

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

March 1, 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 928 679 474#

Consent Items

#1 - Regular Session Minutes, February 22, 2022

#2 - Liquor Minutes, February 22, 2022

Special Class C Licenses

Humane Society of Kent County, Inc., Beer, Wine, and Liquor, April 16, 2022

Appointments

Tim Ailsworth, Executive Director, Local Government Insurance Trust

Presentation of Refund Checks

American Rescue Plan Act Funds

Shelley L. Heller, County Administrator

United States of America Department of Agriculture (USDA) COVID-19 Grant

American Rescue Plan Act (ARPA) Funds Spend Plan

Departmental Appointments

Patricia Merritt, Office of Finance

Participation in Low Income Household Water Assistance Program (LIHWAP)

Bill Mackey, Director, Planning, Housing and Zoning

Discussion of 10% Rule

County Administrator

Madison Beres, Development and Communications Associate, Sultana Education
Foundation

Request for a Letter of Support

Shelley L. Heller, County Administrator

Joint Public Meeting Notice, New Date and Time

Shelley L. Heller, County Administrator

Ethics Commission Vacancy

Shelley L. Heller, County Administrator

House Bill 1240 / Senate Bill 986 Education - Low-Density Calculation - Mandated

Funding

Shelley L. Heller, County Administrator

House Bill 1187 / Senate Bill 726 Transportation - Highway User Revenues - Revenue and Distribution

Kent Alcohol and Tobacco Enforcement KATE

Sondra M. Blackiston, Clerk/KATE Manager

Opposition of Senate Bill 603 / House Bill 506

Letters for Signature

Charles D. MacLeod, Attorney, MacLeod Law Group, LLC

In-Kind Response Letter

Public Comment/Media Review

Procedures for Public Comment

For Your Information

Daniel P. McDermott, Executive Director, Upper Shore Workforce Investment Board

Letter of Introduction

Elizabeth M.S. Hill, Principal Agent Associate, 4-H Youth Development, University of Maryland Extension

2021 4-H Achievement and Recognition Awards Program Invite

Contingency Fund

Contingency and Use of Fund Balance Report

Closed Session

Marty Hale, Director, Human Resources

Personnel

Statutory authority to close session under the provision from General Provisions Art. § 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; any other personnel matter that affects one or more specific individuals.

(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.)



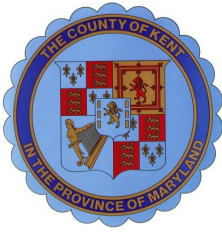
**Building is Open for In-Person Attendance, for Remote Participation
Dial 1-872-239-8359, Conference ID 928 679 474#
3/1/2022
County Commissioners Meeting**



**#1 - Regular Session Minutes, February 22, 2022
3/1/2022
County Commissioners Meeting**

ATTACHMENTS:

Description



**#2 - Liquor Minutes, February 22, 2022
3/1/2022
County Commissioners Meeting**

ATTACHMENTS:
Description



**Humane Society of Kent County, Inc., Beer, Wine, and Liquor, April 16,
2022
3/1/2022
County Commissioners Meeting**

ATTACHMENTS:

Description

4748 Humane Society of Kent County, Inc., Application

4748

APPLICATION FOR A SPECIAL CLASS "C" (PER DIEM) LICENSE

Application is made by the undersigned under the provisions of Sections 4-1202, 4-1208, 4-1209, 24-503, 24-1301, 24-1307 and 24-1308 of the Alcoholic Beverages Article, for a Special Class C (Per Diem) License.

Check One: ~~Beer~~ ~~Beer and Wine~~ **Beer, Wine, and Liquor**

We submit and certify to the following information and statements as required.

1. The club, society or association on behalf of which the license is desired:

THE HUMANE SOCIETY OF KENT COUNTY INC

Address 10720 AUGUSTINE HERMAN HIGHWAY CHESTER TOWN MD 21620

Type of Function FUNDRAISER

Location of Function KENT COUNTY COMMUNITY CENTER

2. This function is operated exclusively for a religious, fraternal, civic, veterans', or charitable organization, association, club, or society; or hospital supporting organization.

3. The applicants are citizens of the United States, not less than twenty-one years of age, and have never been convicted of a felony.

4. The applicants have not had a license for the sale of alcoholic beverages revoked.

5. Have the applicants ever been adjudged guilty of violating the laws for the prevention of gambling in the State of Maryland and/or adjudged guilty of violating the laws governing the sale of alcoholic beverages in the State of Maryland or the United States? No Yes or No

6. The applicants will, if granted a license, conform to all laws and regulations relating to the business with respect to which such license is desired.

7. The applicants submit herewith a statement duly executed and acknowledged by the owner of the premises in which the business is to be conducted, assenting to the granting of the license applied for, authorizing the Comptroller, his duly authorized deputies, inspectors and clerks, the Board of License Commissioners (if any) for the aforesaid County, its duly authorized agents and employees, and any peace officer of said county, to inspect and search, without warrant, the premises upon which the business is to be conducted, and any and all parts of the premises where said business is to be conducted, at any and all hours.

8. The license for which this application is made is to be for the following day(s) SAT APRIL 16 2022
Begin at: 5:30p End at: 10:00p and the applicant tenders herewith the sum of (\$ 25 Per Diem) (\$ 25) in payment for the license.

Please Select One:

☐ Pick Up

☒ Mail Permit (will be mailed to above address)



9. Applicants

(1) Richard Keaveney 102 S. Water Street Chestertown
 Name Residence
10 yrs E.D.
 Length of Residence in Kent Co. Committee Title Phone No. (Signature of Applicant)

STATE OF MARYLAND

This certifies, that on the 17 day of February, 2022, before the subscriber, a Notary of the State of Maryland, personally appeared Richard Keaveney the applicant(s) named in the foregoing application and made oath in the due form of law that the statements therein are true to the best of (his, their) knowledge and belief.

Lauren Victoria Burris-Boyd
 Notary Public

WITNESS my hand and official seal.

Kent County, Maryland
 My commission expires: Jan 14, 2025 (SEAL)

(2) Bridget Mahoney 8265 Mount Pleasant Plantation Lane
 Name Residence
6 years Board MD 21620
 Length of Residence in Kent Co. Committee Title Phone No. (Signature of Applicant)

STATE OF MARYLAND

This certifies, that on the 17 day of February, 2022, before the subscriber, a Notary of the State of Maryland, personally appeared Bridget Mahoney the applicant(s) named in the foregoing application and made oath in the due form of law that the statements therein are true to the best of (his, their) knowledge and belief.

Lauren Victoria Burris-Boyd
 Notary Public

WITNESS my hand and official seal.

