

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

April 5, 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 806 359 636#

Consent Items

#1 - Regular Session Minutes, March 22, 2022

#2 - Liquor Minutes, March 22, 2022

#3 - Chestertown Tea Party Festival, Raffle Only, April 6, 2022 - May 29, 2022

Proclamation

Margaret Allen, Child Advocacy Center Coordinator, Kent County Department of Social
Services

Child Abuse Awareness and Prevention Month Proclamation

Appointments

John F. Price, Sheriff, Kent County Sheriff's Office

Maryland Police Accountability Act of 2021

Kevin Hemstock, Town Council, Elizabeth Jo Manning, Town Manager, Town of Millington,
and Faye Everett, Millington Food Bank

Discussion of Former Millington Elementary School, 172 Sassafras Street

American Rescue Plan Act Funds

American Rescue Plan Act (ARPA) Funds Spend Plan

Human Resources Director

Planning, Housing, and Zoning

Planning Specialist Vacancy

Seasonal Hires

The Hiring of Applicants for Seasonal Employment

Parks and Recreation - THIS AGENDA ITEM WAS NULL AND VOID

Betterton Beach Park Supervisor(s) - THIS ITEM WAS DISCUSSED DURING
A PREVIOUS AGENDA ITEM (SEASONAL HIRES)

Public Works - THIS AGENDA ITEM WAS NULL AND VOID

Seasonal Maintenance Worker Vacancy (Public Landings) - THIS ITEM WAS
DISCUSSED DURING A PREVIOUS AGENDA ITEM (SEASONAL HIRES).

County Administrator

Public Meeting Announcement

POSTPONED, NEW DATE AND TIME TO BE DETERMINED

Joint Meeting of the Five-County Legislative Bodies - Dorchester, Talbot, Queen Anne's, Kent and Caroline Counties

Shelley L. Heller, County Administrator

Request for Contingency Funds, Mandated Function

Shelley L. Heller, County Administrator

Request for Contingency Funds, Village of Kennedyville

Shelly Neal-Edwards, Director, Kent County Department of Social Services

Summer Supplemental Nutrition Assistance Program (SNAP) Application

Shelly Neal-Edwards, Director, Kent County Department of Social Services

Kent County Social Services Advisory Board Appointment

Shelly Neal-Edwards, Director, Kent County Department of Social Services

Kent County Social Services Advisory Board Appointment

County Administrator Report

Bill Mackey, Director, Planning, Housing, and Zoning

Maryland Department of Housing and Community Development Program

Public Comment/Media Review

Procedures for Public Comment

For Your Information

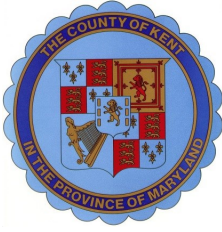
Yen-Der Cheng, Chief, Water and Science Administration, Maryland Department of the Environment

Town of Galena's Application for State Discharge Permit

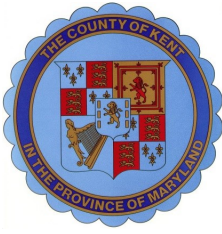
Contingency Fund

Contingency and Use of Fund Balance Report

(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.)



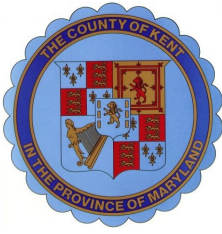
**Building is Open for In-Person Attendance, for Remote Participation
Dial 1-872-239-8359, Conference ID 806 359 636#
4/5/2022
County Commissioners Meeting**



**#1 - Regular Session Minutes, March 22, 2022
4/5/2022
County Commissioners Meeting**

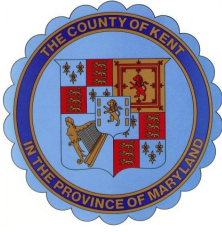
ATTACHMENTS:

Description



**#2 - Liquor Minutes, March 22, 2022
4/5/2022
County Commissioners Meeting**

ATTACHMENTS:
Description



**#3 - Chestertown Tea Party Festival, Raffle Only, April 6, 2022 - May 29,
2022
4/5/2022
County Commissioners Meeting**

ATTACHMENTS:

Description

2-2022 Chestertown Tea Party Festival, Raffle Only, April 5 - May 29, 2022, Application

Permit#

2-2022

MULTIPLE GAMING DEVICE AND RAFFLE PERMIT APPLICATION

Pursuant to the provisions of the Annotated Code of Maryland, Criminal Law §§ 13-1701 to 13-1706.

