

**THE COUNTY COMMISSIONERS
OF KENT COUNTY, MARYLAND
BUDGET WORK SESSION
AGENDA**

May 3, 2022

10:00 AM Call to Order/Pledge of Allegiance/Moment of Silence

All Times Are Approximate And A Lunch Recess Is Planned

Municipalities

David Foster, Mayor, Town of Chestertown

Tax Discussion

John Carroll, Mayor, Town of Galena

Walking Trail Budget Request

Dawn Jacobs, Mayor, Town of Rock Hall

Budget Information and Summaries

Patricia Merritt, Chief Finance Officer, Office of Finance

Services Summary

Patricia Merritt, Chief Finance Officer, Office of Finance

Summary of Changes

Patricia Merritt, Chief Finance Officer, Office of Finance

New Positions

Outside Agency Budget Requests

Bill Webb, Health Officer and Emily McCoy, Administrator, Kent County Health Department
- Rescheduled

FY2023 Budget Request

Paul Rickert, Area Extension Director, University of Maryland Extension

Allocations

Patricia Merritt, Chief Finance Officer, Office of Finance

General Fund Overview

Patricia Merritt, Chief Finance Officer, Office of Finance

General Fund Summary

1:00 p.m. Closed Session Personnel

Marty Hale, Director, Human Resources

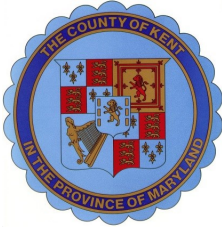
Personnel

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.

Operating

Patricia Merritt, Chief Finance Officer, Office of Finance



AGENDA ITEM BRIEFING

David Foster, Mayor, Town of Chestertown 5/3/2022 Budget Work Session

Item Summary:

Tax Discussion

ATTACHMENTS:

Description

05.03.22 David Foster, Mayor, Town of Chestertown, Section 6-305 of the Tax-Property Article of the Annotated Code of Maryland, Tax Differential

Town of Chestertown

118 N. Cross Street, Chestertown, MD 21620
tel: 410-778-0500 fax: 410-778-4378
email: office@chestertown.com
url: www.townofchestertown.com

Mayor
David Foster
Council
Tim O'Brien
Thomas A. Herz, Jr.
Jose Medrano
Meghan E. Efland
Town Manager
William S. Ingersoll



March 23, 2022

The Honorable Commissioners of Kent County
R. Clayton Mitchell, Jr.
Kent County Government Center
400 High Street Chestertown, MD 21620

Re: Section 6-305 of the Tax-Property Article of the Annotated Code of Maryland

To: The Honorable P. Thomas Mason (President), Robert N. Jacob, Jr. Commissioner,
and Ronald H. Fithian, Commissioner,

The Town of Chestertown respectfully requests that the Kent County Commissioners arrange some time soon on an upcoming agenda to allow the Chestertown Town Council to attend and discuss the issue of a county tax differential or tax rebate.

As you know, Section 6-306 of the Tax-Property Article of the Annotated Code of Maryland governs the procedure for the setting of a tax differential in the counties not currently required to provide a Tax Differential (the "May" Counties). The governing bodies of these counties are still required to meet annually with governing bodies of municipalities to discuss the property tax rate to be set for assessments of property in those municipalities. If it is demonstrated that the municipality performs services or programs in lieu of similar county services, the county **may establish** a county property tax rate for property in the municipality that is lower than the general county property tax rate or provide a tax rebate to those municipalities.

Chestertown makes up more than a quarter of the population of Kent County and accounts for a significant portion of the County's taxable base. The Town maintains and plows over twenty miles of town-owned streets (not including the State roads through town), provides a fully staffed police force, trucks the community's trash to a quad-county landfill in Caroline County, provides planning and zoning services that guide future development, and funds the general governmental staffing required to oversee

County Commissioners

Office

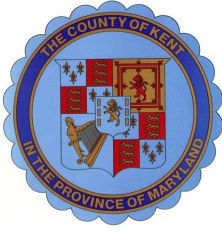
Date 03/30/22 *Sm*

these operations. The same or similar services are currently provided for non-municipal residents in Kent County using County Revenues, yet Kent County currently neither provides nor pays for these services in Chestertown. In a typical year, the cost of providing these parallel services costs the residents of Chestertown approximately 3.5 million dollars and most of these costs would have to be absorbed by the County if Chestertown ceased to provide them.

Sincerely,

A handwritten signature in cursive script, appearing to read "David".

David Foster
Mayor



AGENDA ITEM BRIEFING

John Carroll, Mayor, Town of Galena 5/3/2022 Budget Work Session

Item Summary:

Walking Trail Budget Request

ATTACHMENTS:

Description

Kim Lamphier Bikeways Network Letter of Intent 03.22.2022

Bikeways Procedures and Guidelines

John T. Carroll, Jr.
Mayor
John W. Duhamell, Jr.
Council Member
Sarah E. Merrell
Council Member
Justinian M. Dispenza
Council Member
Tyler J. Carpenter
Council Member



Warren S. Walters
Maintenance & Facilities Coordinator
Kathleen A. Billmire
Grants & Zoning Coordinator
Barbara A. Shaw
Treasurer & HR Coordinator
Audrey M. Erschen
Town Clerk
Thomas N. Yeager
Attorney

Mayor and Council of Galena
101 S. Main Street, Galena, Maryland 21635
Telephone 410-648-5151 Fax 410-648-6937
Website: www.townofgalena.com E-mail: info@townofgalena.com

March 22, 2022

Kim Lamphier Bikeways Network Program
Attention: Nate Evans

Letter of Intent – Shared-Use Path

Project: Connecting Town of Galena to Toal Park in Kent County

Project Description: Planning and Concept design services for a shared-use path connecting the Town of Galena to Kent County Toal Park.

Dear Mr. Evans:

On behalf of the Town of Galena and Kent County, I would like to express our interest in the Kim Lamphier MDOT Bikeways Network Program for a Shared-Use Path. Local residents and visitors have initiated a use for this path in exploring nature and recreation, but they need a secure, safer destination route between Galena and Toal Park. (See photo).

We have had two (2) meetings with MDOT, Kent County Public Works, Mike Moulds, Galena's staff, Council Member Justinian Dispenza, and Mayor John Carroll of Galena on November 10, 2021, and March 17, 2022, in discussing four (4) projects. These projects would connect people to our parks, jobs, school, and local businesses. The most crucial project we would like to begin with is to extend a shared-use path on the east side of MD 213 from the Town of Galena on Mill Lane's sidewalk north to Toal Park, 13753 Augustine Herman Hwy, Galena in Kent County.

The shared-use path will affect seven (7) residential properties on MD 213 that we will have meetings and support from this project.

The total estimated cost of this project will be \$2,005,575.00. 20% of the responsibility will be a partnership between Galena and Kent County, with each estimating \$452,787.00. Therefore, we are requesting from the Bikeways Funding \$1,100,000.00.

Contact: Kathleen Billmire, Zoning Coordinator and Grant Writer
Town of Galena
Kbillmire@townofgalena.com
410/648-5151 x305

Please feel free to contact me should you have any questions.

