

April 6, 2021

FY2022 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, Office of Finance; Wayne Darrell, Director, Emergency Services; Mike Moulds, Director, Public Works; Marty Holden, Division Chief, Environmental Operations; Jim Wright, Engineer; Scott Boone, Director, and April Bitter, Project Manager, Information Technology; Myra Butler, Director, Parks and Recreation; Bill Mackey, Director, Planning, Housing, and Zoning; Rosemary Ramsey Granillo, Director, Local Management Board; Marty Hale, Director, Human Resources; and Sondra Blackiston, Clerk/KATE Manager, Commissioners' Office were in attendance. Each department or division presented their respective FY2022 budgets. The Commissioners stopped for a lunch break midday and the budget work session ended at 3:48 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 a moment of silence for the passing of Trish (Williams) Thomas, Office Manager, Kent County Detention Center. Ms. Thomas served the citizens of Kent County for twenty-two years.

Shelley L. Heller, County Administrator; Thomas N. Yeager, County Attorney; Marty Hale, Director, Human Resources; and John Price, Sheriff, Kent County Sheriff's Office, were present in person.

The following staff and presenter attended the meeting remotely: Rachel Boyle, Services Intake/Child Advocacy Center Coordinator, Kent County Department of Social Services; Rosemary Ramsey Granillo, Director, Local Management Board; Bill Mackey, Director, Planning, Housing, and Zoning; and Marty Holden, Division Chief, Environmental Operations, Public Works.

CONSENT ITEMS

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

1. Regular Session Minutes, March 30, 2021
2. Liquor Minutes, March 30, 2021
3. Public Hearing Minutes, March 30, 2021
4. Closed Session Minutes, March 30, 2021
5. Chestertown Garden Club, Raffle Only, May 7, 2021

PROCLAMATION

April is Child Abuse Prevention and Awareness Month: Commissioner Mason read the proclamation recognizing April 2021 as Child Abuse Prevention and Awareness Month. Preventing child abuse and neglect is a community problem that depends on involvement among people throughout the community. Rachel Boyle, Services Intake/Child Advocacy Center Coordinator, Kent County Department of Social Services, thanked the Commissioners for the proclamation and provided a statement on Child Abuse Prevention and Awareness month. The Child Advocacy Center can be reached at 410-810-7600. If you suspect or witness child abuse, please call.

COUNTY ATTORNEY

Thomas N. Yeager, County Attorney summarized two (2) Code Home Rule legislative bills, two (2) Resolutions, and one (1) legislative Ordinance for the Board's consideration.

LEGISLATIVE SESSION

On motion by Commissioner Fithian and seconded by Commissioner Jacob, the Commissioners unanimously agreed to go into legislative session. John Price, Sheriff, Kent County Sheriff's Office was available for any inquiries.

3rd Read and Vote – Code Home Rule Bill No. 4-2021 Economic and Tourism Development – Amended by Interlineation

Code Home Rule Bill No. 4-2021, as Amended by Interlineation, Economic and Tourism Development, AN ACT to amend Chapter 21, Economic and Tourism Development, of the Code of Public Local Laws of Kent County, Maryland. The purpose of this chapter is to provide a Director of Economic and Tourism Development, merge the existing Economic Development Commission and Tourism Development Advisory Board to create a single Economic and Tourism Development Commission consisting of seven (7) to nine (9) members, and provide for the duties and terms of the Members.

The Bill was introduced and read for the first time on March 2, 2021, and a public hearing was held on March 16, 2021 at 6:00 p.m. After hearing testimony, the Commissioners discussed an amendment to § 21-3 Composition and Compensation of Commission, specifically composition. The Commissioners directed staff to draft an amendment to the proposed legislation. No written comments were received during the comment period. On motion by Commissioner Fithian and seconded by Commissioner Jacob, the Commissioners unanimously passed Code Home Rule Bill No. 4-2021 Economic and Tourism Development – Amended by Interlineation. The legislation will have an effective date of May 21, 2021.

3rd Read and Vote – Code Home Rule Bill No. 5-2021 Bond Issuance Procedure

Code Home Rule Bill No. 5-2021 Bond Issuance Procedure, AN ACT to amend Chapter 3, Administration of Government, Article II Finances of the Code of Public Local Laws of Kent

County, Maryland. The purpose of the amendment to this Chapter is to allow an exemption regarding bond issuance as permitted in the Local Government Article.

