item Summary:**

Quarterly Progress Reports

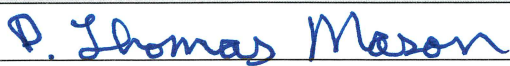
#### **ATTACHMENTS:**

##### **Description**

04.26.22 Maryland CDBG COVID Round I, Quarterly Progress Report, REVISED, Grant Number CV-1-7

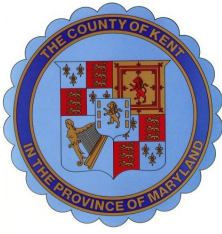
04.26.22 Maryland CDBG COVID Round I, Quarterly Progress Report, Grant Number CV-1-7

# MARYLAND CDBG COVID ROUND I QUARTERLY PROGRESS REPORT

| Reporting Period                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                             |                                                                                                                                                                        |                                                                                                    |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------|
| <b>1<sup>st</sup> Quarter REVISED (for Signature)</b><br><b>July 1 – September 31, 2021</b><br><b>Due October 10<sup>th</sup></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | <b>2<sup>nd</sup> Quarter</b><br><b>October 1 – December 31, 2021</b><br><b>Due January 10<sup>th</sup></b> | <b>3<sup>rd</sup> Quarter</b><br><b>January 1 – March 31, 2022</b><br><b>Due March 31</b>                                                                              | <b>4<sup>th</sup> Quarter</b><br><b>April 1 – June 30, 2022</b><br><b>Due July 10<sup>th</sup></b> |
| Section I: Grant Information                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                                             |                                                                                                                                                                        |                                                                                                    |
| Grantee: Kent County                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                             | Grant Number: CV-1-7                                                                                                                                                   |                                                                                                    |
| Section II: Grant Progress                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                                             |                                                                                                                                                                        |                                                                                                    |
| <p>The project is fully underway.</p> <p>Maryland Rural Development Corporation (MRDC) “ERAP Support” Case Managers are on the job and actively working on case management. 30 renters have been assisted with ERAP funding but the Case Managers have not yet begun to draw on this CV-1 funding, therefore no reimbursement request has been received/sent yet.</p> <p>Mid Shore Pro Bono (MSPB) has been providing service since prior to this grant award and continues to do so. No reimbursement requests have been received/sent yet.</p> <p>Upper Shore Aging has completed meal service to elderly members of the community via Meals on Wheels and has spent out the funding.</p> |                                                                                                             |                                                                                                                                                                        |                                                                                                    |
| Grant Award Amount: \$134,246.39<br>USA \$50,000.00                      MSPB \$5,006.39<br>KeCo Admin \$4,000.00                      MRDC ERAP Support \$75,240.00                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                             | Total Grant Funds Drawn to Date: \$50,000.00<br>USA \$50,000.00 - spent out                      MSPB \$0<br>KeCo Admin \$0                      MRDC ERAP Support \$0 |                                                                                                    |
| Section III: Person Completing Report                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                             |                                                                                                                                                                        |                                                                                                    |
| Name: Neoma Salvaje                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                                             | Title: Covid 1 Grant Manager                                                                                                                                           |                                                                                                    |
| Phone: 302.223.4044                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                                             | Email: keco@eleventhhousesolutions.com                                                                                                                                 |                                                                                                    |
| Section IV: Certification by Chief Elected Official – I certify to the best of my knowledge that the information contained in this report is true and correct.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                             |                                                                                                                                                                        |                                                                                                    |
| Signature:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                                             | Title: President of County Commissioners of Kent County, Maryland                                                                                                      | Date: April 26, 2022                                                                               |