Kent County, Maryland
 My commission expires: Jan 14, 2025 (SEAL)

(3) Ivette Furneisen 200 Sommers Pl, Chestertown, MD 21620
 Name Residence
7 years Event 720-997-5005
 Length of Residence in Kent Co. Committee Title Phone No. (Signature of Applicant)

STATE OF MARYLAND

This certifies, that on the 17 day of February, 2022, before the subscriber, a Notary of the State of Maryland, personally appeared Ivette Furneisen the applicant(s) named in the foregoing application and made oath in the due form of law that the statements therein are true to the best of (his, their) knowledge and belief.

Lauren Victoria Burris-Boyd
 Notary Public

WITNESS my hand and official seal.

Kent County, Maryland
 My commission expires: Jan 14, 2025 (SEAL)

**STATEMENT OF OWNER OF PREMISES REQUIRED IN CONNECTION WITH
ALCOHOLIC BEVERAGES LAWS OF MARYLAND**

(I, WE) HEREBY CERTIFY, That (I am, we are) the owner(s) of the property named in the a foregoing application made to the aforesaid licensing authority for said county under the Alcoholic Beverages Laws of Maryland and assent to the granting of the license applied for, and hereby authorize the State Comptroller, his duly authorized deputies, inspectors and clerks, the Board of License Commissioners (if any) of said county, its duly authorized agents and employees, and any peace officer of such county, to inspect and search, without warrant, the premises upon which the business is to be conducted, and any and all parts of the building in which said business is to be conducted, at any and all hours.

Myra S. Butler Authorized
Signature (s)

Myra S. Butler Print Name
Director of Parks & Recreation

STATE OF MARYLAND, Kent County _____:

THIS CERTIFIES, that on the 24th day of February, 2022,
before the subscriber, a Notary of the State of Maryland, personally appeared Myra Butler
_____ and acknowledged the execution of the foregoing
statement to be a true act.

WITNESS my hand and official seal.

Sondra M. Blackiston



The Board of License Commissioners of Kent County

P. THOMAS MASON
PRESIDENT
CHESTERTOWN, MD

RONALD H. FITHIAN
MEMBER
ROCK HALL, MD

ROBERT N. JACOB, JR.
MEMBER
WORTON, MD

R. Clayton Mitchell, Jr.
Kent County Government Center
400 High Street
Chestertown, Maryland 21620
TELEPHONE 410-778-7435

www.kentcounty.com/alcoholic-beverage

SHELLEY L. HELLER
COUNTY ADMINISTRATOR

THOMAS N. YEAGER
COUNTY ATTORNEY

BRANDON MCFAYDEN
INSPECTOR

SPECIAL CLASS "C" (PER DIEM) LICENSE AFFIDAVIT

In applying for this Special Class "C" (Per Diem) License it is important that you realize the responsibility that goes with the issuance of the license. All persons or groups using this license as authorized under Sections 4-1202, 4-1208, 4-1209, 24-503, 24-1301, 24-1307, and 24-1308 of the Alcoholic Beverages Article of the Annotated Code of Maryland are covered by all the laws regarding the sale and consumption of alcoholic beverages. Special care should be taken to be sure the following edicts are adhered to:

1. All persons must be 21 years of age or older to sell, purchase, or consume an alcoholic beverage.
2. All sales and the consumption of alcohol must stop promptly at 2:00 a.m.
3. No intoxicated person shall be served any alcoholic beverages.
4. No unnecessary noise or disturbance that could be a nuisance to the community shall occur.
5. The person(s) responsible for the function must see that order and decorum are kept at all times.
6. The application must be completed by three committee members; one member must be a Kent County resident.
7. License must be prominently displayed at the location where alcohol is being served. Failure to comply with the laws of the State of Maryland may make the responsible person(s) subject to a fine.

This license may be issued to a religious, fraternal, civic, veterans', or charitable organization, association, club, or society; or hospital supporting organization. This license shall not be transferred or reassigned.

Cost of a Special Class "C" Per Diem License: **Beer \$5.00, Beer and Wine \$15.00, and Beer, Wine, and Liquor \$25.00.** Make checks payable to: **The County Commissioners of Kent County**, along with the completed application.

Name of organization, club, etc. THE HUMANE SOCIETY OF KENT COUNTY
Address 10720 AUGUSTINE HERMAN HIGHWAY C TOWN 21620
Name RICHARD KEAVENEY Phone # 410 708 6470
(Please Print)
[Signature] Date 2/5/22
(Signature)





Tim Ailsworth, Executive Director, Local Government Insurance Trust
3/1/2022
County Commissioners Meeting

Item Summary:

Presentation of Refund Checks



Shelley L. Heller, County Administrator
3/1/2022
County Commissioners Meeting

Item Summary:

United States of America Department of Agriculture (USDA) COVID-19 Grant



American Rescue Plan Act (ARPA) Funds Spend Plan 3/1/2022 County Commissioners Meeting

ATTACHMENTS:

Description

2-22-2022 revised ARPA Funds Commissioner Report

**FY22 AMERICAN RESCUE PLAN ACT FUND
AS OF COMMISSIONER MEETING MINUTES DATED
2/22/2022**

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
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
AMOUNT OF FUNDS COMMITTED		<u>\$ 1,475,345</u>	
AMOUNT OF ARPA FUNDS		<u>\$ 3,766,777</u>	
BALANCE OF ARPA FUNDS REMAINING		<u>\$ 2,291,432</u>	



Patricia Merritt, Office of Finance
3/1/2022
County Commissioners Meeting

Item Summary:

Participation in Low Income Household Water Assistance Program (LIHWAP)

ATTACHMENTS:

Description

03.01.22 MOA, Between The MD Dept. of Human Services and A Company Providing Water and-or Wastewater Under ARPA of 2021 and the Consolidated Appropriations Act

Presentation

MEMORANDUM OF AGREEMENT
BETWEEN
THE MARYLAND DEPARTMENT OF HUMAN SERVICES
AND

**A COMPANY PROVIDING WATER AND/OR WASTEWATER UNDER THE
AMERICAN RESCUE PLAN ACT OF 2021 AND THE CONSOLIDATED
APPROPRIATIONS ACT, 2021 (PUBLIC LAW NO: 116-260)**

THIS MEMORANDUM OF AGREEMENT (“Agreement”) is entered into and effective this _____ day of _____, 20__ by the State of Maryland, by and through the Maryland Department of Human Services, Office of Home Energy Programs (the “DEPARTMENT”), located at 311 W. Saratoga Street, Baltimore, Maryland 21201, and _____ (“UTILITY” and, collectively with the DEPARTMENT, the “PARTIES”), whose principal address is _____.

The _____ UTILITY’s _____ Federal _____ Tax _____ Identification _____ Number _____ is _____.