Kathleen Billmire

Kathleen Billmire

Zoning Coordinator,
Code Enforcement,
& Grant Writer

Town of Galena

101 S. Main Street
Galena, MD 21635

Office: 410-648-5151 x305

Fax: 410-648-6937

kbillmire@townofgalena.com

Website: www.townofgalena.com



Planning Level Cost Estimates for Shared-use Paths					
Project Description					
Facility Type	Context	Length (feet)	Length (Miles)	Trail Base Cost per mile	Total Cost per mile
Shared-use Path	Stream Valley	0	0.00	\$1,750,000	\$0
	Steep terrain	0	0.00	\$2,500,000	\$0
	Rolling Terrain	0	0.00	\$1,250,000	\$0
	Level Terrain	5,280	1.00	\$1,100,000	\$1,100,000
Subtotal			1.000		\$1,100,000
Pervious Pavement	No			0.50	
Subtotal					\$1,100,000
Retaining Walls		Length (feet)	Length (Miles)	Retaining Wall Cost (\$100 per square foot)	
	Wall 1	0	0	\$100	\$0
	Wall 2	0	0	\$0	\$0
	Wall 3	0	0	\$0	\$0
Bridges		Length (feet)	Length (Miles)	Bridges Cost (per square foot)	
	Bridge 1	0	0	\$400	\$0
	Bridge 2	0	0	\$400	\$0
	Pre-fabricated Bridge 1	0	0	\$125	\$0
	Pre-fabricated Bridge 2	0	0	\$125	\$0
Boardwalk		Length (feet)	Length (Miles)	Boardwalk Cost (\$45-\$150 per square foot)	
	Boardwalk 1	0	0	\$45	\$0
	Boardwalk 2 (w railings)	0	0	\$150	\$0
		0	0	\$0	\$0
		0	0	\$0	\$0
Tunnels		Length (feet)	Length (Miles)	Tunnel Cost (\$2600 per square foot)	
	Tunnel 1	0	0	\$2,600	\$0
	Tunnel 2	0	0	\$400	\$0
Lighting		Length (feet)	Length (Miles)	Lighting Cost (\$1m per linear mile)	
	Section 1	0	0	\$1,000,000	\$0
	Section 2	0	0	\$1,000,000	\$0
Railroad Protection Services		Locations		\$750,000 per Location	
	Location	0		\$750,000	\$0
Construction Subtotal					\$1,100,000
Mobilization	10% of Construction Costs			10%	\$110,000
Subtotal					\$1,210,000
Contingency	30% of Construction Costs			30%	\$363,000
Construction Subtotal					\$1,573,000
Design & Permitting	25% of Construction Costs	0		25%	\$393,250.00
Preliminary Site Investigation	10% of Design	0		10%	\$39,325
Project Costs					\$2,005,575

Phase 2 – Toal Park

Distance 2007 ft

A safer route connection walking or biking between Galena and Park

Encourage residents and visitors to explore nature and recreation

Provide walkability to baseball, t-ball, and soccer games at the park



Toal Park

Google Earth

Imagery date: 7/1/18-newer

200 m

Camera: 1,965 m 39°21'05"N 75°52'32"W

20 m



Kim Lamphier

Bikeways Network Program

Procedures and Guidelines

The Maryland Department of Transportation

Updated December 2021

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INTRODUCTION

This document provides guidance for interested applicants and project sponsors for the Maryland Department of Transportation (MDOT) Kim Lamphier Bikeways Network Program. It provides an overview of the grant process and project management procedures, including project reporting and financial management requirements. Adhering to these guidelines will help ensure a more seamless, efficient, and transparent grant process for MDOT and its Grantees.

Any project-specific needs not addressed in this document will be addressed on a case-by-case basis, in compliance with these guidelines, and relevant State and local requirements. For more information, contact the Maryland Bikeways Program staff at MDBikeways@mdot.state.md.us.

The MDOT Kim Lamphier Bikeways Network Program is a state-funded, competitive, reimbursable grant program administered by the Office of Planning and Capital Programming (OPCP) of the Secretary's Office at MDOT. The Bikeways Program offers State grant assistance to local jurisdictions and other key agencies to help expedite the development of bicycle infrastructure where transportation efficiencies, multimodal travel, economic development, and safety benefits are expected. It was created in 2012 to address key needs and gaps in existing state and federal programs, which were identified through stakeholder outreach, planning initiatives, and staff experience in coordinating a broad array of state and federal discretionary programs.

The program was designed to make targeted infrastructure interventions that would allow MDOT to better leverage existing (state and local) infrastructure and discretionary programs, and to help create a better pipeline of projects to address Departmental goals of supporting safe, efficient, multimodal travel.

Email Support: For questions regarding the MDOT Kim Lamphier Bikeways Network Program, email MDBikeways@mdot.state.md.us.

GRANT PLANNING

1.1 Application and Project Timeline

Projects are solicited on an annual basis as described below. The timing of the annual solicitation is designed to ensure coordinated review with other relevant programs.

- **December – April:** Letter of Intent from potential applicants
- **January – March:** Workshops and outreach to potential applicants
- **April – May:** Application period open (deadline mid-May)
- **May – July:** Internal review/clarification with applicants
- **August:** Interagency review committee and final recommendations prepared for MDOT Secretary
- **September - October:** Announcement of grant awards
- **Months vary:** Post – Award Project Management

- **Project Close:** Grantees are expected to complete the project within 24 or 36 months of award notice (depending on project type).

ELIGIBILITY

2.1 Eligible Project Types

The Bikeways Program supports implementation of projects that improve the safety and connectivity of the State's bicycle transportation system. The following project types are eligible for support.

Design

- For completion of design plans and feasibility assessments of proposed or potential bikeways.
- To assess issues such as environmental impacts, right-of-way issues, ADA compatibility, local support, and cost estimates.
- Project must be completed within 2 years of grant award.
- Design funding may not be used for general bicycle planning but may be used to investigate the feasibility of bicycle improvements on specific routes serving specific objectives.

Minor Retrofit

- For installation of low-cost treatments to enhance bicycle routes which may include bicycle route signing, pavement markings, bicycle parking, drainage grate replacement, automated bicycle counters and similar low-cost treatments.
- Maximum grant award is \$100,000.
- Up to 15% of grant award may support final design for the project.
- Project must be completed within 2 years of grant award.

Construction

- For construction or installation of bikeways infrastructure. May include transportation trails, shared-use paths and bridges, cycle tracks, bicycle lanes, and other major projects.
- Design may be funded as a component of a construction award.
- Total project cost typically exceeds \$100,000.
- Project must be completed within 3 years of grant award.

See section 6.2 for detailed information about eligible project costs.

2.2 Eligible Project Locations

To be eligible for funding through the Bikeways program, a project must meet at least one of the following criteria:

- Located within 3 miles of a rail transit station or major bus transit hub,
- Provide or enhance bicycle access along any gap identified in the Maryland [Statewide Trails Plan "A Greener Way to Go"](#),
- Identified by the local jurisdiction as a transportation priority in their most recent annual [priority letter](#) submitted to MDOT,
- Enhances bicycle circulation within or access to a [Maryland Sustainable Community Area](#),
- Enhances bicycle access to a Designated [Maryland Main Street](#),
- Provides bicycle access within a Census tract within which 50% or more of households have incomes at or below 60% of Area Median Income,
- Enhances bicycle access to a major institution (e.g. university, major hospital), or important tourist or heritage attraction, or central business district (not an official designation, but evidenced by land uses).