# MARYLAND CDBG COVID ROUND I QUARTERLY PROGRESS REPORT

| Reporting Period                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                          |                                                                                                                                                                                          |                                                                     |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------|
| 1st Quarter<br>July 1 – September 31, 2021<br>Due October 10th                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | 2 <sup>nd</sup> Quarter<br>October 1 – December 31, 2021<br>Due January 10 <sup>th</sup> | 3 <sup>rd</sup> Quarter<br><b>January 1 – March 31, 2022</b><br><b>Due April 10th</b>                                                                                                    | 4 <sup>th</sup> Quarter<br>April 1 – June 30, 2022<br>Due July 10th |
| Section I: Grant Information                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                          |                                                                                                                                                                                          |                                                                     |
| Grantee: Kent County                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                          | Grant Number: CV-1-7                                                                                                                                                                     |                                                                     |
| Section II: Grant Progress                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                          |                                                                                                                                                                                          |                                                                     |
| <p>Upper Shore Aging portion of the CDBG Program grant has been completed.</p> <p>Eleventh House Solutions reported that Mid Shore Pro Bono (MSPB) has assisted 12 Kent County residents with landlord/tenant issues from January 1 - March 31, 2022, but those case numbers are not being reported here. They will be reported after the whole grant amount (\$5,006.39) gets spent out. No reimbursement requests have been received/sent yet.</p> <p>Eleventh House Solutions has been paid by Kent County for the budgeted administrative amount.</p> <p>Kent County, MRDC, and DHCD are in discussion regarding documentation for the CDBG Program requirements related to reimbursements for MRDC's staff time on ERAP.</p> |                                                                                          |                                                                                                                                                                                          |                                                                     |
| Grant Award Amount: \$134,246.39<br><br>USA \$50,000.00                      MSPB \$5,006.39<br><br>KeCo Admin \$4,000.00              MRDC ERAP Support \$75,240.00                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                          | Grant Funds Drawn to Date: \$50,000.00<br><br>USA \$50,000.00 – reimbursed                      MSPB \$0<br><br>KeCo Admin \$4,000.00 – spent                      MRDC ERAP Support \$0 |                                                                     |
| Section III: Person Completing Report                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                          |                                                                                                                                                                                          |                                                                     |
| Name: William Mackey                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                          | Title: Director, Department of Planning, Housing, and Zoning                                                                                                                             |                                                                     |
| Phone: 410-778-7423, ext. 9                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                          | Email: <a href="mailto:wmackey@kentgov.org">wmackey@kentgov.org</a>                                                                                                                      |                                                                     |
| Section IV: Certification by Chief Elected Official – I certify to the best of my knowledge that the information contained in this report is true and correct.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                          |                                                                                                                                                                                          |                                                                     |
| Signature:<br><br>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                          | Title: President of County Commissioners of Kent<br>County, Maryland                                                                                                                     |                                                                     |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                          | Date: April 26, 2022                                                                                                                                                                     |                                                                     |



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## **Procedures for Public Comment 5/3/2022 County Commissioners Meeting**

### **ATTACHMENTS:**

#### **Description**

Procedures for Public Comment

05.03.22 Public Comments Sign In Sheet

# **BOARD OF COUNTY COMMISSIONERS OF KENT COUNTY PROCEDURES FOR PUBLIC COMMENT**

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

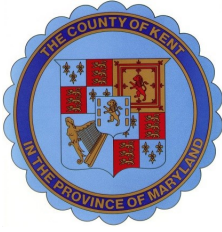
It is our desire that everyone who wishes to comment be given a fair and uninterrupted opportunity to express their views to the County Commissioners during this public comment period.

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

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

**PUBLIC COMMENTS  
SIGN IN SHEET  
May 3, 2022**

| NAME (please print) | ADDRESS | TOPIC |
|---------------------|---------|-------|
|                     |         |       |
|                     |         |       |
|                     |         |       |
|                     |         |       |
|                     |         |       |



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**George S. Michaels, Community Member**  
**5/3/2022**  
**County Commissioners Meeting**

**Item Summary:**

Letter of Concern

**ATTACHMENTS:**

**Description**

04.26.22 George S. Michaels, Chestertown Hospital, University of Maryland Shore Medical Center,  
University of Maryland Medical Systems, Decline and Elimination of Medical Services

**George S. Michaels  
4966 Ashley Road  
P.O. Box 599  
Rock Hall, MD 21661  
Tel.: 410/241-3544**

April 13, 2022

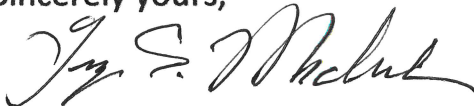
The Hon. David Foster, Mayor of Chestertown  
Mr. P. Thomas Mason, President Kent County Commissioners  
Mr. Dan Divilio Editor The Kent County News

Re. The Chestertown Hospital  
University of Maryland Shore Medical Center  
University of Maryland Medical Systems (UMMS)

Gentlemen,

The decline and elimination of medical services in our hospital by UMMS is of great concern to many Kent County residents, and based on UMMS policies of other community hospitals it has acquired, it is reasonable to expect UMMS to further reduce both the quality and quantity of health care in our hospital. Enclosed is an article discussing how a small city preserved its hospital services. Do you intend to preserve and increase the quality and quantity of health care in our hospital, and what are your opinions of the enclosed, and will you distribute the enclosed to your colleagues and to Kent County residents for their consideration?

Sincerely yours,



George S. Michaels

County Commissioners  
Office

Date 4-15-22 

# Washington Pledges Funds for Wyoming Hospital That Challenged Private Equity

A federal loan commitment represents the bulk of the financing needed to build a new hospital in Riverton, Wyo., after a yearslong effort by local residents.

*By Brian Spegele*

When the only hospital in a small Wyoming city cut services like childbirth, residents fought back by hatching a plan to build their own. The unusual effort just got a major boost from the U.S. Agriculture Department, which pledged \$37 million of loans for the project.