Name of Organization:	Chestertown Tea Party Festival
Address of Organization:	PO Box 526 Chestertown, MD 21620
Telephone:	(410) 708-3228
Is the organization formed or located in Kent County?	☒ Yes ☐ No
Does the organization serve the residents of Kent County?	☒ Yes ☐ No
Is this organization tax exempt under the provisions of the Internal Revenue Code?	☒ Yes ☐ No
Tax Exempt Number:	52-1047354

Person responsible for complying with permit regulations and requirements:

Name: Thomas Hayman

Address: 216 Hilltop Lane Chestertown, MD 21620

E-Mail: hayman83@yahoo.com

Telephone: (410) 708-3228

Type of permit sought: ☒ Raffle Only () Combined gaming devices used in a single fund-raising event

Location address of fund-raising affair: Community-based fundraising
Farmer's Market; First Fridays
Chestertown Tea Party Festival

Are these premises owned, leased, or regularly occupied by the organization named above? Yes ☐ No ☒

Date(s) of fund-raising: Approval date to 5-29-22

Date and Time of Drawing: 5-29-22 Begin at: 2 PM End at: —

If you are seeking a permit authorizing only a raffle that is not conducted in combination with other gaming activity, please sign below.

If, however, you are seeking to conduct a fund-raiser using more than one gaming activity in a single event, please complete the following page.

Signature of person completing this application: Thomas Hayman

Please Select One:

☒ Pick Up☐ Mail Permit (will be mailed to person responsible)

Pursuant to the provisions of the Annotated Code of Maryland, Criminal Law §§ 13-1701 to 13-1706.

Check the gaming devices to be used at this fund-raising event to award merchandise or cash prizes:

☒ Raffles	☐ Chance books	☐ Paddle Wheels
☐ Wheels of fortune	☐ Card games	☐ Lotteries

☐ Other _____

Will this fund-raiser be managed and operated only by individuals domiciled in Kent County? ☒ Yes ☐ No

If no, please explain circumstances:

Will alcoholic beverages be served or available for purchase at this fund-raising event? Yes ☐ No ☐

Is the organization a religious organization? Yes ☐ No ☒

If yes, has it conducted services regularly in Kent County for at least three (3) years? Yes ☐ No ☐

Where are services conducted and how often? _____

What percentage of funds derived from the multiple gaming devices will be spent or donated to:

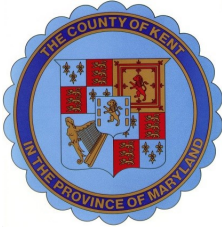
_____ % Civic _____ % Charitable _____ % Educational

Name, address and telephone of person completing application:

Thomas Hayman
216 Hilltop Lane
Chestertown, MD 21620
(410) 708-3228

Signature of person completing application:

Thomas Hayman



**Margaret Allen, Child Advocacy Center Coordinator, Kent County
Department of Social Services
4/5/2022
County Commissioners Meeting**

Item Summary:

Child Abuse Awareness and Prevention Month Proclamation

ATTACHMENTS:

Description

04.05.22 Child Abuse Awareness and Prevention Month

Kent County, Maryland



Proclamation

CHILD ABUSE AWARENESS AND PREVENTION MONTH "SUPPORT, CONNECT, EMPOWER!" APRIL 2022

- WHEREAS,** Preventing child abuse and neglect is a community problem that depends on the involvement of everyone throughout the community; and
- WHEREAS,** The majority of child abuse cases stem from situations and conditions that are preventable in an engaged and supportive community; and
- WHEREAS,** Child abuse and neglect not only directly harms children, but also increases the likelihood of criminal behavior, substance abuse, mental health, and well-being problems; and
- WHEREAS,** Effective child abuse prevention programs succeed because of partnerships created among social service agencies, schools, faith communities, civic organizations, law enforcement agencies, and the business community; and urge these associations and organizations to increase their participation in the efforts to support families, thereby preventing child abuse and neglect.

NOW, THEREFORE, WE, THE COUNTY COMMISSIONERS OF KENT COUNTY, MARYLAND, do hereby proclaim April 2022, as "CHILD ABUSE AWARENESS AND PREVENTION MONTH" in Kent County, and recognize and acknowledge the importance of bringing awareness to our community.