2.3 Eligible Applicants

Eligible applicants include:

- Maryland local governments, alone or in partnership with other jurisdictions or private organizations
- Maryland State agencies
- Metropolitan Planning Organizations (MPOs)
- Public transit entities operating in Maryland
- Federal public lands agencies

2.4 Letter of Intent

Eligible applicants are encouraged to submit a letter of intent to inform the Bikeways Program of the organization's interest in applying for Bikeways funding. The purpose of the letter of intent is to inform MDOT of the organization's interest and provide guidance to the Bikeways staff on how many organizations will apply for funding. Letters of intent may also provide an opportunity for MDOT Bikeways staff to discuss the applicant's project and ensure that key elements are included in the submitted application. The letter of intent is not a prerequisite to a Bikeways application. Letters of intent may be submitted to MDOT by email at MDBikeways@mdot.maryland.gov. The letter of intent should include:

- Project Title;
- Project Description (purposes, multimodal connections, affected neighborhoods and other relevant information);
- Physical Limits of Project;
- Anticipated Total Project Estimate – The estimate does not have to be finalized. Estimates can be preliminary to reflect the anticipated costs of project tasks;
- Anticipated Bikeways Funding Request Amount; and

- Contact information of likely project applicant including name, title, organization, email address and phone number.

Once the letter of intent is submitted, MDOT Bikeways staff will confirm receipt and follow-up with questions or guidance prior to the Bikeways application opening.

APPLYING FOR FUNDING

3.1 Completing and Submitting an Application

Applications are submitted online. The link to the Application system is accessed from the Maryland Bikeways website: <http://www.mdot.maryland.gov/Bikeways.html>

Application recommendations and project deliverables are available on the Bikeways website to provide guidance as to what project elements to include in an application.

Interactive Map Tool:

MDOT has prepared a GIS-based [interactive map](#) to assist applicants in completing the Bikeways application. Applicants may use the map tool as a resource for this purpose, but are not required to do so. If an applicant observes a discrepancy or error in the information shown in the map, please note it on the application and report what the applicant believes is the correct response. Links to the map and detailed instructions for using it to answer particular questions are provided throughout the application.

3.2 Required Matching Contributions

Grantees are required to provide a minimum of 20% of Project Cost as a match. Matching fund contributions can be in the form of applicant cash, applicant in-kind contribution, a 3rd party cash contribution, a 3rd party in-kind contribution, or an indirect match.

See section 6.4 for additional information on match requirements.

AWARD ACCEPTANCE

4.1 Award Notification

MDOT will notify applicants of awarded Bikeways projects via email. An e-mail may be sent to applicants shortly in advance of an official press release. An official letter confirming the award will be sent shortly thereafter.

4.2 Award Acceptance

MDOT assumes that awarded projects are accepted by the applicants unless written notice declining the awarded amount is received. MDOT and the project applicant then commit to specific terms of the grant award by executing a Grant Agreement as described below.

4.3 Project Workplan

A Project Workplan must be submitted to MDOT within 30 days after award notification using the provided template. (See appendix for template). The Workplan is a proposed

schedule of the key milestones to complete the Bikeways project. The Workplan serves as a guide for both MDOT and the Grantee to anticipate and coordinate at key points throughout the project. The Project Workplan is also the basis for quarterly updates that the Grantee is required to submit to MDOT indicating whether the project is proceeding on schedule.

4.4 Grant Agreement

A Project Grant Agreement is the legal document describing the scope and terms for reimbursement of funds awarded by the Bikeways Program to the Grantee. MDOT Bikeways Program staff will provide a Grant Agreement for review and execution by the Grantee based on the schedule agreed to in the Project Workplan. Typically, the Grant Agreement will be reached after the Grantee has submitted the relevant detailed project information (such as signing and marking plans, scopes of work, and detailed cost estimates) to MDOT and addressed MDOT comments.

No reimbursable expenses may be incurred until the project Grant Agreement is executed by both the Grantee and MDOT. Grantee expenditures on the project that appear in an approved budget as counting toward their project match, however, may be expended prior to final execution of a signed Grant Agreement but no earlier than the grant award notification date. (Indirect match expenditures may be incurred up to 24 months prior to application submission.)

In the event that Bikeways funds are awarded to support project-related expenses incurred by one of MDOT's Transportation Business Units (such as the State Highway Administration or Maryland Transit Administration), a fund transfer agreement will be established, possibly in conjunction with a Grant Agreement.

Modifications to project Grant Agreements must be requested by written request to MDOT Bikeways Program staff. Modifications affecting project termination dates, scope of work, budget, and match contributions must be approved by MDOT, and reflected in an Amendment to the Grant Agreement. The Grant Amendment must be executed by both the Grantee and MDOT.

BIKEWAYS PROJECT MANAGEMENT

5.1 Standards of Practice

Project Grantees must comply with all applicable Federal, State and local laws. This includes all relevant regulations pertaining to procurement, stormwater management, signage, zoning, design guidelines and public notice.

Project Grantees are expected to provide appropriate opportunities for public review and comment on the Bikeways project, and ensure that any Environmental Justice issues are addressed.

5.2 Project Review

The Grantee will provide project design plans and other supplemental project information as requested by MDOT for review. MDOT will provide advisory comments within 30 days.

MDOT's project review serves to:

- Ensure that the Grantee and MDOT have the shared expectations on the scope of the project before grant funds are expended, and
- Ensure that Bikeways funds are improving the safety and connectivity of Maryland's bicycle transportation system, consistent with relevant State and federal design guidelines and policies.

MDOT does not assume responsibility for ensuring compliance with relevant regulatory requirements (e.g. regarding signage, stormwater, etc.) but may provide advisory comments to help ensure such issues are addressed. MDOT retains the authority to deny grant funding to any project, or portion thereof, for which comments are not satisfactorily addressed.

MDOT strongly encourages that Bikeways Projects comply with State and Federal standards and guidelines for bicycle accommodation. MDOT recognizes, however, that the context and appropriate design for bicycle facilities on local roads may justify flexibility in certain circumstances. Bicycle-compatible design of trails, sidepaths and shared-use paths is required. This includes a recommended minimum width of 10 feet to accommodate two-way bicycle travel, as well as appropriately designed intersections (sight distance, warning signs, yield/stop control).

The owner of the Bikeway facility retains responsibility for approving final design, managing construction, including appropriate maintenance of traffic, and inspecting construction. The grant recipient agrees to defend and hold the state free from liability in case of claim or suit arising from the construction, operation, or maintenance of the Bikeways project.

5.3 Procurement

State of Maryland agencies will follow the policies and procedures used for non-Federal procurements pursuant to the State Finance and Procurement Article (Code of Maryland Regulations (COMAR) Division II of Title 11).