The loan commitment represents the bulk of the financing needed to build a new hospital in Riverton, Wyo., after a yearslong effort.

The commitment comes despite lobbying by the operator of Riverton's only current hospital, which is backed by private-equity giant Apollo Global Management Inc. The hospital operator, SageWest Health Care, argued in letters to the USDA that a new hospital was unnecessary in Riverton and would undercut its existing operations.

The USDA effectively rejected that argument by approving the loan request.

"This is huge," said Corte McGuffey, a board member of the Riverton group that has been working to build the new hospital. "We've had to work so hard to get to this point."

The efforts in Riverton were the subject of a front-page Wall Street Journal article last year. The situation has illustrated the tensions that have emerged in many communities following takeovers of small-town and rural hospitals by private-equity firms and other investors.

"If we want rural people in rural places to thrive, they need access to quality healthcare," said Xochitl Torres Small, the USDA's undersecretary for rural development. "This is an example of a project that is completely people- and community-driven."

Ms. Torres Small said the department received more than 200 letters of support for the project. "Being able to see that local interest made it clear this was an exciting project to invest in," she said.

Apollo declined to comment. SageWest chief executive John Whiteside said the company was committed to ensuring that local residents "have access to high-quality, full-service hospital care close to home."

At the heart of Riverton residents' concerns were moves by Sage West to consolidate some services, including childbirth, at another facility approximately 30 miles away. The new hospital would seek to upgrade emergency-room offerings and recruit more specialists.

More than 130 rural hospitals in the U.S. have closed since 2010. Financial stresses at such facilities have been driven by factors including rural populations that tend to be older and poorer than urban ones. Covid-19 only added to the strains, particularly in the pandemic's early days when many patients were forced to forego elective procedures.

Financing arrangements struck by investors have also posed challenges at some hospitals.

One common tactic employed by Apollo in Riverton and other investors elsewhere is known as a sale-leaseback. Under such an arrangement, a hospital's land and buildings are sold to a third-party landlord and then leased back to the facility. This turns hospitals into renters of property they once owned and can add millions of dollars a year in financial obligations.

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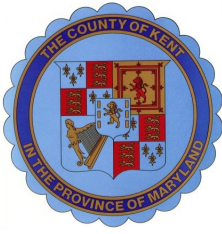
In the small city of Watsonville, Calif., such a deal contributed to the recent bankruptcy of the city's only hospital, the Journal previously reported. As in Riverton, a band of local residents has joined to save the hospital from closing. They need to raise as much as \$70 million in the coming months to buy the Watsonville Community Hospital out of bankruptcy.

The Riverton group is budgeting around \$53 million in all to get the new hospital off the ground. Some of the money is set to come from local donors, while the Eastern Shoshone Native American tribe has pledged the land on which the new hospital would be built.

Even with the USDA loan commitment, the group still has about \$10 million left to raise before construction can begin. Mr. McGuffey said they are now targeting additional funds from Wyoming state appropriations, among other sources.

The USDA loan "allows us to keep going forward," he said. "This is the biggest hurdle that we've come up against."

Write to Brian Spegele at [brian.spegele@wsj.com](mailto:brian.spegele@wsj.com)



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## **Contingency and Use of Fund Balance Report 5/3/2022 County Commissioners Meeting**

