

May 3, 2022

### **FY2023 BUDGET WORK SESSION**

A budget work session was held today at 10:00 a.m. Commissioner P. Thomas Mason, Commissioner Ronald H. Fithian, Commissioner Robert N. Jacob, Shelley L. Heller, County Administrator; Pat Merritt, Chief Finance Officer, and Marty Hale, Director, Human Resources were present.

Also in attendance were David Foster, Mayor, Meghan E. Efland, Thomas A. Hertz, Jr., and Jose Medrano, Councilmembers, Town of Chestertown; John Carroll, Mayor, Town of Galena; Zita Seals, Councilmember, Town of Millington; Dawn Jacobs, Mayor, and Bob Resele, Town Manager, Town of Rock Hall. Each municipality discussed budgetary matters. Mayor Foster submitted a written request for the Commissioners' consideration of a tax differential. Mayor Carroll requested County funding allocation for a walking trail project. Ms. Heller read a statement from Don Sutton, Mayor, Town of Betterton that expressed the Town's appreciation of County-funded personnel at Betterton Beach. Mayor Jacobs submitted a written request of \$167,000.00 as a Grant in Aid or tax rebate. Councilwoman Seals expressed support of the tax rebate discussion.

Paul Rickert, Area Extension Director, University of Maryland Extension presented the agency's FY2023 budget request. The Commissioners recessed for lunch.

### **FY2023 BUDGET WORK SESSION, CLOSED SESSION PERSONNEL**

At 1:03 p.m., a motion was made by Commissioner Fithian, seconded by Commissioner Mason, and carried by the majority to go into closed session. The meeting was closed under the Annotated Code of Maryland, General Provisions Article § 3-305(b) (1) To discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom this public body has jurisdiction; or any other personnel matter that affects one or more specific individuals.

Shelley L. Heller, County Administrator; Pat Merritt, Chief Finance Officer, Office of Finance; Mike Moulds, Director, Public Works; Marty Hale, Director, Human Resources; and Sondra M. Blackiston, Clerk/KATE Manager were also present.

Topics to be discussed: Compensation matters specific to one or more individuals are confidential, as well as a discussion of each person's qualifications and performance.

Reason for closing: Personnel information is private, and the discussion must shield the details of current employees' qualifications and compensation

Commissioner Jacob joined the closed session. The Commissioners and staff discussed personnel matters concerning certain employees.

At 1:58 p.m., a motion was made by Commissioner Fithian, seconded by Commissioner Jacob, and the Commissioners unanimously agreed to adjourn the closed session and continue the budget work session.

### **FY2023 BUDGET WORK SESSION CONTINUED**

Ms. Merritt reviewed the FY2023 budget process thus far summarizing changes concerning allocations, capital, general fund, and operating funds. The budget work session ended at 1:56 p.m.

A meeting of the County Commissioners of Kent County was called to order at 6:00 p.m. with the following present: P. Thomas Mason, President, Ronald H. Fithian, and Robert N. Jacob, Jr. The meeting convened with the Pledge of Allegiance. Commissioner Mason asked the audience to remain standing for the unity of our Country in hopes that our differences do not bring any more division.

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

### **CONSENT ITEMS**

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

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

### **DETENTION CENTER**

Herbert Dennis, Warden; Ernest Wicks, Captain; and Kermit Burrell, Sergeant; Kent County Detention Center were present to honor all who serve in the corrections profession. Kent County joins the State in recognizing Correctional Officers and Employees Week. Warden Dennis, Captain Wicks, and Sergeant Burrell were also in attendance to honor the recipient recognized for Officer of the Year.

Certificate of Recognition - This year's recipient of 2022 Correctional Officer of the Year is Andrew Cox. Commissioner Mason read a certificate of recognition for Officer Cox for his exemplary service and dedication to the Correction Profession.

Proclamation - May 1-7, 2022 is Correctional Officers and Employees Week. Commissioner Jacob read the commemorative proclamation for Correctional Officers and Employees Week, thanking the men and women of the Kent County Detention Center who unceasingly provide a vital public service. The Commissioners expressed their thankfulness to all the Correctional Officers for their hard work.

## **APPOINTMENT**

Andy Hollis, Executive Director, and Bill Shrieves, President, Board of Directors, Upper Shore Aging (USA), Inc. were present to continue a discussion, from April 26, 2022. Mr. Hollis and Mr. Shrieves request FY2022 Contingency Funds to repair/replace heating and air conditioning units at the Amy Lynn Ferris Adult Activity Center, Kent County's designated senior center. There were three bids received for the project, with the lowest bid being from H&B Plumbing and Heating for \$38,000.00. Discussion took place. On a motion by Commissioner Fithian and seconded by Commissioner Jacob, the Commissioners unanimously approved the request to use contingency funds to repair/replace the heating and air conditioning units at the Amy Lynn Ferris Adult Activity Center and to use the lowest bid received from H&B Plumbing and Heating for \$38,000.00.

## **AMERICAN RESCUE PLAN ACT FUNDS (ARPA)**

A copy of the American Rescue Plan Act (ARPA) Spend Plan outlining the approved expenditures to date was provided to the Commissioners for informational purposes.

## **PLANNING, HOUSING, AND ZONING**

Carla Gerber, Deputy Director, Planning, Housing, and Zoning presented a request to schedule a public hearing to review and approve five (5) agricultural preservation district applications. Ms. Gerber stated the Agricultural Preservation Advisory Board and the Planning Commission recently reviewed the five (5) applications to establish agricultural preservation districts. All applications were found to exceed the minimum requirements and are recommended for approval. A correspondence dated April 26, 2022, was received from Ms. Gerber noting the five (5) applications. Discussion took place. On a motion by Commissioner Fithian and seconded by Commissioner Jacob, the Commissioners unanimously approved scheduling a public hearing for a future meeting.

