

April 5, 2022

FY2023 BUDGET WORK SESSION

A budget work session was held today at 10:00 a.m. Commissioner P. Thomas Mason, Commissioner Ronald H. Fithian, Commissioner Robert N. Jacob, Shelley L. Heller, County Administrator; Pat Merritt, Chief Finance Officer, Office of Finance; Bryan DiGregory, State's Attorney, State's Attorney Office; Harris Murphy, County Administrative Judge, Circuit Court; John F. Price, Sheriff, Captain Dennis Hickman, and Kim Dixon, Office Manager, Kent County Sheriff's Office; Herbert Dennis, Warden and Monaca Stickland, Detention Center; Wayne Darrell, Director, Emergency Services; Mike Moulds, Director, Public Works; Dan Voshell, Division Chief, County Roads; Marty Holden, Division Chief, Environmental Operations; 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; Jamie Williams, Director, Economic and Tourism Development; Lisa Mazingo, Director, Kent Family Center; Marty Hale, Director, and Chris Bove, Assistant Director/ Risk Manager, Human Resources; and Sondra Blackiston, Clerk/KATE Manager, Commissioners' Office were in attendance. Each agency, department, or division presented its respective FY2023 budget. The Commissioners took a lunch recess midday and the budget work session ended at 3:49 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 Ukraine and all they are going through; and for us to be thankful for where we live.

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

CONSENT ITEMS

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

1. Regular Session Minutes, March 22, 2022
2. Liquor Minutes, March 22, 2022
3. Chestertown Tea Party Festival, Raffle Only, April 5, 2022 – May 29, 2022

PROCLAMATION

April is Child Abuse Prevention and Awareness Month: Commissioner Jacob read the proclamation recognizing April 2022 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. Shelly Neal-Edwards, Director, Margaret Allen, Child Advocacy Center Coordinator, and Mattie Meehan, Child Advocacy Center Program Manager, Kent County Department of Social Services; Portia Turner, Beverly Birkmire, and Ronald

Dixon, Chief, Chestertown Police Department, all were in attendance to support efforts to protect children from abuse. Ms. Allen thanked the Commissioners and provided a statement on Child Abuse Prevention and Awareness. The Child Advocacy Center at Kent County Department of Social Services can be reached at 410-810-7600. If you suspect or witness child abuse, please call.

KENT COUNTY SHERIFF'S OFFICE

John F. Price, Sheriff, and Dennis Hickman, Captain, Kent County Sheriff's Office, were present to discuss the Maryland Police Accountability Act of 2021. Chief Dixon, of the Chestertown Police, also joined the discussion. At their March 22, 2022 meeting, the Commissioners requested Sheriff Price attend a future meeting to discuss the County's obligations to comply with the unfunded mandate. Sheriff Price explained the Maryland Accountability Act of 2021, House Bill 670, made changes to the law regarding Police Discipline and Law Enforcement Programs and Procedures; and each county must establish a countywide Police Accountability Board by July 1, 2022. Sheriff Price explained there are three mandated Boards. Members are appointed by the Commissioners. Each member who serves will need specific training, however, the training has not been developed yet. Shelley L Heller, County Administrator, and Thomas N. Yeager, County Attorney, provided additional information regarding the matter. Discussion took place.

TOWN OF MILLINGTON

Kevin Hemstock and Wayne Starkey, Town Council Members, Elizabeth Jo Manning, Town Administrator, Town of Millington; and Faye Everett, Millington Food Bank were present to discuss the former Millington Elementary School property located at 172 Sassafras Street, Millington. At the December 14, 2021, meeting, Mr. Hemstock; and Frank Hodgetts, President/CEO, Home Partnership, Inc. presented a Letter of Intent (LOI) to acquire the property. The proposed letter anticipated the County to donate 40% interest to the Town of Millington and sell the remaining 60% interest at fair market value. At that meeting, it was determined an updated appraisal was needed, and further discussions of the assignment of sale and proceeds ensued. The Commissioners anticipated a revised LOI. Discussion took place. The Commissioners stated that the County is not in favor of financing the property to the Town nor providing a Payment In Lieu of Taxes (PILOT) Program. Discussion took place. The County is open to further conversation on the matter and asked the Town of Millington to offer a purchase price and a viable business proposal.

AMERICAN RESCUE PLAN ACT FUNDS (ARPA)

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

HUMAN RESOURCES

Marty Hale, Director, Human Resources, and Bill Mackey, Director, Planning, Housing, and Zoning, presented a request to fill the vacant Planning Specialist position, at the recommended rate. Discussion took place. On a motion by Commissioner Jacob and seconded by Commissioner Fithian, the Commissioners unanimously approved the recommended individual to fill the vacant Planning Specialist position in the Planning, Housing, and Zoning Department as requested, pending successful completion of County pre-employment requirements.

Mr. Hale requested approval for staff to have the authority to hire seasonal workers this year. Mr. Hale stated seasonal workers often accept other offers because our process can be lengthy. On a motion by Commissioner Fithian and seconded by Commissioner Jacob, the Commissioners unanimously approved the request. Due to the above-noted approval, the remaining two personnel actions listed for discussion were withdrawn.