WHEREAS, the DEPARTMENT is seeking to enter into agreements with water and/or wastewater utilities for the purpose of supplying eligible households with rate reduction or arrearage assistance funding to assist eligible households with their home water and wastewater bills; and

WHEREAS, the DEPARTMENT agrees to provide to the UTILITY, and the UTILITY agrees to apply to customers’ accounts, assistance funding for water and/or wastewater bills of eligible households under the terms and conditions set forth below. The LOCAL OFFICE, as a representative of the DEPARTMENT, will process the applications of eligible households, authorize the payment of such assistance funding to the utility, and provide notices of assistance funding to eligible households.

NOW THEREFORE, the Parties mutually agree as follows:

I. DEFINITIONS

For purposes of this Agreement, the following terms have the meaning indicated:

Assistance funding means the maximum payment amount authorized by the OHEP for reduction of arrearages or rates charged to such Households.

A. ***DEPARTMENT*** means the Maryland Department of Human Services, an agency

within the State of Maryland.

B. ***Eligible Household*** means “low-income households, particularly those with the lowest incomes, that pay a high proportion of household income for drinking water and wastewater services” as defined under Section 533 Title V of Division H of the Consolidated Appropriations Act, 2021, Public Law No: 116-260.

C. ***Federal Statute*** means the American Rescue Plan Act of 2021 and the Consolidated Appropriations Act, 2021 (Public Law No: 116-260).

D. ***Local Office(s)*** means the local Department of Social Services managing the customer application process and authorizing assistance funding in each jurisdiction.

E. ***Low Income Household Water Assistance Program (“LIHWAP”)*** means benefit assistance program that is being federally funded and distributed through the Consolidated Appropriations Act of 2021 and American Rescue Plan. This benefit will supply eligible households with rate reduction or arrearage assistance funding with their home water and/or wastewater bills.

F. ***Network*** means any secure computer system hosted by the Department.

G. ***Office of Home Energy Program (“OHEP”)*** means the unit within the Department responsible for implementing the Low Income Household Water Assistance Program.

H. ***Program year*** means the State of Maryland’s fiscal year.

I. ***UTILITY*** means owners or operators of public water systems or treatment works

J. ***Water Delivery Statement (“WDS”)*** means a list of program eligible households containing necessary customer and benefit information and serves as the authorization to deliver.

II. PAYMENT PROCESS

During the term of this Agreement, the DEPARTMENT will make assistance funding payments to the UTILITY for water and or/wastewater billed to eligible households as set forth on the WDS. The UTILITY shall reduce the amount of water and/or wastewater charged to the household by the payment made by the DEPARTMENT.

At least once per month, the DEPARTMENT will provide the UTILITY a WDS that shows the dollar value of each eligible household’s assistance funding. The WDS represents the DEPARTMENT’s authorization to deliver water and/or wastewater services with a value up to the full amount of the eligible household’s assistance funding. The Comptroller of Maryland will issue checks to the Utility for each payment of assistance funding made by the Utility on an eligible household's account; the checks may contain reimbursement for multiple payments made on the same eligible household's account and/or multiple household’s accounts. The Comptroller will not issue checks containing reimbursement for assistance funding payments made on multiple eligible household accounts.

III. NO DIRECT PAYMENT OF GRANT TO HOUSEHOLDS

The UTILITY is prohibited from making direct cash payments of assistance funding to any eligible household. Direct payments of assistance funding by UTILITY to any eligible household are contrary to this Agreement.

IV. PRICE

An eligible household's receipt of assistance funding shall not affect the price charged to the household by the UTILITY.

V. AVAILABILITY OF FUNDS

Payments of all assistance funding are contingent upon the DEPARTMENT receiving funds to pay for the cost of water and/or wastewater assistance from the United States Department of Health and Human Services and the State of Maryland and as disbursed by the State of Maryland. In the event the DEPARTMENT receives such funds in an insufficient amount to satisfy its total obligations for the projected number of eligible households, the DEPARTMENT shall have the sole discretion as to the disbursement of funds according to the provisions of the American Rescue Plan Act of 2021 and the Consolidated Appropriations Act, 2021 (Public Law No: 116-260) and any other applicable laws.

VI. NOTIFICATION OF BENEFIT TO ELIGIBLE HOUSEHOLD

The DEPARTMENT will provide a notice of assistance funding to the eligible household identifying the dollar amount of assistance paid on the household's behalf, the type of water and/or wastewater services to be delivered and the name of the participating UTILITY chosen by the household at the time of application.

VII. TIMELY DELIVERY AFTER WDS AND BILLING PROCESS

After receiving notification by a WDS that assistance funding will be sufficient in amount to continue or restore water and/or wastewater services, the UTILITY shall provide or continue to provide water and/or wastewater services, except in the case of an eligible household's request that deliveries be delayed. In cases where an eligible household's service is disconnected at the time of WDS delivery, the service shall be restored within 24 hours of the UTILITY's receipt of the WDS.

VIII. DATA EXCHANGE

The DEPARTMENT will provide the eligible household data to the UTILITY by means of the WDS sent through the DEPARTMENT'S File Transfer Protocol (FTP) server or

other electronic means established by the DEPARTMENT.

THE UTILITY will provide to the LOCAL OFFICE individual bill information necessary for the processing of water and/or wastewater service assistance applications within three (3) business days of a request.

IX. TECHNOLOGY COST

The UTILITY is responsible for the cost to provide, install, and maintain all mutually agreeable necessary computer hardware, software, and communications technologies that are needed in its business operations with the DEPARTMENT.

X. NON-DISCRIMINATION IN PROGRAM

The UTILITY shall not discriminate against any eligible household covered by this Agreement in its terms and conditions of sale, credit, delivery or price, including service charges, reconnection charges and payment plan arrangements, or in any other services provided, except as permitted by law or regulation. No household receiving assistance pursuant to this Agreement shall be treated adversely from any other household because of such assistance.

XI. RETURN OF BENEFIT FUNDS TO THE DEPARTMENT

When a LIHWAP assistance funding customer has died, moved from the UTILITY's service area, or is otherwise unavailable to receive the assistance funding, and there are no other eligible household members, the UTILITY's obligation to the household under the Agreement ends. Any undelivered funding assistance balance that cannot be applied to a household account shall be returned to the LOCAL OFFICE within 60 days from the date the payment is received or the date the account is no longer eligible for assistance funds, whichever date is later, along with a report of applicant refunds.

When returning assistance funds to the LOCAL OFFICE, the UTILITY must provide the following information to the LOCAL OFFICE: account holder name, account number, service delivery address, program year of refunded benefit, original assistance funding amount, dollar amount returned and the reason for the return of assistance funds.