The Bill was introduced and read for the first time on March 2, 2021, and a public hearing was held on March 16, 2021 at 6:00 p.m. No written comments were received during the comment period. On motion by Commissioner Fithian and seconded by Commissioner Jacob, the Commissioners unanimously passed Code Home Rule Bill No. 5-2021 Bond Issuance Procedure. The legislation will have an effective date of May 21, 2021.

Vote - Resolution 2021-04 A Resolution Authorizing Execution of a Cable Franchise Agreement Between the County and Atlantic Broadband (Delmar), LLC

Resolution 2021-04, A Resolution Authorizing Execution of a Cable Franchise Agreement Between the County and Atlantic Broadband (Delmar), LLC. The Renewal Agreement was announced at the March 16, 2021 meeting, and a public hearing was held on March 30, 2021 at 10:00 a.m. No written comments were received during the comment period. On motion by Commissioner Fithian and seconded by Commissioner Jacob, the Commissioners unanimously passed Resolution 2021-04, A Resolution Authorizing Execution of a Cable Franchise Agreement Between the County and Atlantic Broadband (Delmar), LLC. Commissioner Mason signed the Agreement as presented.

Vote - Resolution 2021-05 A Resolution Authorizing Execution of a Cable Franchise Agreement Between the County and Comcast of Delmarva, LLC

Resolution 2021-05, A Resolution Authorizing Execution of a Cable Franchise Agreement Between the County and Comcast of Delmarva, LLC. The Renewal Agreement was announced at the March 16, 2021 meeting, and a public hearing was held on March 30, 2021 at 10:00 a.m. No written comments were received during the comment period. On motion by Commissioner Fithian and seconded by Commissioner Jacob, the Commissioners unanimously passed Resolution 2021-05, A Resolution Authorizing Execution of a Cable Franchise Agreement Between the County and Comcast of Delmarva, LLC. Commissioner Mason signed the Agreement as presented.

Introduction of Ordinance 6-2021 Execution of A Law Enforcement Mutual Aid Agreement

Mr. Yeager read Ordinance 6-2021 Execution of A Law Enforcement Mutual Aid Agreement, An Ordinance to approve execution of a Law Enforcement Mutual Aid Agreement by and between Kent County, Maryland; Wicomico County, Maryland; Somerset County, Maryland; Worcester County, Maryland; Dorchester County, Maryland; Talbot County, Maryland; Caroline County, Maryland; Queen Anne's County, Maryland; and Cecil County, Maryland; and each of the Sheriffs for the foregoing jurisdictions, pursuant to Section 2-105 of the Criminal Procedure Article, Maryland Annotated Code. On motion by Commissioner Fithian and seconded by Commissioner Jacob, the Commissioners unanimously agreed to introduce Ordinance 6-2021 Execution of A Law Enforcement Mutual Aid Agreement. A Public Hearing will be scheduled for April 20, 2021.

On motion by Commissioner Fithian and seconded by Commissioner Jacob, the Commissioners unanimously agreed to adjourn the legislative session and return to the regular meeting.

ECONOMIC AND TOURISM DEVELOPMENT

Shelley L. Heller, County Administrator, on behalf of Jamie Williams, Director, Economic and Tourism Development, discussed the Relief Act of 2021 through the Maryland Department of Commerce. Ms. Heller explained, because of the COVID-19 pandemic, an economic stimulus for small businesses was passed. Grant funds are to be used by local governments to afford direct assistance to Maryland's severely impacted industries, hotels, and restaurants. The statute also provides grants to assist businesses in setting up online sales and opportunities for employees to telework. Ms. Heller stated Kent County's allocation is in the amount of \$103,938.01 and the funds must be disbursed by June 30, 2021. Ms. Heller reviewed the three (3) Agreements for approval:

1. Lodging and Accommodations Grant Agreement in the amount of \$31,981.20
2. Restaurants Grant Agreement in the amount of \$70,358.65
3. Online Sales and Telework Assistance in the amount of \$1,599.06.