COUNTY ADMINISTRATOR

Shelley L. Heller, County Administrator, announced the Joint Meeting of the Five-County Legislative Bodies – Dorchester, Talbot, Queen Anne's, Kent, and Caroline Counties, scheduled for April 7, 2022, at 6:00 p.m. has been postponed. A new date and time will be determined. The purpose of the meeting will be primarily to discuss budgetary matters concerning Chesapeake College, and any other matters that each county may choose to discuss.

Ms. Heller presented a request for contingency funds to implement mandates connected to the Maryland Police Accountability Act of 2021. The County must establish a countywide Police Accountability Board by July 1, 2022. The work to administer this mandate is highly technical and the staff recommends the hiring of a consultant in an amount not to exceed \$4,500.00. On a motion by Commissioner Fithian and seconded by Commissioner Jacob, the Commissioners unanimously approved \$4,500.00 from contingency funds for consultant services to aid in the Maryland Police Accountability Act of 2021.

The County accepted ownership of the unsold lots and open space of the Village at Kennedyville Phase 2 Subdivision effective December 31, 2021. Ms. Heller presented a request for contingency funds due to the legal expenses of transferring the Village at Kennedyville property to the County. On a motion by Commissioner Fithian and seconded by Commissioner Jacob the Commissioners unanimously approved \$10,000.00 from contingency funds for unplanned expenses connected to the Village at Kennedyville.

Ms. Heller, on behalf of Ms. Neal-Edwards, presented the Summer Supplemental Nutrition Assistance Program (SNAP) application. At their March 22, 2022 meeting, the Board approved the FY2023 funding for the program. The County's FY2022 funding commitment is \$2,660.00, and the County's FY2023 commitment is \$6,220.00. The County's total cost share for this program is \$8,880.00. The application was presented for signature. On a motion by Commissioner Fithian and seconded by Commissioner Jacob, the Commissioners unanimously

approved the FY2023 Summer Supplemental Nutrition Assistance Program (SNAP) application as presented.

Ms. Heller, on behalf of Ms. Neal-Edwards, presented a request to appoint two (2) members to the Kent County Social Services Advisory Board, to fill vacancies. Ms. Neal-Edwards has approved the nominations of the recommended candidates. The nominees were voted on separately. On a motion by Commissioner Fithian and seconded by Commissioner Jacob, the Commissioners unanimously approved the first recommended nominee/applicant to the Kent County Department of Social Services Advisory Board. On a motion by Commissioner Fithian and seconded by Commissioner Jacob, the Commissioners unanimously approved the second recommended nominee/applicant to the Kent County Department of Social Services Advisory Board. Mary Adda Moore and Portia Turner were appointed to three-year terms with an expiration date of April 30, 2025.

COUNTY ADMINISTRATOR REPORT

Ms. Heller, on behalf of Bill Mackey, Director, Planning, Housing, and Zoning, reported a correspondence dated February 7, 2022, was sent to Cindy Stone, Director, Community Development Program, Maryland Department of Housing and Community Development. The correspondence was regarding a request to waive the 6-month expenditure deadline that requires grantees to expend 5% of grant funds related to the Maryland Community Development Block Grant (CDBG) Program Grant No. MD-22-CD-1, Housing Counseling program.

PUBLIC COMMENT

The procedures for public comment were in effect. William A. Jones, Jr., a citizen of Worton, spoke on a failing underground pipe on Clark Road.

FOR YOUR INFORMATION

A correspondence dated March 21, 2022, was received from Yen-Der Cheng, Chief, Water and Science Administration, Maryland Department of the Environment, regarding State Discharge Permit Application 19DP05285, NPDES Permit MD0020605 for the Town of Galena Waste Water Treatment Plant (WWTP) located at 13265 Augustine Herman Highway, Galena, MD.

CONTINGENCY FUND

The FY2022 Contingency balance as of March 22, 2022, is \$61,649.00 and the FY2022 Use of Fund Balance total is \$73,201.00.

At 7:53 p.m. a motion was made by Commissioner Jacob, seconded by Commissioner Fithian, and the Board unanimously agreed to adjourn the meeting. The Board is scheduled to meet again on Tuesday, April 12, 2022, at 10:00 a.m.

Regular Session Minutes
April 5, 2022
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Respectfully submitted,

Sondra M. Blackiston
Clerk/KATE Manager

Approved:

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

April 5, 2022

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

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

CONSENT ITEM

On a motion by Commissioner Fithian and seconded by Commissioner Jacob, the Commissioners unanimously approved Consent Item #2 - Liquor Minutes, March 22, 2022.

There being no further business to claim their attention, the Board adjourned and agreed to meet again on Tuesday, April 12, 2022, at 10:00 a.m.

THE BOARD OF LICENSE COMMISSIONERS
OF KENT COUNTY, MARYLAND

Sondra M. Blackiston
Clerk/KATE Manager

Approved:

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