THE COUNTY COMMISSIONERS
OF KENT COUNTY, MARYLAND

P. Thomas Mason

P. Thomas Mason, President

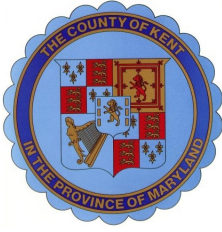
Ronnie Fithian

Ronald H. Fithian, Member

Robert N. Jacob, Jr.

Robert N. Jacob, Jr., Member

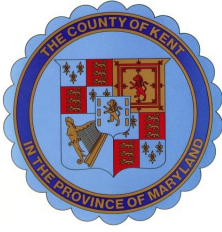
April 5, 2022



John F. Price, Sheriff, Kent County Sheriff's Office
4/5/2022
County Commissioners Meeting

Item Summary:

Maryland Police Accountability Act of 2021



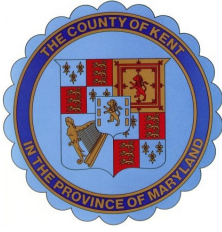
**Kevin Hemstock, Town Council, Elizabeth Jo Manning, Town
Manager, Town of Millington, and Faye Everett, Millington Food Bank
4/5/2022
County Commissioners Meeting**

Item Summary:

Discussion of Former Millington Elementary School, 172 Sassafras Street

ATTACHMENTS:

Description



American Rescue Plan Act (ARPA) Funds Spend Plan 4/5/2022 County Commissioners Meeting

ATTACHMENTS:

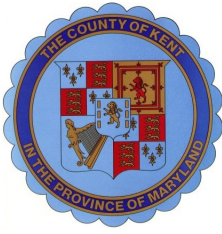
Description

3-22-2022 ARPA Fund Commissioner Report

**FY22 AMERICAN RESCUE PLAN ACT FUND
AS OF COMMISSIONER MEETING MINUTES DATED
3/22/2022**

AMERICAN RESCUE PLAN ACT FUND

DATE APPROVED	DEPARTMENT	AMOUNT APPROVED	DESCRIPTION
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 Office of Statewide Broadband
1/11/2022	Water & Wastewater Fund	2,817	Change order #1 equipment and cabinet, Fairlee Clariflocculator Replacement Project
1/11/2022	Water & Wastewater Fund	90,642	Change order #2 Demo, aeration tower, Fairlee 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 Plant Feasibility Study-Millington/Rt 301
2/8/2022	Water & Wastewater Fund	52,910	Tolchester Wastewater Treatment Plant Influent 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- Design and bid services
AMOUNT OF FUNDS COMMITTED		<u>\$ 1,712,441</u>	
AMOUNT OF ARPA FUNDS		<u>\$ 3,766,777</u>	
BALANCE OF ARPA FUNDS REMAINING		<u>\$ 2,054,336</u>	



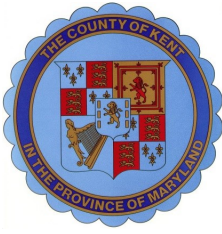
**Planning, Housing, and Zoning
4/5/2022
County Commissioners Meeting**

Item Summary:

Planning Specialist Vacancy

ATTACHMENTS:

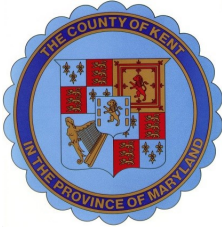
Description



Seasonal Hires 4/5/2022 County Commissioners Meeting

Item Summary:

The Hiring of Applicants for Seasonal Employment



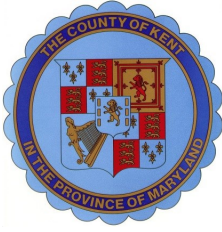
**Parks and Recreation - THIS AGENDA ITEM WAS NULL AND VOID
4/5/2022
County Commissioners Meeting**

Item Summary:

Betterton Beach Park Supervisor(s) - THIS ITEM WAS DISCUSSED DURING A PREVIOUS AGENDA ITEM (SEASONAL HIRES)

ATTACHMENTS:

Description



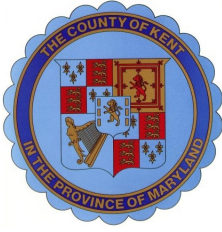
**Public Works - THIS AGENDA ITEM WAS NULL AND VOID
4/5/2022
County Commissioners Meeting**

Item Summary:

Seasonal Maintenance Worker Vacancy (Public Landings) - THIS ITEM WAS DISCUSSED DURING A PREVIOUS AGENDA ITEM (SEASONAL HIRES)

ATTACHMENTS:

Description



Public Meeting Announcement
4/5/2022
County Commissioners Meeting

Item Summary:

POSTPONED, NEW DATE AND TIME TO BE DETERMINED

Joint Meeting of the Five-County Legislative Bodies - Dorchester, Talbot, Queen Anne's, Kent and Caroline Counties

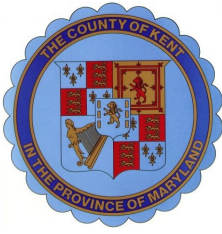
ATTACHMENTS:

Description

03.22.22 Five-County Joint Meeting of the Legislative Bodies (Dorchester, Talbot, Queen Anne's, Kent and Caroline Counties) for a Budget Discussion with Chesapeake College

The County Commissioners of Kent County, Maryland, do hereby provide public notice of a joint meeting on April 7, 2022, at 6:00 p.m., with the five-county legislative bodies of Dorchester, Talbot, Queen Anne's, Kent, and Caroline Counties. The meeting will be held at the Chesapeake College, 1000 College Circle, Wye Mills, MD 21679 and is open to the public. The purpose of the meeting will be primarily to discuss budgetary matters concerning Chesapeake College, and any other matters that each county chooses to discuss.

POSTPONED



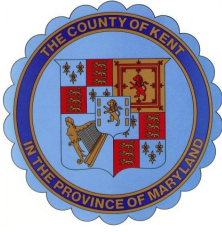
Shelley L. Heller, County Administrator
4/5/2022
County Commissioners Meeting

Item Summary:

Request for Contingency Funds, Mandated Function

ATTACHMENTS:

Description



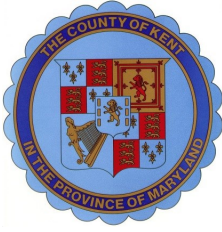
Shelley L. Heller, County Administrator
4/5/2022
County Commissioners Meeting

Item Summary:

Request for Contingency Funds, Village of Kennedyville

ATTACHMENTS:

Description



**Shelly Neal-Edwards, Director, Kent County Department of Social
Services
4/5/2022
County Commissioners Meeting**

Item Summary:

Summer Supplemental Nutrition Assistance Program (SNAP) Application

ATTACHMENTS:

Description

04.05.22 Maryland Department of Human Services, Family Investment Administration, Maryland Summer SNAP Program FY2023 Grant Application

Funding Request for FY23: \$17,760	
	Family Investment Administration (FIA) 311 West Saratoga Street, Room 216 Baltimore, Maryland 21201 (410) 767-7978

**Maryland Summer SNAP Program
Fiscal Year 2023 Grant Application**

DEADLINE: Thursday, April 7, 2022 at 4:00 PM EST

Instructions: Please carefully review the enclosed *Fiscal Year 2023 Maryland Summer SNAP Program Grant Guidelines* before completing this application. Inability to follow the instructions in the Guidelines or submitting an incomplete application will impact eligibility for program participation and state funding.

Section I – Applicant Information		
County/City Name: Kent County/Chestertown		
Address: 350 High Street PO Box 670		
City: Chestertown	State: Maryland	Zip Code 21620

Name of County Executive:

P.Thomas Mason

Name of Local Department of Social Services (LDSS) Director:

Shelly L. Neal-Edwards

**Summer SNAP Point of
Contact (POC)**

Julie Handzo, Family Investment
Assistant Director

POC's Email Address:

Julia.Handzo@maryland.gov

POC's Phone Number:

410-810-7600

Section II – Application Details – *Please use additional pages if needed.*

1. Due to funding limitations, not all children eligible for Summer SNAP will receive the benefit. Describe how your county will determine program eligibility and select Summer SNAP participants.

In collaboration with the Kent County Government, Kent County Department of Social Services (KCDSS) will target high areas of SNAP recipients in the county that do not have access to other summer meal resources. Kent County is a small and rural county in Maryland. The population is estimated to be approximately 20,000 with 25% of the population being 18 years and younger. There are five towns in the county and 4 “villages,” only 5 schools that serves approximately 1,800 students. Chestertown is the “hub” of the county where most of the county resources are located such as grocery stores, the main food pantry for the county, restaurants and other food resources.