Other Grantees will follow local procurement laws in order to procure any property, equipment, services or supplies associated with the development and implementation of the Project.

In the absence of any local procurement laws, Grantees shall comply with Division II of Maryland Procurement Law, found in Title 11 of the State Finance and Procurement Article.

A Grantee may use contractors and/or services previously procured in accordance with the relevant laws and policies referenced above on a Bikeways project. State and local agencies

are bound by these procurement laws; therefore, MDOT will not review or oversee procurement for Bikeways projects by State or local agencies

5.4 Required Project Update Reporting

For each awarded Bikeways project, a Project Workplan must be submitted outlining the intended schedule for the project as noted in Section 4.3. Subsequently, a Quarterly Update must be submitted to MDOT each quarter. (See appendix for template). The Quarterly Update Report describes progress on a Bikeways Project relative to the schedule anticipated in the Workplan.

In addition, Grantees are expected to notify MDOT Bikeways staff when significant changes or obstacles are encountered on a Bikeways project that may impact the project schedule, cost or scope.

MDOT may withhold reimbursement until reporting requirements are met.

5.5 Project Close-Out

A Final Report is to be completed and submitted to MDOT within the project period noted in the Project Grant Agreement and Workplan. (See appendix for template). An electronic copy of all final design plans, photographs and documentation of activities funded by the grant must be provided to MDOT. The final Reimbursement Claim may not be processed until final reporting requirements are met.

5.6 Project Maintenance

For Construction and Minor Retrofit Projects:

An entity responsible for operations and maintenance of the project facility and equipment for the duration of their useful life must be identified prior to executing the Project Agreement.

Project facilities and equipment funded by the Bikeways Program are expected to be adequately maintained for the duration of their useful life, and not less than five years. In the event that project facilities and equipment are not adequately maintained for at least five years, the Grantee shall refund the Bikeways expenditures, at the request of MDOT.

For Design Projects:

If maintenance and operating responsibilities have not been assigned prior to the Bikeways project, the Grantee is responsible for coordinating with partner agencies and entities through the design process in order to identify how those responsibilities will be assigned.

Bikeways projects funded for final design are expected to include in their scope the identification of any and all entities that will be responsible for ownership, maintenance and management of the constructed project.

PROJECT REIMBURSEMENTS

6.1 Reimbursement Claims

Grantees may request reimbursement for eligible expenses (see Section 6.2) no more than once per month. Request for reimbursement must be submitted to MDOT using the Bikeways Reimbursement Claim form. Supporting documentation (see Section 6.5) must be attached to the reimbursement request.

Reimbursement claims may be submitted to:

Bikeways Program Administration
Office of Planning and Capital Programming
Maryland Department of Transportation
7201 Corporate Center Drive
Hanover, MD 21076
mdbikeways@mdot.maryland.gov

Submission of the final Reimbursement Claim will signal completion of the project and result in MDOT's closing the project account. Final Reimbursement Claims may not be paid until Final Report requirements are met. Any remaining funds will revert to the Bikeways Program.

6.2 Reimbursable Expenses

Reimbursable expenses must be:

- necessary and reasonable for, and allocable to, an approved project;
- incurred within the grant term specified in the Project Grant Agreement;
- adequately documented; and
- authorized and not prohibited under any Federal, State and local laws or regulations.

Signs, Pavement Markings, and Trail/Pathway Construction

- Purchase, fabrication and installation of regulatory, warning and guide signs, supports and field reference markers are generally allowable expenses.
- Installation of pavement markings, including paint and thermoplastic lines, bicycle stencils, and sharrows are generally allowable expenses.
- Replacement of drainage grates that are not bicycle-friendly with grates that will not pose a hazard to bicyclists is an allowable expense, only on established bicycle routes and located where bicyclists are likely to encounter the grates.
- Expenses associated with the removal and replacement of existing signs and pavement markings to provide for improved bicycle accommodation will be considered eligible for project support.
- Roadway paving will generally not be reimbursed; however, limited repaving or patching of the portion of a roadway dedicated to bicycle use may be eligible if the surface condition is very poor. The use of Bikeways funds for repaving must be approved by MDOT Bikeways Program staff on a case by case basis and prior

approval is strongly recommended. Repaving expenses may be counted as matching funds.

Other Capital Equipment

- Capital equipment eligible for reimbursement includes tangible, non-expendable items, such as automated bicycle counters, bicycle racks, benches, and bicycle repair stations;
- Purchases of new and/or replacement capital equipment are limited to 10% of reimbursable project costs unless specifically authorized in the Grant Agreement; and
- Material/equipment acquisition should be completed far enough in advance to allow the receipt and use of it within 24 months of the grant award notification.

Salary and Benefits

- Regular Positions, including salaries and benefits pro-rated based on employee time spent working on a Bikeways project, are not eligible for reimbursement; however, they may be counted toward matching funds if documented in the grant application appropriately.
- Overtime hours are ineligible for reimbursement.

Contractual/Consultant Services

- Consultants may be used to perform special work which cannot be performed, or performed as efficiently or effectively, by the Grantee;
- Such work to be done must be described in a scope of work/services statement, which includes the basis for payment for work done (i.e., fee for service, person-days of effort, hours X charge rates, etc.); and
- Contractual and consultant services must be procured in accordance with applicable procurement law.

Travel

- Costs to attend meetings of demonstrable value to the project are reimbursable.
- Travel greater than 50 miles or \$50 per person in any day must be approved in writing by MDOT prior to incurring expenses;
- Out-of-state travel must be approved in writing in advance of the trip. A pre-approval request should be submitted, along with a complete agenda of proposed activities with their relevance to the project; and
- Travel costs must comply with the Project Agency's regulations, provided they are at least as stringent as the State Travel Regulations. In the absence of Project Agency regulations, reimbursement for travel costs must comply with [State Travel Regulations](#) and cannot exceed the [Meal and Trip Reimbursement Limits](#) set by the Maryland DBM.

Materials

Educational or marketing materials, incentive items and other materials (including film, posters, pamphlets, reports, etc.) to be published or reproduced are generally not reimbursable by the Bikeways Program. Some materials may, however, be considered for support on a case-by-case basis. For materials to be considered for reimbursement, they must be:

- Specifically included in the Grant Agreement;
- Directly related to the project activities;
- Be limited to the lesser of 10 percent of the Bikeways project award or \$10,000 per project; and
- Reviewed and approved by MDOT prior to purchase, publication or reproduction.

6.3 Ineligible Expenses

The following items are **not eligible** for reimbursement with Bikeways Program funds:

- Salaries and benefits of full-time staff;
- Purchase of land or land easements;
- General roadway and sidewalk construction, except when necessitated, and/or directly impacted by, development of an adjacent bicycle facility;
- Employee training;
- Paid media requests, marketing and other educational materials except as specified above; and
- General operating expenses incurred as part of the general operation of the government or entity.

6.4 Matching funds

Grantees are required to provide a minimum of 20% of Project Cost as a match. Matching fund contributions can be in the form of applicant cash, applicant in-kind contribution, a 3rd party cash contribution, a 3rd party in-kind contribution, or an indirect match.