On motion by Commissioner Fithian and seconded by Commissioner Jacob, the Commissioners unanimously approved and signed the Relief Act of 2021 Grants – Maryland Department of Commerce, Lodging and Accommodations, Restaurants, and Online Sales and Telework Assistance as presented.

Ms. Heller announced the Maryland Tourism Development Board allotted \$1 million to market Maryland small businesses for Tourism via Destination Marketing Organizations. Ms. Heller indicated Kent County is eligible to receive \$3,198.00. On motion by Commissioner Fithian and seconded by Commissioner Jacob, the Commissioners unanimously approved and signed the grantee agreement for the Marketing Grant for Maryland Small Businesses for Tourism.

KENT COUNTY LOCAL MANAGEMENT BOARD

Rosemary Ramsey Granillo, Director, Kent County Local Management Board (KCLMB), presented a Grant Application to the Children's Cabinet Interagency Fund FY2022 (CCIF) for Kent County's Community Partnership Agreement with the Governor's Office of Crime Control and Prevention. If approved, the Agreement allows the County to accept the Governor's Office for Children annual funding allocation for the KCLMB in the amount of \$401,556.00. On motion by Commissioner Fithian and seconded by Commissioner Jacob, the Commissioners unanimously approved KCLMB's proposed FY2022 Community Partnership Agreement application.

HUMAN RESOURCES

Marty Hale, Director, Human Resources, on behalf of Bill Mackey, Director, Planning, Housing, and Zoning, presented for discussion the GIS Specialist vacancy. At their March 16th meeting, the Commissioners approved to restructure the Planning, Housing, and Zoning Department. Due to the restructure of the department the GIS Specialist position became vacant. On motion by Commissioner Fithian and seconded by Commissioner Jacob, the Commissioners unanimously approved the advertising for the GIS Specialist position in the Planning, Housing, and Zoning department.

Mr. Hale, on behalf of Mike Moulds, Director, Public Works, presented a request to fill the vacant part-time Recycling Attendant position at the recommended Grade 1 base salary, in the Environmental Operations Division, pending successful completion of County pre-employment requirements. On motion by Commissioner Fithian and seconded by Commissioner Jacob, the Commissioners unanimously approved to fill the vacant part-time Recycling Attendant position at the recommended pay rate.

Mr. Hale, on behalf of Ms. Ramsey Granillo, presented a request to fill the vacant Systems of Care Coordinator position at the recommended Grade 7 salary (above base), pending successful completion of County pre-employment requirements. On motion by Commissioner Fithian and seconded by Commissioner Jacob, the Commissioners unanimously approved the hiring of the recommended candidate to fill the vacant Systems of Care Coordinator position in the Local Management Board office, at the recommended pay rate.

In follow-up to the budget work session held earlier in the day, the Commissioners instructed Human Resource staff to develop job specifications for four (4) positions: Grant Specialist, Grant Procurement, Stormwater Management Engineer, and Water and Wastewater Superintendent. The Board will discuss more at a future meeting.

COUNTY ADMINISTRATOR REPORT

Ms. Heller reported Kent County has completed requirements for participation in the Maryland Community Development Block Grant (CDBG) COVID Round 1, Grant No. CV-1-7. On March 31, 2021, President Mason signed the 3rd Quarter Report, reporting period January 1, 2021 to March 31, 2021.

KENT COUNTY GOVERNMENT OPERATIONS AND PUBLIC COMMENT

The procedures for public comment were in effect. The public was invited to participate. No comments were received from citizens.

CONTINGENCY FUND

The FY2021 Contingency Fund balance as of March 23, 2021 is \$536,456.00 and the use of fund balance total is \$72,723.00.

Regular Session Minutes

April 6, 2021

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There being no further business to claim their attention, a motion was made by Commissioner Jacob, seconded by Commissioner Fithian, and the Board unanimously agreed to adjourn the meeting at 6:27 p.m. The Board is scheduled to meet again on Tuesday, April 13, 2021, 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

April 6, 2021

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 present in person.

CONSENT ITEM

On motion by Commissioner Jacob and seconded by Commissioner Fithian, the Commissioners unanimously approved Consent Item #2 - Liquor Minutes, March 30, 2021.

There being no further business to claim their attention, the Board adjourned and agreed to meet again on Tuesday, April 13, 2021 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