For FY23, KCDSS through the Summer SNAP program would like to target the Rock Hall, Betterton, Millington and Galena areas. Rock Hall is in a remote area, approximately 16 miles from Chestertown. Rock Hall has a population of approximately 1,280 people. 231 students attend Rock Hall Elementary where 89.85% of the students receive free and reduced meals. Galena is approximately 15 miles from Chestertown, with a population of 582. Galena Elementary also serves the towns of Betterton; population 313 and Millington; population 595. There are 326 students enrolled in the Galena Elementary school with 54.36% receiving free and reduced meals. Children 6-8 grades attend the county’s only Middle School located in Chestertown. Youth 9-12 grades attend the county’s only High School located in Worton, MD. Rock Hall, Betterton, Millington and Galena do not have access to any other food programs for the summer or through the holiday.

It is anticipated that approximately 266 children will participate in the Summer SNAP program, if awarded.

2. Knowing that Summer SNAP benefits will not be available to all vulnerable families, please describe your process for referring customers to other summer meals programs in your community. Please include other summer meals programs that exist in your jurisdiction.

Kent County is a small and rural county with a total population of approximately 20,000. The highest populated area of children receiving SNAP is the Chestertown area. That is the area that has the summer meals program and provides a hot breakfast and lunch to anyone under 19 years old. This is advertised by the Kent County Board of Education through the County Government website, local newspapers and flyers. There are several area food pantries that listed on the County Government website: <https://www.kentcounty.com/resource-directory/food-nutrition> and staff at KCDSS refer families to the food pantries on a regular basis. In addition, the Kent County United Way promotes Kent County residents to use “211” where anyone can locate food and other resources that available. In the KCDSS lobby, “211” information is available as well as the staff refer families to that resource on a regular basis. Other resources are posted on the Maryland State Department of Education website, Kent County Economic Development Facebook page as well as the KCDSS Facebook page. All of this information is available at KCDSS and is given to customers when they meet with any “intake work.”

Program Site	Deliverables	Funding Organization	Funding Level
Garnet Elementary	Free breakfast and lunch to anyone age 19 and under who attend summer school and who reside in the surrounding area.	US Department of Agriculture, Food and Nutrition Service and Maryland State Department of Education	Not available
Kent County Community Center	Free lunch for summer camp participants.	US Department of Agriculture, Food and Nutrition Service and Maryland State Department of Education	Not available
Kent School-Horizons Program	Free breakfast and lunch for summer school participants	Private grant funds and US Department of Agriculture, Food and Nutrition Service and Maryland State Department of Education	Not available
Baywood Village-Chestertown Site	Free breakfast and lunch for children 19 years and younger.	US Department of Agriculture, Food and Nutrition Service and Maryland State Department of Education	Not available

3. Please describe the methodology that your jurisdiction will use to evaluate the effectiveness of the Summer SNAP Program in addressing childhood hunger.

KCDSS' plan to evaluate the impact of the Summer SNAP Program is:

1. # of families served- Result of *How much did we do?*
2. # of Summer SNAP customers/families were satisfied with the Summer SNAP program- Result of *How well did we do it?*
3. # and % of customers who reported an increase in food/meal availability- Result of *Is anyone better off?*
4. # and % of customers who reported a decrease in financial burden for household as a result of Summer SNAP- Result of *Is anyone better off?*

In order to receive the above information, KCDSS will survey all Summer SNAP customers/families in January 2023 through surveys mailed, emailed, telephone contact and face to face contact.

4. Provide in detail your proposed plan to communicate the availability of Maryland Summer SNAP Program supplements to eligible families. Your response should include the timeline in which information will be shared with eligible families and the types of marketing/informational material that will be created and distributed.

If selected to participate in the Summer SNAP program, KCDSS staff will devise a flyer by the end of April 2022 . In May, mail the flyer to inform the targeted area families of this new benefit. The flyer would also be sent out through Kent County Public Schools weekly email communication. In addition, the information will be posted on KCDSS' social media platforms. This will allow the customers to be informed of this new benefit before the start of summer break. The information on the flyer will include one contact person at KCDSS to provide additional information to the recipients, as needed. In addition, if the eligible customer/family meets with the case manager for a new application or re-determination either via telephone or in the office, the case manager will inform the family of this benefit as well as the contact person for future questions.