Cash Match: Funds provided by the applicant jurisdiction for the proposed project costs.

In-Kind Match: A non-financial contribution to the project by the applicant jurisdiction during the grant term. For example, this could be the value of staff time devoted to implementing the project. To calculate the value of staff time, the applicant itemizes labor costs in the application by specifying the anticipated number of hours and staff labor rates.

3rd Party Cash Contribution: A contribution of funds towards project costs from a party other than the applicant jurisdiction.

A grant awarded to the project by another state and federal agency may count as a 3rd party cash contribution. Other grant programs may preclude the inclusion of state funding (including Bikeways) as part of any request for their program funding. MDOT actively coordinates with other appropriate funding agencies, but project applicants who support projects from multiple sources are responsible for ensuring that each program's requirements are being met.

3rd Party In-Kind Contribution: A non-financial contribution to the project by a 3rd party during the grant term.

Indirect Match: Expenditures directly related to the project that were expended up to 24 months prior to application submission. A directly related expenditure must be directly connected to, or adjacent to, a proposed Bikeways project, and leverage the benefit to cyclists who would use the proposed Bikeways project. (For example, directly related costs may include: construction of a parking lot at a Bikeways project trail head; or a bike lane adjoining a Bikeways project; or design work for an adjoining segment). Expenditures on acquisition of right-of way for the project may qualify as indirect match, provided the expenditure occurred within 24 months prior to application submission.

Documentation of matching funds expended will be required upon submission of a final reimbursement claim.

6.5 Supporting Documentation

Reimbursement Claims are to be supported and accompanied by copies of invoices or other suitable documentation, as follows:

- Contractual Services: Copies of consultant/contractor invoices, detailing service costs billed, which includes individual dates, hours, activities, etc. indicating the Grantee's payment of the invoice.
- Applicant's in-kind match of costs for salaries and benefits paid for staff time to support a project shall be documented by:
 - Providing employee name, title, hourly rate, date(s) work was performed, hours worked, and a description of the activities/tasks performed on the project during the period covered by the Reimbursement Claim.
 - Certifying salary and benefit rates for staff whose time is counted toward the project match. This information shall be submitted on official letterhead with the Reimbursement Claim. Re-certification will not be required with subsequent Reimbursement Claims unless changes to the salary or benefit rate occur.
- Materials and Equipment: Copies of vendor invoices or receipts itemizing costs billed.
- Travel: Copies of expense reports and/or copies of receipts, tickets, etc.
- Other Direct Costs: Copies of vendor invoices or receipts itemizing costs billed

ADDITIONAL PROGRAM POLICIES

7.1 Retention and Access of Records

All files, including deliverables, invoices, and reimbursement claims must be compiled and maintained in a separately-identified file for the project for three years from date the final reimbursement claim is submitted to MDOT.

If there is an action resulting from an audit or other action started before the expiration of the three-year period, the records must be retained until completion of the action and resolution of all issues, or the end of the three-year period, whichever is later.

MDOT has the right of access to any books, documents, papers, or other records in order to perform audits and examinations or make excerpts and transcripts, with two (2) days notice, and the right of access shall last as long as the records are retained.

7.2 Audits

MDOT reserves the right to request audits of any agencies with a demonstrated non-compliance or other financial management deficiencies.

7.3 Project Achievement Policy

The Project Achievement Policy has been developed to ensure that Grantees meet the expectations for execution of awarded projects in a timely manner and to ensure compliance with State accountability measures.

Within 6 months of grant award notification, grantee must have submitted an updated Project Workplan. If no Workplan is received within 6 months of grant award, MDOT reserves the right to terminate the grant award.

Within 12 months of grant award notification a Project Grant Agreement must be executed, or at a minimum be circulating for signatures by the Grantee and by MDOT. In the event that a Grant Agreement cannot be executed within 12 months of award, MDOT reserves the right to terminate the grant award.

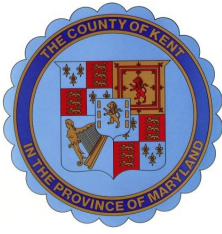
On a quarterly basis, grantees are expected to submit a Quarterly Report. If factors preclude progress on a project, Grantees are expected to update MDOT accordingly as part of their quarterly reports, and to submit written justification and request for extending the grant period where necessary. MDOT will provide e-mail notification to the project applicant 30 days prior to the award expiration date, during which the Grantee may submit a written request for extension. A Grantee request for extension should include full explanation for delays experienced, demonstration that such delays were unforeseen and beyond the control of the Grantee, and a realistic revised timeline for completion of the project. MDOT may suspend the grant pending decision on extension of the award period, and will respond to the documented requests within 60 days. In the event that an extension is not granted, all unexpended funds will be returned to the Bikeways Program for re-allocation, and the Grantee may re-apply for Bikeways Program funding in the next regular solicitation round.

Bikeways projects are to be completed, reimbursed and closed within 24 months or 36 months of notification of grant award, depending on the project type. Design projects and Minor Retrofit projects are to be completed within 24 months. Construction projects are to be completed within 36 months.

APPENDICES

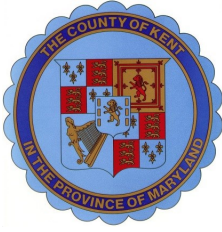
All forms in the appendices can be downloaded on the Maryland Bikeways website at <http://www.mdot.maryland.gov/Bikeways.html>

- A. [Application Recommendations and Project Deliverables](#)
- B. [Bicycle and Pedestrian Projects: Design & Implementation Reference Guide](#)
- C. [Workplan and Quarterly Update Form](#)
- D. [Reimbursement Request Template](#)
- E. [Final Report Form](#)



AGENDA ITEM BRIEFING

Dawn Jacobs, Mayor, Town of Rock Hall
5/3/2022
Budget Work Session



AGENDA ITEM BRIEFING

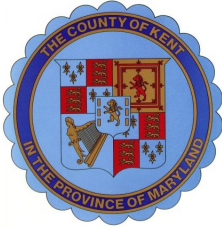
Patricia Merritt, Chief Finance Officer, Office of Finance
5/3/2022
Budget Work Session

Item Summary:

Services Summary

ATTACHMENTS:

Description



AGENDA ITEM BRIEFING

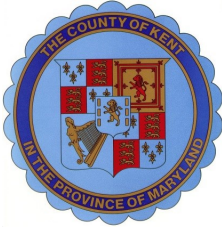
Patricia Merritt, Chief Finance Officer, Office of Finance
5/3/2022
Budget Work Session

Item Summary:

Summary of Changes

ATTACHMENTS:

Description



AGENDA ITEM BRIEFING

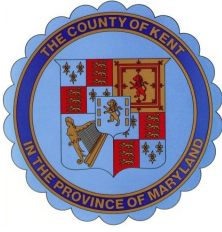
Patricia Merritt, Chief Finance Officer, Office of Finance
5/3/2022
Budget Work Session

Item Summary:

New Positions

ATTACHMENTS:

Description



AGENDA ITEM BRIEFING

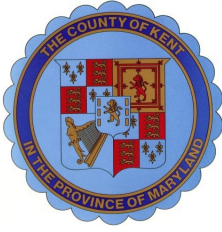
**Bill Webb, Health Officer and Emily McCoy, Administrator, Kent
County Health Department - Rescheduled
5/3/2022
Budget Work Session**

Item Summary:

FY2023 Budget Request

ATTACHMENTS:

Description



AGENDA ITEM BRIEFING

**Paul Rickert, Area Extension Director, University of Maryland
Extension
5/3/2022
Budget Work Session**

ATTACHMENTS:

Description

05.03.22 University of Maryland Extension, Kent County, University of Maryland College Park, College of Agriculture and Natural Resources



UNIVERSITY OF
MARYLAND
EXTENSION

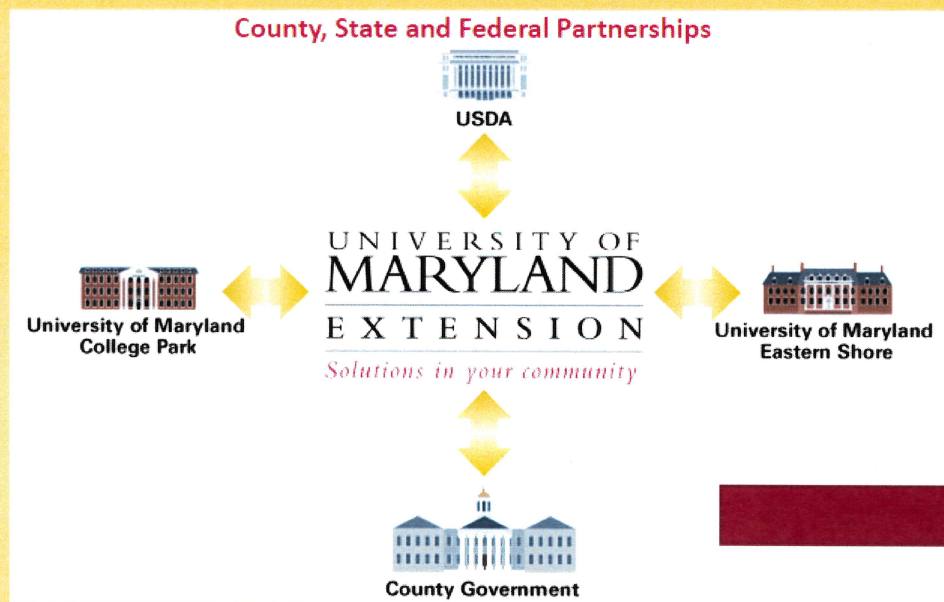
Kent County

UNIVERSITY OF MARYLAND – COLLEGE PARK

COLLEGE OF AGRICULTURE AND NATURAL RESOURCES

University programs, activities, and facilities are available to all without regard to race, color, sex, gender identity or expression, sexual orientation, marital status, age, national origin, political affiliation, physical or mental disability, religion, protected veteran status, genetic information, personal appearance, or any other legally protected class.

UME in Kent County, MD



- ▶ 4-H Youth Development
- ▶ Agriculture Education & Assistance
 - ▶ Master Gardener Coordination
 - ▶ Nutrient Management Advising
 - ▶ Family and Consumer Sciences
- ▶ Chesapeake Bay Oriented Programming

UME – Kent County Personnel

No Cost
to
County,
Part-time
in Co

Full Time
in Kent
Co

<u>Salaries for Positions</u>	<u>People</u>	<u>County Funds</u>	<u>State Funds</u>	<u>Federal Funds</u>	<u>Other</u>
AED	Paul Rickert, BS, MS, MCJ, EdS, EdD	0%	0%	100%	
UME Watershed Specialist	Eric Buehl, BS	0%	0%	100%	
Nutrient Management Adv.	<i>in hiring process</i>	0%	100%	0%	
SNAP-Ed Educator	Molly Rusch, BS, MS	0%	0%	100%	
PTK 4-H Educator	Beth Hill, BS	54%	46%	0%	
TTK Agriculture Educator	<i>offer made - awaiting contract</i>	49%	38%	13%	
Horticulture Program Asst (.5 FTE)	<i>in hiring process</i>	100%	0%	0%	
Business Services Specialist	Annie Steele, BA	22%	78%	0%	
OTHER COSTS					
Travel		86%	8%	16%	
Fringe Benefits		8%	92%	0%	
Office Support		82%	4%	14%	
		\$ 144,329	\$ 184,278	\$ 195,896	\$524,503

Overall Percentage of Operational Costs



28% | 35% | 37% | 100%

Salaries plus operating costs

			status quo	Convert EPA to 1.0fte PTK	Convert EPA to .8 fte
	FY 2021	FY 2022	FY 2023	FY 2023	FY 2023
Total of All Salaries	\$ 93,194	\$110,178	\$123,116	\$ 156,492	\$ 145,447
Fringe Assistance	\$ 5,124	\$ 5,124	\$ 5,226	\$ 21,629	\$ 18,348
Travel	\$ 10,680	\$ 10,680	\$ 10,680	\$ 10,680	\$ 10,680
Office Operations	\$ 18,245	\$ 18,245	\$ 18,245	\$ 18,245	\$ 18,245
Cost to the County	\$ 127,243	\$144,227	\$157,267	\$ 207,046	\$ 192,720

Only Changes :

-Governor's Jan 2022 COLA/Merit + July 2022 COLA/Merit - \$13,040 increase

-Request to convert .5fte Program Asst to 1.0fte PTK faculty. This impacts fringe calculation as well as salary line. - \$49,779 increase (\$33,376 to salaries + \$16,403 to fringe)

▶ **Kent County covers:**

- ▶ Office Space for UME operations and staff
- ▶ 28% of the total County office budget (FY22)

▶ **Kent County gains include:**

- ▶ Developing leadership and strong communities through education & training in agriculture, healthy living, financial wellness, and best practices for the farmer, the home gardener, the interested resident, and Kent County youth
- ▶ Home gardening and school horticulture programming
- ▶ Family and Consumer Sciences programming
(Healthy living, financial wellness)
- ▶ In-school nutrition programming
- ▶ Youth leadership development (4-H)
- ▶ UMCP Specialists, Research, HGIC, entire national Extension network
- ▶ Ask a Master Gardener Booth at Farmer's Markets
- ▶ ROI

Kent County Commissioners
400 High Street
Chestertown, MD 21620

February 18, 2022

Dear Kent County Commissioners,

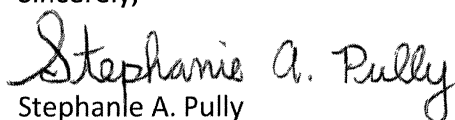
I am writing to express my support for the funding of a full time, professional track agent associate position for Kent County. The Master Gardener program is in all other Maryland counties (except for Caroline County). We believe the residents of Kent County should be afforded the same benefits of the Master Gardener program as the rest of the state.