XII. TERMINATION OF SERVICE

The UTILITY agrees that in the event it terminates service to an eligible household which has received assistance funding for home water and/or wastewater service under this Agreement, it will do so in accordance with all applicable regulations governing termination. Assistance funding not credited to the account is to be returned to the LOCAL OFFICE.

XIII. FISCAL RECORDS AND AUDIT REVIEW

The UTILITY shall establish such fiscal control and fund accounting procedures as is necessary to assure the proper invoicing, disbursement of and accounting for assistance funds paid under this Agreement. The UTILITY shall maintain an accounting system and supporting fiscal records adequate to allow the DEPARTMENT to verify the amount of home water and/or wastewater service delivered to eligible households covered by this Agreement and the amount of the assistance funding payments made for home water and/or wastewater service on behalf of eligible households. The UTILITY's records, for the period of this Agreement, shall be maintained for three years after the program year or upon conclusion of any internal and external audits, whichever is later, and shall be made available for inspection and copying by DEPARTMENT representatives upon reasonable notice to the UTILITY. Upon request from the DEPARTMENT, the UTILITY agrees to submit to the DEPARTMENT information related to units delivered, dates of delivery, and costs per unit of home water and/or wastewater service.

The UTILITY recognizes that legislative regulations may require an independent accounting firm to audit the grant transactions. The UTILITY shall cooperate with the auditors performing the review.

The UTILITY shall cooperate with any reasonable requests for information relating to the performance of this Agreement

XIV. FEDERAL AND STATE COMPLIANCE

The UTILITY shall comply with all applicable federal, state, and local government regulations, statutes, standards, licensing and permit laws and ordinances, and such other requirements as are necessary for the lawful provision of the services required for the UTILITY under the terms of this Agreement

XV. CONFIDENTIALITY OF INFORMATION

The DEPARTMENT and the UTILITY agree to expressly abide by all applicable Federal, State and local laws and regulations regarding confidential information. The use or disclosure by any PARTY of any information concerning a recipient of these services or assistance funding for any purpose inconsistent with the responsibilities and/or official duties of the DEPARTMENT or UTILITY under this Agreement or applicable provision of law is prohibited, except on written consent of the other PARTY and the recipient, or, if he or she be under a disability, the responsible parent, guardian or legal representative of the recipient. In addition, in carrying out their respective responsibilities, each PARTY shall respect and abide by the confidentiality policies and legal requirements of the other PARTY and enter into data sharing agreements as appropriate, to protect the

confidentiality and security of shared data and to comply with governing law. Each PARTY to the Agreement must ensure that the collection and use of any information, systems, or records that contain personally identifiable information will be limited to purposes that support the programs and activities described in this Agreement.

XVI. NON-DISCRIMINATION

The UTILITY will not, on the grounds of race, color, national origin, disability, age, sex (gender), religion, physical or mental disability, exclude any person from participation in, deny any person the benefits of, or subject any person to discrimination under, the benefit program funded under this Agreement.

XVII. NON-HIRING OF EMPLOYEES

No employee of the State of Maryland, or any department, commission, agency, or branch thereof, whose duties as such employee include matters related to or affecting the subject matter of this Agreement shall, while in such employment, become or be an employee of the UTILITY.

XVIII. AMENDMENTS AND MODIFICATIONS

This Agreement may be amended to the extent that the DEPARTMENT and UTILITY mutually agree in writing. Except for the specific provision(s) thereby amended, the Agreement shall remain in full force and effect after such amendment subject to the same laws, obligation, conditions, rules, provisions, and regulations as it was prior to said amendment.

XIX. MARYLAND LAWS

The laws of the State of Maryland shall govern the terms and enforcement of this Agreement.

XX. TERM OF AGREEMENT

(a) This Agreement is effective as per the date first written above and shall remain in effect for a period of five (5) years. The PARTIES, however, may mutually agree in writing to an earlier termination.

(b) Termination for Default. If either of the PARTIES fails to fulfill its obligations under this Agreement properly and on time, or otherwise violates any provision of this Agreement, the other PARTY may terminate the Agreement. Prior to termination this Agreement, the terminating PARTY shall give the defaulting PARTY thirty (30) days prior written notice of such default and if the defaulting PARTY has not cured such default within the thirty (30) day period, the terminating PARTY may, by written notice, within five (5) days after expiration of this period,

terminate the Agreement. The thirty (30) day default notice shall specify the act or omissions relied on as cause for termination. The defaulting PARTY shall remain liable after termination for any damages caused by the defaulting PARTY's breach.

(c) The rights of eligible households which have received water and/or wastewater service under this Agreement shall not be prejudiced in the event of early termination of this Agreement, provided however that, upon termination of this Agreement, the UTILITY shall have no obligation to make any further benefits available to any otherwise eligible households.

XXI. INDEMNIFICATION AND CLAIMS

(a). The UTILITY shall indemnify the DEPARTMENT against liability for any suits, actions, or claims of any character arising from or relating to the negligent performance of the UTILITY under this Agreement.

(b). The DEPARTMENT has no obligation to provide legal counsel or defense to the UTILITY if a suit, claim or action of any character is brought by any person not a party to this Agreement.

(c). The DEPARTMENT has no obligation for the payment of any judgments or the settlement or any claims against the UTILITY as a result of or relating to the UTILITY's obligations under this Agreement.

(d). The UTILITY shall immediately notify the Department of any claim or suit made or filed against the UTILITY regarding any matter resulting from or relating to the UTILITY's obligations under this Agreement, and will cooperate, assist and consult with the DEPARTMENT in the defense or investigation of any claim, suit or action made or filed against the DEPARTMENT as a result of or relating to the UTILITY's performance under this Agreement.

XXII. SEVERABILITY

If any part of this Agreement is found to be null and void or is otherwise stricken, the rest of the Agreement shall remain in force.

XXIII. MISCELLANEOUS TERMS AND CONDITIONS

The UTILITY shall submit a Water and/or Wastewater Supplier Data Form to the DEPARTMENT with the signed Agreement. Periodically, as requested by the DEPARTMENT, an updated Water and/or Wastewater Supplier Data Form may be requested.

The UTILITY shall notify the DEPARTMENT within thirty (30) days of any change in

address or business operation which affects the payment of grants to the UTILITY.

The UTILITY shall notify the DEPARTMENT of mergers and/or acquisitions as these may affect the UTILITY'S policies and service areas.

The rights and obligations of the UTILITY under this Agreement may not be assigned or delegated, by operation of law or otherwise, without prior written consent of notification to the DEPARTMENT.

The DEPARTMENT will notify the UTILITY where Agreements are not renewed for failure to supply requested information or where monitoring reviews reveal lack of compliance with Agreement requirements.