Section III - County Certification of Local Share Funds

I acknowledge I have read the Maryland Summer SNAP Program Local Share of Funds guidelines and accept the requirements. I certify that the County/City Government will provide \$ 8,800.00 in Local Share Funds.

P. Thomas Mason

April 5, 2022

County Executive

Date

Section IV - Checklist and Verification of Accuracy

Before signing this Fiscal Year 2023 MD Summer SNAP Program Application, please read each line and attest that the following statements are accurate:

- I have reviewed the FY23 Summer SNAP Program Guidelines prior to completing this application.
- I have understood and followed all instructions provided therein.
- I have certified the maximum local share funds on page 5 of this application.
- I have included the Summer SNAP Program Evaluation.
- I understand that I may be asked to verify the information provided in this application.
- I will submit my application, by one of the following means: the postal service of my choice, email (preferred method) to BureauOf.SpecialGrants@maryland.gov or in person at the Department of Human Services. If sending by mail, my application must be addressed to:

Department of Human Services
Office of Nutrition Assistance Programs
311 W. Saratoga Street, Room 216
Baltimore, Maryland 21201

Section V - Applicant Statement

I certify that the information provided above is accurate and correct.

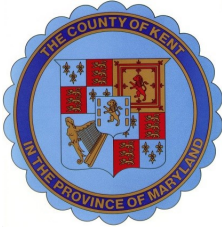
LDSS Director Name & Signature

Date

For DHS Use Only

FIA/BSG Reviewer:

Date: _____



**Shelly Neal-Edwards, Director, Kent County Department of Social
Services**

4/5/2022

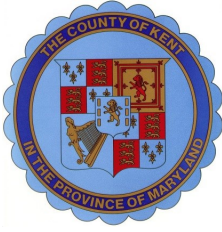
County Commissioners Meeting

Item Summary:

Kent County Social Services Advisory Board Appointment

ATTACHMENTS:

Description



**Shelly Neal-Edwards, Director, Kent County Department of Social
Services**

4/5/2022

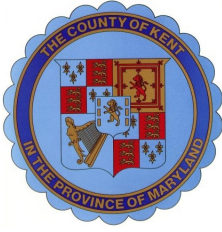
County Commissioners Meeting

Item Summary:

Kent County Social Services Advisory Board Appointment

ATTACHMENTS:

Description



Bill Mackey, Director, Planning, Housing, and Zoning
4/5/2022
County Commissioners Meeting

Item Summary:

Maryland Department of Housing and Community Development Program

ATTACHMENTS:

Description

02.07.22 Cindy Stone, Director, Community Development Program, Maryland Department of Housing and Community Development, Request to Waive Expenditure Deadline Requirement

04.05.22 Cindy Stone, Director, Community Development Programs, Maryland Department of Housing, Waiver of Minimum Draw Requirement MD Community Development Block Grant Program, Grant Number MD-22-CD-1 Housing Counseling



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

February 7, 2022

Cindy Stone
Director, Community Development Programs
Maryland Department of Housing & Community Development
Neighborhood Revitalization
7800 Harkins Road
Lanham, MD 20706

**RE: Request to Waive 5% Expenditure Deadline Requirement
Maryland Community Development Block Grant Program
Grant No.: MD-22-CD-1**

Dear Ms. Stone:

This letter is to request a waiver of the 6-month expenditure deadline that requires grantees to expend 5% of grant funds related to the subject grant funded by the Maryland Community Development Block Grant (CDBG) Program. The agreement for Grant No. MD-22-CD-1 was executed on November 3, 2021, and the grant approval date is August 24, 2020. The six-month deadline is identified as February 20, 2022.

Kent County is working with subrecipient MRDC to determine what other funds are being spent to support the Housing Counseling program. Expenditure request documents are being assembled, and the County is working to identify the bottleneck regarding submittal of documentation by MRDC. Kent County hopes to begin spending CDBG funds to reimburse subrecipient MRDC for the Housing Counseling function soon. Thank you for your assistance.

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

cc: Shelley L. Heller, County Administrator
Bill Mackey, Director, Planning, Housing, and Zoning
Neoma Rohman, CEO, Eleventh House Solutions



County Commissioners
Office

Date 4-11-22 *LHC*

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

February 11, 2022

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

Re: Waiver of Minimum Draw Requirement
Maryland Community Development Block Grant Program
Grant Number: MD-22-CD-1 Housing Counseling

Dear President Mason:

This letter is in response to your recent letter regarding the above referenced Maryland Community Development Block Grant project. Per program policy, the County is required to expend 5% of the grant funds within 180 days of the grant award date. Waivers of this policy can be provided for extenuating circumstances.