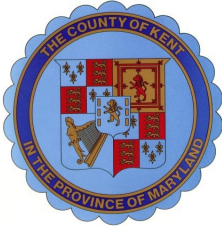
### **ATTACHMENTS:**

#### **Description**

4-26-2022 Commissioner Report Contingency

**FY22 CONTINGENCY & USE OF FUND BALANCE  
AS OF COMMISSIONERS MEETING MINUTES DATED  
April 26, 2022**

| <b>CONTINGENCY</b>                                                                                                                                                |                                           |                            |                                                                                                   |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------|----------------------------|---------------------------------------------------------------------------------------------------|
| <b>DATE<br/>APPROVED</b>                                                                                                                                          | <b>DEPARTMENT</b>                         | <b>AMOUNT<br/>APPROVED</b> | <b>DESCRIPTION</b>                                                                                |
| 8/24/21                                                                                                                                                           | Kent County Health Department (KCHD)      | \$ 227,000                 | Hiring of (2) nurses and (2) nursing assistants for facilitate vaccination and testing clinic     |
| 9/7/21                                                                                                                                                            | Circuit Court                             | 7,131                      | Replace carpet in Kent County Circuit Court project #BM 22-01                                     |
| 9/28/21                                                                                                                                                           | Building and Grounds                      | 32,785                     | Exterior painting of the Kent County Courthouse and Kent County Government Center RFP No BM-22-02 |
| 10/5/21                                                                                                                                                           | Planning & Zoning                         | 1,039                      | Permit fee waiver-Kent Attainable Housing, Inc. 24909 Lambs Meadow Road                           |
| 10/12/21                                                                                                                                                          | Buildings/Grounds-Court House             | 40,852                     | HVAC split system-Court House                                                                     |
| 10/26/21                                                                                                                                                          | Water and Wastewater Fund                 | 129,600                    | Water/Sewer allocation fees waiver for Kent County Society project in Worton (12/1/2020)          |
| 8/3/21                                                                                                                                                            | Buildings/Grounds-Court House             | 24,940                     | Asbestos Abatement - Court House, replacement of files, Clerk of Courts                           |
| 11/30/21                                                                                                                                                          | Kent County Health Department (KCHD)      | (227,000)                  | Move funding source to ARPA from Contingency                                                      |
| 12/21/21                                                                                                                                                          | Information Technology                    | 29,294                     | Hiring of staff for vaccination & testing clinic                                                  |
| 1/18/22                                                                                                                                                           | Legal Counsel                             | 20,000                     | Replace Uninterrupted Power Supply (UPS)                                                          |
| 1/25/25                                                                                                                                                           | Social Services                           | 5,500                      | Morgnac Road Solar Litigation expenses                                                            |
| 2/15/22                                                                                                                                                           | Kent Ag Center, Inc                       | 41,710                     | Lodging at Driftwood Inn to help the homeless during the month of February                        |
| 3/22/22                                                                                                                                                           | Social Services                           | 5,500                      | Complete Pavilion Project                                                                         |
| 3/22/22                                                                                                                                                           | Kent County Department of Social Services | 2,660                      | Lodging at Driftwood Inn to help the homeless during the month of March                           |
| 4/5/22                                                                                                                                                            | Accountability Office                     | 4,500                      | Summer SNAP program                                                                               |
| 4/5/22                                                                                                                                                            | Village of Kennedyville                   | 10,000                     | Consultant for implementing Police Accountability Board                                           |
| 4/12/22                                                                                                                                                           | Information Technology                    | 33,520                     | Village of Kennedyville - legal fees associated with transfer of unsold lots and open space       |
| 4/12/22                                                                                                                                                           | Information Technology                    | 2,234                      | Cybersecurity Software and Hardware                                                               |
| 4/19/22                                                                                                                                                           | Chestertown Garden Club                   | 2,500                      | Ransomware                                                                                        |
|                                                                                                                                                                   |                                           | -                          | Mulch flower beds at Garnet Elementary School                                                     |
| <b>TOTAL</b>                                                                                                                                                      |                                           | <b><u>\$ 393,765</u></b>   |                                                                                                   |
| <b>BEGINNING CONTINGENCY BUDGET</b>                                                                                                                               |                                           | <b>\$ 500,000</b>          |                                                                                                   |
| <b>ENDING CONTINGENCY BALANCE</b>                                                                                                                                 |                                           | <b><u>\$ 106,235</u></b>   |                                                                                                   |
| <b>USE OF FUND BALANCE</b>                                                                                                                                        |                                           |                            |                                                                                                   |
| <b>DATE<br/>APPROVED</b>                                                                                                                                          | <b>DEPARTMENT</b>                         | <b>AMOUNT<br/>APPROVED</b> | <b>DESCRIPTION</b>                                                                                |
| 6/22/2021                                                                                                                                                         | Sheriff's Office                          | \$ 54,776                  | Body Cameras five year agreement                                                                  |
| 6/22/2021                                                                                                                                                         | University of Maryland Extension Office   | \$ 15,156                  | Increase FY22 Allocation-PTK positions salary increase                                            |
| 10/19/2021                                                                                                                                                        | Human Resources                           | \$ 3,269                   | Transfer of current employee to HR Specialist                                                     |
| 4/12/2022                                                                                                                                                         | Contingency                               | \$ 100,000                 | Increase Contingency                                                                              |
| <b>TOTAL</b>                                                                                                                                                      |                                           | <b><u>\$ 173,201</u></b>   |                                                                                                   |
| <b>USE OF FUND BALANCE</b>                                                                                                                                        |                                           |                            |                                                                                                   |
| <b>Note: If expenses are not reduced or offset by the same amount of fund balance used, this will result in a decrease in fund balance below our 7.5% target.</b> |                                           |                            |                                                                                                   |



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**Shelley Heller, County Administrator, and Marty Hale, Director, Human  
Resources  
5/3/2022  
County Commissioners Meeting**

**Item Summary:**

Personnel

The meeting was closed under the Annotated Code of Maryland, General Provisions Article § 3-305(b) (1) To discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom this public body has jurisdiction; or any other personnel matter that affects one or more specific individuals.

**ATTACHMENTS:**

Description