There are currently 14 extremely dedicated Master Gardeners in Kent County. They can volunteer within their county because of the graciousness of our Queen Anne's County coordinator who helps with their paperwork, reporting, and other logistics, even though that is outside of her job responsibilities. The Master Gardeners in Kent County have expressed interest at multiple times in having a coordinator who can be solely dedicated to volunteer work in their county. They feel passionately about wanting to do volunteer work that benefits Kent County rather than having to travel to volunteer for activities and organizations not in their county.

If there was a dedicated Master Gardener coordinator in Kent County, I believe the number of volunteers and the value of the program to the county could be significantly increased. Nearby Queen Anne's County volunteers donated 480 hours of volunteer time, and Talbot County volunteers donated 1,266 hours of volunteer time in 2020. Based on the value of volunteer time provided by the Independent Sector, this donated volunteer time has a monetary value of \$15,019 and \$39,613. Based on the commitment of the Kent County volunteers, I believe they would donate a similar number of hours and therefore add similar value to their county.

There will be additional value to the county having someone to help residents with horticultural questions. The 2020 Garden Media Garden Trends Report highlighted that more people are focusing on their front and backyard living spaces, as well as creating indoor jungles with their houseplants. Adding this horticulture expert for the county will make sure that Kent County stays relevant to the current trends in the horticultural world, and is able to serve its constituents with the information they need.

Sincerely,



Stephanie A. Pully

UME State Master Gardener Coordinator



February 28, 2022

Paul Rickert, Area Extension Director for Cecil, Kent, and Queen Anne's County
200 Chesapeake Blvd.
Suite 1500
Elkton, Maryland 21921

Dear Mr. Rickert,

I am writing to voice strong support of a full-time Master Gardener Coordinator and Horticulture Educator for Kent County. ShoreRivers protects and restores Eastern Shore waterways through science-based advocacy, restoration, and education. The health of our lands, including residential yards and gardens, is essential to the health of our waterways. Through our River-Friendly Yards program, we have collaborated with the University of Maryland's Extension Office to help educate both homeowners and road maintenance crews about practices to benefit water quality, pollinators, songbirds, and residents.

With a full-time person in place, the Master Gardener and Extension Office could do so much more to advance partnerships and grow capacity in a way that serves our specific rural county. Our region's rich history of agriculture and horticulture have shaped our landscape and our lifestyle. We are in urgent need of experts who can help protect this legacy and educate our residents for the future.

We look forward to collaborating with the person in this full-time position to bring resources to Kent County and to help the many citizens who want to be better stewards of their home. A strong full-time hire can contribute to a more climate-secure, resilient future for Kent County.

Thank you advancing this positive step for Kent County.

Sincerely,

Darran White Tilghman
Director of Community Engagement
Chestertown Office

Main Office
114 S. Washington St.
Suite 301
Easton, MD 21601
443.385.0511

Regional Office
111A North Main St.
Galena, MD 21635
410.810.7556

shorerivers.org

Regional Office
207 S. Water St.
Unit B
Chestertown, MD 21620
410.810.7556

Kenty County Horticulture Program

1 message

DE Milenic <winterview@comcast.net>

Thu, Feb 24, 2022 at 8:59 PM

To: "prickert@umd.edu" <prickert@umd.edu>, "rjrhodes@umd.edu" <rjrhodes@umd.edu>

Mr. Rickert:

I am writing this letter to advocate for a full-time Master Gardner Coordinator and Horticulture Educator for Kent County.

I have been a Kent County resident for 8 yr and a Master Gardner for 4 yr. In each of those capacities, I have taken advantage of, or, have participated in several programs/events that were developed, coordinated and made inspirational by Sabine Harvey. These programs include the Horticulture Lecture Series, Plant Clinics at the Chestertown Farmer's Market, Seed Swaps, judging at the County Fair, Therapeutic Gardening at the Kent Center, the Kent County Middle School (KCMS) Victory Garden, and providing support for the Sassafras Environmental Education Center (SEEC) and its garden. Furthermore, at many of the Chestertown events, such as Legacy Day, the UMD Extension has always had a presence with a booth.

Both the KCMS and SEEC gardens were created to:

- Teach students how food grows
- Give students hands-on experience to plant, care for and harvest produce throughout the seasons
- Connect the students to their community through their labor and donating the produce they grow to food-insecure families
- Teach students about healthy eating using the fresh produce that they grow.

Both of these gardens require:

- Coordination of MG volunteers
- Planning the planting/harvesting schedule
- Providing oversight/guidance on overall maintenance of the garden
- Coordinating with teachers
- Giving lectures and providing outdoor activities that supplement the teachers' agendas.

In the summer at the SEEC garden, in addition to spending 2 mornings a week in the garden, activities with students occurred 2-3 times per week. Again, working with the students included coordinating with teachers to support what was taught in the classroom with lectures and relevant activities. These sessions with the students started in the morning and lasted to the early afternoon. Finally, both the KCMS Victory Garden and the SEEC Garden are listed on the KCPS website as suggested projects for 7th, 8th and 9th graders to acquire their hours for their Service-Learning requirement for graduation.

Support for K.C. full-time

1 message

Nancy Robson <robsonnancy070@gmail.com>

Mon, Feb 14, 2022 at 1:08 PM

To: Paul Rickert <prickert@umd.edu>

Hi Paul,

I want to add my voice to the many, I'm sure, in support of funding a full time position as Master Gardener Coordinator and Horticulture Educator for Kent County, MD. Maryland was the first state in the nation to mandate environmental education for its public school students, a very important piece of gathering understanding of our human impact on the environment in which we all share. Gardening, and educating about gardening under the UMD Master Gardener banner includes SO much more than flowers, vegetables, trees and shrubs. It is not merely beauty that the job supports and enhances (though beauty is a big part of human mental health).

Master Gardener Coordinator and Horticulture Educator includes perpetually updating and disseminating the ecological science that affects our pollinators (farming -- orchards, lima bean fields, truck farms), integrated pest management (farmers, homeowners, business owners), stormwater runoff (Chesapeake Bay's water quality and the health of our seafood and its industries), and food insecurity in our county. The middle school vegetable garden that Sabine Harvey initiated and kept going both educated students as well as supplied many, whose families also depend on the county's food pantry.

The work itself, done by a dedicated, knowledgeable, energetic professional like Sabine, is critical to the wellbeing of everyone in Kent County and beyond. I completely support funding the job as a full time position.

Sincerely,

Nancy Taylor Robson

Master Gardener, Bay-Wise certifier and longtime Kent County resident

RE: Subject: Fulltime Master Gardener Horticultural Education Manager

1 message

darren davis <darrendavis15@gmail.com>
To: "prickert@umd.edu" <prickert@umd.edu>

Mon, Feb 28, 2022 at 10:16 AM

Good Morning Dr. Rickert,

My name is Secethia Boardley-Davis and I am a Master Gardener here in Chestertown. I am writing to fully recommend, encourage, endorse, and support the idea of hiring a full-time Master Gardener Coordinator & Horticulture Educator whose specific tasks and responsibilities would be devoted to the residents of Kent County.