Per your letter, the County will be unable to meet the 5% expenditure requirement for this grant by February 20, 2022. The County has been actively working with the subrecipient, Maryland Rural Development Corporation, to review sufficient documentation and to process expenditure requests. The County is expected to expend all grants funds by end of the grant term on August 31, 2023.

If you have any questions or concerns, please contact your Project Manager, Justin Fair, via the office phone number, 301-429-7499. Thank you for your time and attention to this matter.

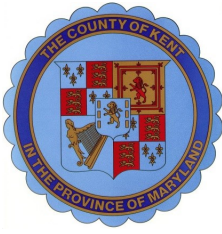
Sincerely,

A handwritten signature in cursive script that reads "Cindy Stone" followed by a stylized flourish.

Cindy Stone
Director
Community Development Programs

cc: William Mackey, County
Justin Fair, CDBG





Procedures for Public Comment 4/5/2022 County Commissioners Meeting

ATTACHMENTS:

Description

Procedures for Public Comment

04.05.22 Public Comment 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.

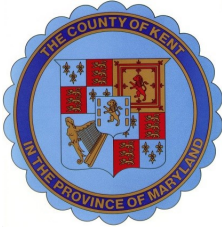
It is our desire that everyone who wishes to comment be given a fair and uninterrupted opportunity to express their views to the County Commissioners during this public comment period.

- 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
April 5, 2022**

NAME (please print)	ADDRESS	TOPIC
William A. Jones Jr	13606 Clark Road	Pipe needs to be replaced



**Yen-Der Cheng, Chief, Water and Science Administration, Maryland
Department of the Environment
4/5/2022
County Commissioners Meeting**

Item Summary:

Town of Galena's Application for State Discharge Permit

ATTACHMENTS:

Description

03.24.22 Yen-Der Cheng, Chief, Water and Science Administration, Maryland Department of the Environment, Application for Town of Galena WWTP, State Discharge Permit Application 19DP0528, NPDES Permit MD0020605, Kent County



Maryland

Department of the Environment

Larry Hogan, Governor
Boyd K. Rutherford, Lt. Governor

Ben Grumbles, Secretary
Horacio Tablada, Deputy Secretary

March 21, 2022

Mr. Ronald H. Fithian
President
The Commissioners of Kent County
400 High St.
Chestertown, MD 21620

RE: Application for Town of Galena WWTP
State Discharge Permit Application 19DP0528, NPDES Permit MD0020605
Kent County

Dear Mr. Fithian:

We are aware of your interest in the Town of Galena WWTP and would like you to know that the Department has made a tentative determination on the discharge permit application. A copy of the notice is enclosed for your convenience. A written request must be received in order to acquire future notifications about this permit application.

If you have any questions or require additional information on this permit, please contact me at (410) 537-3363.

Sincerely,

Yen-Der Cheng/cs

Yen-Der Cheng, Chief
Municipal Permits Division
Wastewater Permits Program
Water and Science Administration

Enclosure

County Commissioners
Office

Date 3-24-22 *LSC*

**MARYLAND DEPARTMENT OF THE ENVIRONMENT
WATER AND SCIENCE ADMINISTRATION**

NOTICE OF APPLICATION RECEIVED AND TENTATIVE DETERMINATION

Kent County

Application for State Discharge Permit 19DP0528, NPDES Permit MD0020605:

The Town of Galena, 101 South Main Street, Galena, Maryland 21635, has applied for a permit renewal to discharge treated wastewater at the average rate of 0.110 million gallons per day from the Galena Wastewater Treatment Plant, located at 13265 Augustine Herman Highway, Galena, Maryland 21635, to the Dyer Creek, which flows south, toward the Sassafras River. The upper freshwater segment of Dyer Creek is designated as Use I waters and is protected for water contact recreation and non-tidal warm water aquatic life. This segment spans from the head of the creek to the transition point, while the lower tidal Segment of Dyer Creek spans from the transition point (~ one mile downstream of Outfall 002A) to the mouth of the Sassafras River. This segment and the Sassafras River are both designated as Use II waters, which are protected for estuarine and marine aquatic life.