IN WITNESS WHEREOF, THE PARTIES have executed this Agreement on the date(s) written below.

ATTEST:

FOR THE UTILITY:

Sondra M. Blackiston
Signature of Witness

P. Thomas Mason
Print Name of Utility Representative

Sondra M. Blackiston
(Signature)

Clerk
Title

03/01/22
Date Signed

ATTEST:

FOR THE DEPARTMENT:

Signature of Witness

LA SHERRA AYALA
Executive Director
Family Investment Administration
Department of Human Services

Date Signed

APPROVED FOR FORM AND LEGAL SUFFICIENCY BY THE OFFICE OF THE
ATTORNEY GENERAL



MARYLAND DEPARTMENT OF
HUMAN SERVICES



Family Investment Administration

Office of Home Energy Programs

Emily Bauer

Deputy Director Office of Home Energy Programs

January 2021



Maryland State Overview of :

LOW INCOME HOUSEHOLD WATER ASSISTANCE PROGRAM (LIHWAP)



LIHWAP

What is LIHWAP and how is it funded?

- The Low Income Household Water Assistance Program (LIHWAP) is a new federally funded grant program providing benefits for water and/or wastewater costs for low-income households. Funding is being distributed through the Consolidated Appropriations Act of 2021 and American Rescue Plan and was developed in response to the COVID 19 pandemic. The program is administered at the federal level by the Division of Energy Assistance within the U.S. Department of Health and Human Services' (HHS) Administration for Children and Families.
- This program is currently only funded through December of 2023. Allocations have to be designated to the utility providers by September 2023 and funds dispersed by December of 2023.



LIHWAP

What does LIHWAP look like in Maryland?

- Maryland's total allocation for LIHWAP is \$14,061,546.
 - The approach at the federal level is to implement LIHWAP as closely as possible to the model established for the Low Income Home Energy Assistance Program (LIHEAP).
- The Maryland State LIHWAP plan was approved on September 27, 2021.
 - Maryland will focus on the immediate restoration of water and/or wastewater services and the payment of arrearages to prevent disconnection of service.
 - Maryland will use categorical eligibility to expedite the processing of applications when applicable.
 - The Local Department of Social Services will administer the LIHWAP program in 24 county/jurisdictions throughout Maryland.



LIHWAP

Who is eligible and what are the eligibility requirements for LIHWAP?

- The applicant must be a Maryland resident who is responsible for a water and/or wastewater bill issued by a public water system or treatment works.
- Applicants will be required to submit proof of physical residency.
- The applicant must live at the property for which assistance is being provided.
- Applicants must submit a current water and/or wastewater bill showing accrued arrearages of at least \$100.
- The total household income (previous 30 days) may not exceed the gross income threshold which is 60% of the State Median Income.
- Only one bill account per service address per utility (water and/or wastewater) is eligible to receive this benefit..



LIHWAP

- **Income Categorical Eligibility:**

- A household where at least one member of the household is currently receiving one of the following benefits is considered automatically eligible for the Maryland Low Income Household Water Assistance Program (LIHWAP).
 - Office of Home Energy Programs (OHEP)
 - Temporary Cash Assistance (TCA/TANF)
 - Supplemental Nutrition Assistance Program (SNAP)
 - Temporary Disability Assistance Program (TDAP)
 - Supplemental Security Income (SSI)
 - Means-tested Veterans Programs
 - Emergency Rental Assistance Program (ERAP)
 - WSSC Customer Assistance Program
 -
- Applicants who are income categorically eligible for LIHWAP must be actively receiving benefits at the time of the LIHWAP application and must meet all other eligibility criteria.
- Proof of benefits received must be included with the application.



LIHWAP

What is the LIHWAP benefit?

- LIHWAP is a one-time benefit grant of \$100 - \$2,000 that can be paid toward residential water and/or wastewater accounts that have accumulated arrearages.
- LIHWAP will assist in the payment of arrearages for immediate restoration of residential water and/or wastewater services and/or to prevent disconnection of service.
 - Arrearages are defined as the amount past-due greater than 30 days.
 - Arrearages must be a minimum of at least \$100.
 - Payment may include standard charges and fees included in the household water bill. (This may include standard reconnection fees)
- Benefit payment amount must satisfy the account to be in “good standing” with the utility provider.
 - This can be in combination with the customer contributing to the difference of the grant and what is due to result in “good standing”.



LIHWAP

- Applications will be first-come first-served in each county.
 - Direct Service allocations have been made to each of the 24 jurisdictions
 - Benefits must be paid directly to the utility supplier.
 - Renters are eligible, if they are responsible for paying a water/wastewater bill or their water/wastewater is included in their rent. However, if the bill is in the landlords name, the landlord has to comply with providing the account information and willing to deduct the rent for the portion of the water/wastewater that is being charged. The payment to the utility supplier will be on behalf of the customer to the landlords account.
- LIHWAP is **NOT**:
 - An approved on-going federally funded program. Essentially it is a “one-and-done”.
 - An auto enrollment program. Customers must apply for LIHWAP.
 - A grant benefit that will pay for water and/or wastewater repairs or replacements
 - A grant benefit that is allowable for household costs associated with private wells and septic systems. These would not be payments to owners or operators of public water systems or treatment works..
 - A grant benefit that can be applied to an account that has stolen or fraudulent water and/or wastewater services.



LIHWAP

How do you apply for LIHWAP?

- An application for LIHWAP can be submitted with or without an energy assistance application through the Office of Home Energy Programs (OHEP). Joint applications will be established for LIHEAP, Emergency Assistance for Families with Children, and eviction prevention/rental assistance programs.
- The Local Department of Social Services will be administering the program in collaboration with the Office of Home Energy Programs (OHEP) in each of the 24 Maryland counties/jurisdictions. Applicants can apply for LIHWAP at the local DSS or can apply online through the Maryland Department of Human Services (DHS) consumer portal. Other community-based organizations will also be provided guidance and materials to make referrals for the program.



LIHWAP

When will Maryland LIHWAP benefits begin?

- Estimated date for Statewide rollout and implementation of the LIHWAP program is early 2022.

What Communication will there be?

Logo Design, Applications, Brochure/Flyer, working on statewide communications campaign.



LIHWAP

Water Supplier Documents/Info

Email was sent to all water suppliers with 7 attachments

- Check List
- Cover Letter
- Instructions
- MOU
- Affidavit
- W-9
- Data Supplier Info



LIHWAP

Payment Process

Assign Water Distribution Statement (WDS) in the OHEP Data Management System.