## **COUNTY ADMINISTRATOR**

Shelley L. Heller, County Administrator, on behalf of, Jamie Williams, Director, Economic and Tourism Development, presented a letter for signature requesting the use of Delmarva Community Transit (DCT) Buses during Pirates and Wenches weekend in Rock Hall. The event occurs from August 12 – 14, 2022, and only needs the use of the DCT buses on Saturday, August 13, 2022. DCT has allowed the County and Town use of the buses in prior years for this event. On a motion by Commissioner Jacob and seconded by Commissioner Fithian, the Commissioners unanimously approved the request to use the Delmarva Community Transit buses for Pirates and Wenches weekend in Rock Hall and thanked DCT for their use of them.

Ms. Heller stated a correspondence dated April 25, 2022, was received from Maddy Ciulu, Maryland Department of Housing and Community Development (DHCD), requesting the transfer of Kent County's 2022 Housing Bond Allocation in the amount of \$719,758.00 to

DHCD. If the County approves the transfer of the 2022 Housing Bond Allocation, it must be done in writing. On a motion by Commissioner Fithian and seconded by Commissioner Jacob,

the Commissioners unanimously approved the transfer of Kent County's 2022 bond allocation to the Department of Housing and Community Development. As required, Mr. Yeager signed the Certificate of Counsel.

Ms. Heller, on behalf of Mary Westlund, Maryland Association for Environmental and Outdoor Education (MEAEOE), shared that Sultana Education Foundation was named a Maryland Green Center 2022 by MEAEOE. On a motion by Commissioner Fithian and seconded by Commissioner Jacob, the Commissioners unanimously approved a certificate of recognition, memorializing the Sultana Education Foundation's achievement.

### **COUNTY ADMINISTRATOR REPORT**

A correspondence dated April 29, 2022, and signed by Shelley Heller, County Administrator, was sent to Judge Harris P. Murphy, Associate Judge, Circuit Court for Kent County, conveying the Commissioners' approval of a request to rename the Petit Jury Room to the Edwin "Eddie" Keuchler Jury Room.

A correspondence dated April 16, 2022, was received from Michael Heffron, Chair, Emergency Services Board, informing the Commissioners of his departure from the ESB effective the end of May. The Commissioners sent a thank you letter to Mr. Heffron for his service as Chair of the ESB.

Ms. Heller stated Commissioner Mason signed two (2) quarterly reports for Maryland Community Development Block Grants (CDBG), COVID Round 1 CV-1-7 Grant. A revised first quarterly report and the third quarterly report were signed and returned as required.

### **PUBLIC COMMENT**

The procedures for public comment were in effect. No comments were received from citizens.

### **FOR YOUR INFORMATION**

A correspondence dated April 13, 2022, was received from George S. Michaels, a citizen, regarding the Chestertown Hospital.

### **CONTINGENCY FUND**

The FY2022 Contingency balance as of April 26, 2022, is \$106,235.00 and the FY2022 Use of Fund Balance total is \$173,201.00.

### **CLOSED SESSION**

At 6:21 p.m., a motion was made by Commissioner Fithian, seconded by Commissioner Jacob, and carried unanimously to go into closed session. The meeting was closed under the Annotated Code of Maryland, General Provisions Article § 3-305(b) (1) To discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom this public body has jurisdiction; or any other personnel matter that affects one or more specific individuals.

Shelley L. Heller, County Administrator; Thomas N. Yeager, County Attorney; Marty Hale, Director, Human Resources; and Sondra M. Blackiston, Clerk/KATE Manager were also in attendance.

### **PERSONNEL**

Topic to be discussed: To consider a written personnel request submitted to the Board for their review.

Reason for closing: A personnel request is private, and all details of the request must be safeguarded.

Mr. Yeager offered legal advice concerning a process. Two correspondences were submitted for the Board's information. The Commissioners and staff discussed a personnel matter.

At 6:33 p.m., a motion was made by Commissioner Jacob, seconded by Commissioner Fithian, and carried unanimously to adjourn the closed session and reconvene in the open session.

### **OPEN SESSION**

Commissioner Jacob summarized the closed session discussion about a personnel matter. On a motion by Commissioner Fithian and seconded by Commissioner Jacob, the Commissioners unanimously agreed to schedule a hearing to deal with a personnel issue that has come up.

At 6:34 p.m. a motion was made by Commissioner Jacob, seconded by Commissioner Fithian, and the Board unanimously agreed to adjourn the meeting. The Board is scheduled to meet again on Tuesday, May 10, 2022, at 10:00 a.m.

Respectfully submitted,

Sondra M. Blackiston  
Clerk/KATE Manager

Approved:

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

May 3, 2022

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

Shelley L. Heller, County Administrator; and Thomas N. Yeager, County Attorney, were also present.

### **PUBLIC NOTICE**

Commissioner Mason read the following public hearing notice into the record:

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.

### **CONSENT ITEM**

On a motion by Commissioner Fithian and seconded by Commissioner Jacob, the Commissioners unanimously approved Consent Item #2 - Liquor Minutes, April 26, 2022.

There being no further business to claim their attention, the Board adjourned and agreed to meet again on Tuesday, May 10, 2022, at 10:00 a.m.

THE BOARD OF LICENSE COMMISSIONERS  
OF KENT COUNTY, MARYLAND

Sondra M. Blackiston  
Clerk/KATE Manager

Approved:

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