Maryland Department of the Environment has made a tentative determination to reissue the discharge permit with the following effluent limitations:

BOD₅, 16 mg/L maximum monthly arithmetic mean & 24 mg/L maximum weekly arithmetic mean; BOD₅ Percent Removal, 85% minimum monthly arithmetic mean; Total Suspended Solids (TSS), 16 mg/L maximum monthly arithmetic mean, 24 mg/L maximum weekly arithmetic mean, and 5,482 lbs/year maximum annual load; TSS Percent Removal, 85% minimum monthly arithmetic mean; Total Ammonia Nitrogen as N, 2.1 mg/L maximum monthly arithmetic mean (5/1- 10/31), and 4.9 mg/L maximum weekly arithmetic mean (11/1 - 4/30); Total Phosphorus as P (TP), 101 lbs/year maximum annual load; Total Nitrogen as N (TN), 1,339 lbs/year maximum annual load; Enterococci, 35 MPN/100mL maximum monthly geometric mean; Total Residual Chlorine, less than 0.02 mg/L (non-detectable level); pH, maintained between 6.5 and 8.5; Dissolved Oxygen, 5.0 mg/L minimum at any time (All Year), 5.5 mg/L maximum monthly arithmetic mean (All Year), and 6.0 mg/L maximum weekly arithmetic mean (2/1 – 5/31).

TSS, TN, and TP limits are in conformance with the Chesapeake Bay TMDL, approved on 12/29/2010. Regular effluent monitoring and reporting is required.

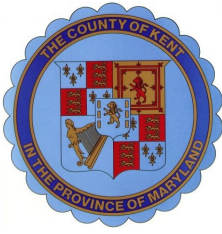
If a written request is received by **April 13, 2022**, an informational meeting on the application and/or a public hearing on the tentative determination can be scheduled. The request should be sent to the **Maryland Department of the Environment, Water and Science Administration, 1800 Washington Blvd., Baltimore, Maryland 21230-1708, Attn.: Mr. Yen-Der Cheng, Chief, Municipal Permits Division** and must include the name, address and telephone number (home and work) of the person making the request, the name of any other party whom the person making the request may represent, and the name of the facility and permit number. Failure to request a meeting or hearing by **April 13, 2022** will constitute a waiver of the right to an informational meeting or public hearing on the tentative determination of this permit.

Written comments concerning this tentative determination will be considered in the preparation of a final determination if submitted to the Department, to the attention of Mr. Cheng at the above address, on or before **April 25, 2022**. Any hearing-impaired person who requests an informational meeting or public hearing may request an interpreter by contacting Mr. Cheng at (410) 537-3363 or 1-800-633-6101, or by written request to the above address at least ten working days prior to the scheduled meeting or hearing date.

Information supporting the tentative determination, including the application, fact sheet, and draft permit, may be reviewed by contacting Mr. Cheng by telephone to make an appointment or by written request to the above address. Copies of documents may be obtained at a cost of \$0.36 per page.

To Be Published on: **March 24 and 31, 2022**

Newspaper: **The Kent County News**



Contingency and Use of Fund Balance Report 4/5/2022 County Commissioners Meeting

ATTACHMENTS:

Description

3-22-2022 Commissioner Report Contingency

CONTINGENCY					
DATE APPROVED	DEPARTMENT	AMOUNT APPROVED	DESCRIPTION		
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.		
10/12/21	Buildings/Grounds-Court House	40,852	24909 Lambs Meadow Road 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 Replace Uninterrupted Power Supply (UPS)	-	
1/18/22	Legal Counsel	20,000	Moranec Road Solar Litigation expenses	-	
1/25/25	Social Services	5,500	Lodging at Driftwood Inn to help the homeless during the month of February	-	
2/15/22	Kent Ag Center, Inc	41,710	Complete Pavilion Project	-	
3/22/22	Social Services	5,500	Lodging at Driftwood Inn to help the homeless during the month of March	-	
		-		-	
		-		-	
		-		-	
		-		-	
		-		-	
		-		-	
TOTAL		\$ 338,351			
BEGINNING CONTINGENCY BUDGET		\$ 400,000			
ENDING CONTINGENCY BALANCE		\$ 61,649			
USE OF FUND BALANCE					
DATE APPROVED	DEPARTMENT	AMOUNT APPROVED	DESCRIPTION		
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		
TOTAL		\$ 73,201			
USE OF FUND BALANCE 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.					