Water and Wastewater will be separate programs and will have a separate WDS for each program for each supplier/vendor.

https://drive.google.com/file/d/1WN0xC91yMrsrYa_T66D2IQSWmdpLHc4v/view?usp=sharing

The LAA will submit each WDS to the local LDSS finance officer to process the payments

The OHEP certifier will enter the DV (direct voucher number) in the OHEP Data Management System to each coordinating vendor WDS.

The OHEP certifier will then update the WDS's to "PAID" in the OHEP Data Management System.

Once complete the local OHEP will fax/email the WDS to each vendor.

When the vendor receives the check from the Comptroller it will show the DV number on the remittance stub and the vendor can pull the coordinating WDS and post to the customer's account.



LIHWAP

Questions ?



LIHWAP

All current LIHWAP information can be found here:

<https://www.acf.hhs.gov/ocs/programs/lihwap>.



Emily Bauer, MBA

Deputy Director, Office of Home Energy Programs

Maryland Department of Human Services

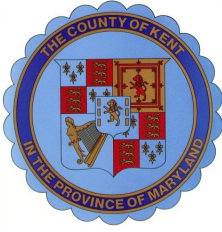
311 W. Saratoga Street

Baltimore, MD 21201

emily.bauer1@maryland.gov

dhs.maryland.gov

(443) 257-0223 (cell)



Bill Mackey, Director, Planning, Housing and Zoning
3/1/2022
County Commissioners Meeting

Item Summary:

On December 21, 2021, the Board of County Commissioners adopted Resolution No. 2021-18 to introduce a text amendment to revise chapter 222, Zoning, of the County Code of Kent County, Maryland, also known as the Kent County Land Use Ordinance by removing the requirement related to the “maximum percentage of property in lots” (10% rule) from the agricultural zoning district.

On January 25, 2022, the Agriculture Advisory Commission reviewed the proposed text amendment. The AAC voted to recommend against the proposed amendment. The AAC supported the continuation of the 10% rule with exemptions or waivers being provided for instances where roads, natural boundaries, historic preservation activities, and other cases create inequitable circumstances. The AAC recognizes that some flexibility is necessary, and an exemption or waiver process is a step towards a less restrictive regulation. The AAC members based the recommendation on the concern that potential fragmentation of AZD lands could negatively affect the current agricultural industry, considering the amount of prime farmland in AZD and the Comprehensive Plan’s goals to preserve resource lands in the County. The AAC members further expressed that there were too many unknowns associated with the proposal.

On February 3, 2022, the Kent County Planning Commission held a public hearing on the proposed text amendment. Eleven members of the public spoke in opposition to eliminating the 10% rule. No member of the public spoke in favor of eliminating the 10%. Planning Commission members discussed the process and requested additional information regarding the 10% rule. The Planning Commission tabled the item.

On February 22, 2022, the County Commissioners asked for more information on the 10% rule in order to have a discussion on March 1. The County Commissioners requested that staff prepare certain maps and examples of how the 10% rule could affect different kinds of property. A large-scale map will be printed.

ATTACHMENTS:

Description

Memo 1 regarding 10% rule

Memo 2 regarding ag preservation

reference map for ag preservation

03.01.22 Public Comment on 10% Rule



Department of Planning, Housing and Zoning

To: Board of County Commissioners
From: Bill Mackey, Director, and Carla Gerber, Deputy Director
Date: February 25, 2022
Subject: 10% rule discussion

Memorandum

Per request, staff have compiled a summary description of the subdivision process that occurs in AZD including the 10% rule. The information below is an overview with two hypothetical farms of 100 acres and 200 acres, which illustrates the subdivision potential in detail. There is also a separate set of rules for enclave development, and these have not been addressed for simplicity sake. This option has not been utilized since 2002. A further example of three hypothetical farms showing how lots can be laid out with and without the 10% rule is included.

Agricultural Subdivision Rules

- 1) Base density of 1 dwelling unit per 30 acres, originally adopted August 1, 1989
- 2) Minimum lot size is 0.75 acres if on-site individual septic (0.5 acres if on community septic), adopted December 3, 2002
- 3) Maximum percentage of property in lots is 10%, adopted December 3, 2002

There are three main “rules” for subdividing within the Agricultural Zoning District (AZD), and they are independent regulations. Subdivisions must comply with each one. The first rule is density which determines how many lots may be subdivided from a parent parcel. The base density in AZD is 1 “dwelling unit” per 30 acres.¹ Essentially, there is the right to build a dwelling on each new lot. Density is also sometimes defined as the number of development rights on a parcel. Density is determined by the number of divisions recorded after August 1, 1989.²

The second rule is minimum lot size. The minimum lot size is 0.75 acres for lots with onsite, individual septic systems. The minimum lot size rule is meant to ensure that someone has enough land for a house, septic system, well, and customary accessory structures such as a shed or detached garage.

The third rule is the maximum percentage of a property in lots. This rule limits the development of new lots to 10 percent of the parent parcel. There is an exception to this rule for subdivisions where the new parcel and the parent parcel are each at least 100 acres. This rule was adopted as part of the current Land Use Ordinance. The reason for including the 10% rule was concerns about the AZD becoming a 30-acre large lot zone. The previous Land Use Ordinance Work Group was interested in reducing the acreage associated with development, and they believed a maximum of percentage of the property in lots was more desirable than a maximum lot size.

The following are examples of a 100-acre farm and a 200-acre farm.