My dream and goal of becoming a Master Gardener was fulfilled through the program offered in Howard County. Upon successful completion of the program I began my journey of engaging with the community in various projects. In 2019 my husband and I relocated to Chestertown and I had to leave the community I served and begin anew. With wild anticipation and expectation I imagined many times, on many levels and through many perspectives how my skills as a Master Gardener would continue to grow and develop as I engaged numerous continuing education opportunities and engaged in various volunteer experiences to serve well, the community in which I would begin this next phase and stage of my life with new friends and neighbors in Kent County as my new home. I am not sure you could imagine my shock, sadness, and disappointment to learn that my duties, tasks, responsibilities, efforts, events and undertakings as a Master Gardener in Kent County would be shared with Master Gardeners of Queen Anne's County as rather than having its own representation and governance, they are shared with Queen Anne's County. The impact I wish to make is global in nature. It is, however, also, and I think more impactful, locally, I mean as a Master Gardener in Kent County serving along side a full time Master Gardener Coordinator & Horticulture educator.

My experiences since becoming part of and contributing to the Kent County Master Gardener group and each of the feelings invoked are not based on solely on my previous experiences as a Master Gardener in Howard County, I believe they are based on common sense. Kent County should, no, must have a full-time Master Gardener Coordinator & Horticulture Educator for the benefit of Kent County as its residents, experiences, efforts, outreach, goals and objectives are entirely unique. Furthermore, the resources, most especially the time required to do it well in the determination, developing, designing and delivering the realization of the goals and objectives associated with the experiences, efforts and outreach potential is most probably more than what would be considered a full-time endeavor.

I serve and give my time to a County in which I do not live in. Queen Anne's County has wonderful programming of which Kent County residents can participate. But it would be better for the community and the county if our focus was serving within Kent County. If we are ever going to continue growth as a community we must start investing into it. Our very youngest citizens could benefit greatly from wonderful programs that Master Gardeners can provide.

It is very hard for one person to take on two very different counties and supply those needs. You will end up causing that person to suffer burn out and that will not be good for anyone. When in-person events and opportunities were offered, imagine what it was like to share information and insight with the intention of educating and inspiring others to embrace and experience a sense of wonder and excitement and as a Master Gardener who resides in and represents Kent County hand them a piece of literature with information that invites them to contact representative of Queen Anne's County to receive follow-up guidance and support.

Horticulture Program-Kent County, Maryland

1 message

Mary Gedney <mmg0109@gmail.com>

Sun, Feb 27, 2022 at 3:45 PM

To: "Rachel J. Rhodes" <rjrhodes@umd.edu>, prickert@umd.edu

Dear Mr. Rickert,

Thank you for the opportunity to offer my support for Kent County to have a full time Master Gardener Coordinator position. This position would also serve as a Horticulture Educator.

It was in 2018 that I discovered the University's Master Gardener program and became a certified Master Gardener. As a resident of Kent County I soon learned how this program benefits the Kent County community. Some of the programs that I have participating in include the Sassafras Environmental Education Center garden and the Kent County Middle School Garden. Both of these promote the goal of educating students about sustainable gardening and healthy eating. In addition, abundant garden harvest is provided to community members in need of fresh produce. Other programs such as the Seed Swap, Plant Clinics and numerous educational programs provide residents with valuable information on creating and maintaining their own gardens.

All of these programs need a considerable amount of pre-work, coordination and interaction with various arms of the county and community. With this in mind, a full time Coordinator and Horticulture Educator will assure these and new programs will continue to benefit Kent County residents.

Thank you for your consideration of this most important resource for Kent County.

Best
Mary Gedney

Funding for full time MG Coordinator/Horticultural Educator for Kent County1 message

Paula Reeder <paulareeder1@gmail.com>

Thu, Feb 24, 2022 at 1:38 PM

To: prickert@umd.edu

Cc: Rachel Rhodes <rjrhodes@umd.edu>

Dear Paul -

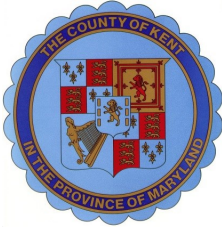
Please include this letter in your application for funding for a full time Master Gardener Coordinator and horticulture educator for Kent County to the Kent County Commissioners. As a Kent County resident and business person, I heartily endorse and advocate dedication of County funds to fund this position within UMD's Extension Service on a full-time basis.

I am an active Master Gardener in Kent County, having completed the certification program in 2018. Since being certified, I had the pleasure and benefit of working with Sabine Harvey, our former Kent County based program coordinator, on numerous projects that were of immeasurable benefit to Kent County residents and the County in general including: the vegetable garden and meadow projects at the Sassafras Environmental Education Center in Kennedyville that provided the opportunity for Kent County school students to learn the basics of planting and growing vegetable gardens and pollinator friendly meadowlands and produced hundreds of pounds of fresh vegetables that were donated to the food pantry at Minary Dream Alliance the Veterans Home in Worton and other locations around the County to help address food insecurity in Kent County; the Bay Wise program through which Master Gardeners consult with local homeowners on best practices for landscape management to reduce polluting runoff; Legacy Day's annual Tomato Tasting tent that introduces local residents to the opportunity to learn about and taste a variety of tomatoes grown by local producers; the Master Gardener's Native Plant Information tent at the Chestertown farmers market that provides a wealth of information on native plants and natural resource conservation to local residents and visitors; the Extension's annual plant sale to benefit local environmental education programming; maintenance of local public rain gardens designed to minimize harmful runoff, and various other environmentally friendly education programs and projects.

In addition to organizing and managing these projects, Sabine played an active role in personally supporting Master Gardener training programs and in interfacing with the public on environmental education initiatives. Her decision to retire has left a huge hole in local horticultural and environmental education service definition and delivery here in Kent County. This essential and valuable service must be continued. Therefore, I strongly recommend that the County Commissioners dedicate necessary resources to fund a full time Kent County Master Gardener Coordinator position within UMDE to insure that Sabine's extraordinary contribution to the environmental health, welfare and vibrancy of our community is sustained.

Sincerely,

Paula B. Reeder
12591 Still Pond Rd.
Still Pond, MD 21667

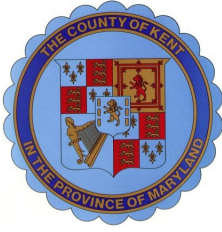


AGENDA ITEM BRIEFING

Patricia Merritt, Chief Finance Officer, Office of Finance
5/3/2022
Budget Work Session

ATTACHMENTS:

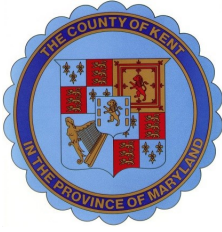
Description



AGENDA ITEM BRIEFING

Patricia Merritt, Chief Finance Officer, Office of Finance
5/3/2022
Budget Work Session

Item Summary:
General Fund Summary



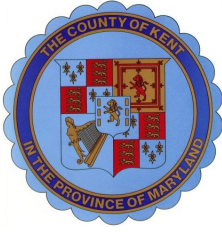
AGENDA ITEM BRIEFING

Marty Hale, Director, Human Resources 5/3/2022 Budget Work Session

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.



AGENDA ITEM BRIEFING

Patricia Merritt, Chief Finance Officer, Office of Finance
5/3/2022
Budget Work Session

ATTACHMENTS:

Description