¹ LUO, Article V, Section 1.5

² LUO, Article IV, Section 8

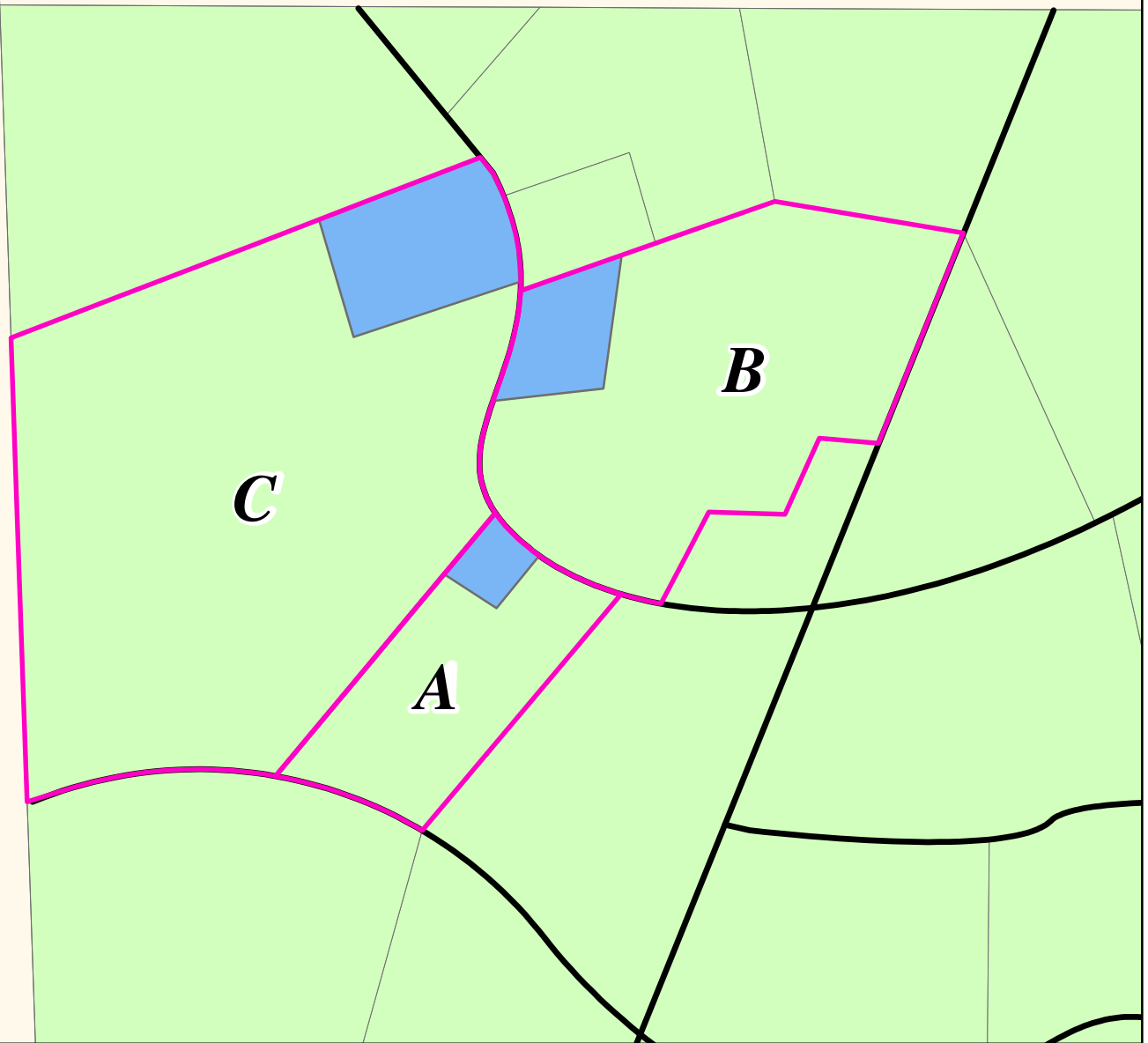
100-acre Farm

- 1) Farm with no subdivisions since August 1, 1989
 - a. Density: $100/30 = 3$ development rights – 1 right is assigned to the parent parcel and 2 rights may be used to subdivide as new lots.
 - b. Minimum Lot Size: the 2 new lots must be at least 0.75 acres.
 - c. 10% Rule: Only 10 acres may be utilized for the new lots. The owner may create a 1-acre lot and a 9-acre lot, two 5-acre lots, or any other combination so long as no more than 10 acres is used.
 - d. The development rights do not have to be used at the same time.
- 2) Farm with 1 subdivision of a 15-acre lot in 1995, 85-acre remainder
 - a. Density: The 1995 subdivision utilized “30 acres” of density leaving 70 acres.
 $70/30 = 2$ development rights. 1 right is assigned to the parent parcel and 1 right remains.
 - b. Minimum Lot Size: The new lot must be at least 0.75 acres.
 - c. 10% Rule: Only 8.5 acres may be utilized for the new lot. The owner may create a lot of any size between 0.75 acres and 8.5 acres.
 - d. The lot subdivided in 1995 was created before the 10% Rule was adopted and is not considered in calculating the maximum percentage of the property in lots for the second lot being created.

200-acre Farm

- 1) Farm with no subdivisions since August 1, 1989
 - a. Density: $200/30 = 6$ development rights – 1 right is assigned to the parent parcel and 5 rights may be used to subdivide as new lots.
 - b. Minimum Lot Size: the 5 new lots must be at least 0.75 acres.
 - c. 10% Rule: Only 20 acres may be utilized for the new lots.* The owner may create any combination of lot sizes so long as no more than 20 acres is used.
*The owner may also split the farm in half before subdividing smaller lots. One development right is used, but so long as both tracts remain at least 100 acres, they are exempt from the 10% Rule. In addition, the owner may keep all of the development rights on the remainder, or they may be assigned to either half.
 - d. The development rights do not have to be used at the same time.
- 2) Farm with 1 subdivision of a 15-acre lot in 1995, 185-acre remainder
 - a. Density: The 1995 subdivision utilized “30 acres” of density leaving 170 acres.
 $170/30 = 5$ development rights. 1 right is assigned to the parent parcel and 4 rights remain.
 - b. Minimum Lot Size: The 4 new lots must be at least 0.75 acres.
 - c. 10% Rule: Only 18.5 acres may be utilized for the new lot. The owner may create any combination of lot sizes so long as not more than 18.5 acres is used.
 - d. The lot subdivided in 1995 was created before the 10% Rule was adopted and is not considered in calculating the maximum percentage of the property in lots for the remaining lots being created.

Hypothetical Scenario Showing 10% of Selected Farms



Farm A - 103 acres

Density: $103/30 = 3$ development rights

10% 10.3 acres

Farm B - 268 acres

Density: $268/30 = 8$ development rights

10% 26.8 acres

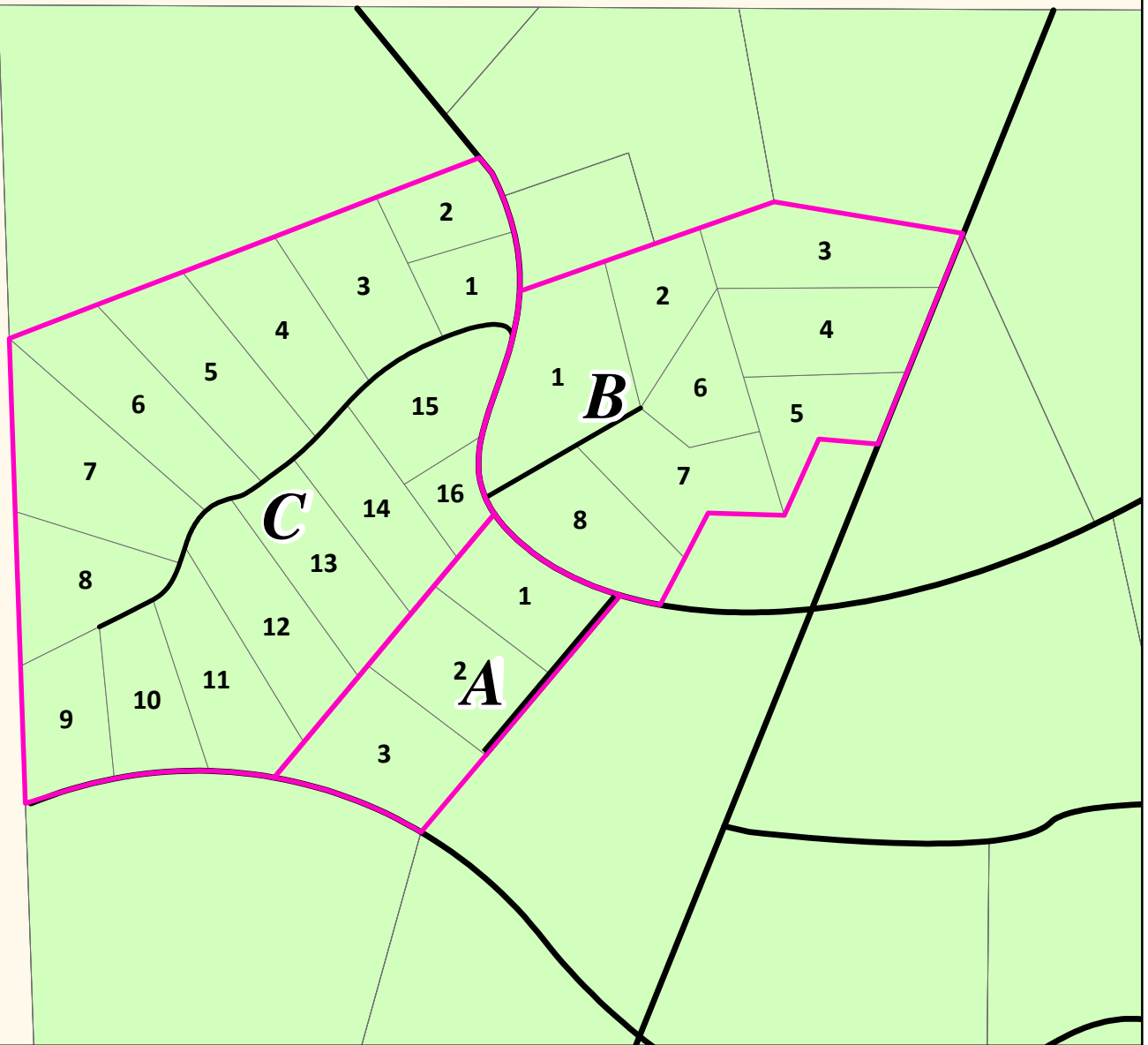
Farm C - 507 acres

Density: $507/30 = 16$ development rights

10% 50.7 acres

The pink outline shows the parent parcel.

Hypothetical Subdivision Scenario if 10% Rule is Eliminated



Farm A - 103 acres

Density: $103/30 = 3$ development rights

Avg Lot Size: 34.4 acres

Range: 30 - 39 acres

Farm B - 268 acres

Density: $268/30 = 8$ development rights

Avg Lot Size: 33.6 acres

Range: 21 - 50 acres

Farm C - 507 acres

Density: $507/30 = 16$ development rights

Avg Lot Size: 31.7 acres

Range: 12-47 acres

The pink outline shows the parent parcel.



Department of Planning, Housing and Zoning

To: Board of County Commissioners
From: Bill Mackey, Director, and Carla Gerber, Deputy Director
Date: February 25, 2022
Subject: Preserved land discussion

Memorandum

Per request, a large print map will be available at the meeting of preserved land. Staff have prepared an analysis from GIS of the preserved land and the percentages of land in AZD, RCD, preservation, and public ownership.

Based on the Zoning GIS layer, the total acreage of the unincorporated area of the County is 174,308 acres. There are 117,592 acres zoned AZD and 37,093 acres zoned RCD.

67.46% is zoned AZD

21.28% is zoned RCD

Based on the Protected Lands GIS layer, 44,393 acres of the unincorporated area is under some type of protective easement.

25.47% is under easement

Based on the Public Lands GIS layer, 7,711 acres of the unincorporated area is owned publicly

4.42% is public (County, State, Federal)

Based on GIS data, 34,154 acres of the land under easement is zoned AZD and 9,563 acres is zoned RCD.

29.04% of AZD is protected by easement.

25.78% of RCD is protected by easement

FYI - There are approximately 4,100 acres in the Towns.

Kent County, Maryland AZD and Preserved Lands



Rock Hall

Betterton

Galena

Millington

Chestertown

-  Major Thoroughfare
-  Kent Ag Preservation Districts
-  Agricultural Zoning District (AZD)
-  Permanently Protected Lands
-  Public Lands and Parks
-  Incorporated Towns

Source: Kent County Department of Planning, Housing, and Zoning.
Map prepared February 2022.

HOW IS PUBLIC NEED. DEFINED?

WHAT IS THE DIFFERENCE
BETWEEN preservation & ~~fragmentation~~
FRAGMENTATION?

WHY HAVE WE BEEN CONSIDERING
THE AMENDMENT CHANGE FOR OVER
A YEAR, BUT JUST NOW ASKING
QUESTIONS ABOUT IMPLEMENTATION

HOW MANY LOTS IN THE
AG DISTRICT ARE AVAILABLE

HOW DO YOU ~~GO~~ MAKE SURE
IT REMAINS AS AGRICULTURE
AREN'T PEOPLE ALLOWED TO EXERCISE
THEIR RIGHTS TO DO WITH THE
LAND WHAT THEY WANT -

WHAT IS SMART GROWTH, AND
HOW DOES THE STATE OF Maryland
Regulate it. _____

WHAT IS THE PURPOSE OF RURAL + RURAL CHARACTER DISTRICT -

- ① When a 30 ac lot is cut off ^a 300 ac farm, doesn't the 30 ac lot have ^{the} lot rights left over ^{to be} able to be subdivided further.

//

- ② Is it legal to require large lots subdivided from a farm to remain in agriculture

If the 10% rule is eliminated, what will happen to the County's waiver to the Tier 4 regulation which limits how many septic systems are allowed on a parcel?

① Why does the county need more 30 acre lots?

② How many lots under 50 acres are available in Kent County?

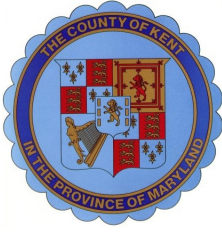
③ Can't people raise "livestock" on 10 acres?

④ How often are regulations abolished because of a hypothetical scenario?

Why does the public have to write
their questions?

What does the number of preserved
land have to do with the 10% rule?

Do the Commissioners think there is
too much preserved land?



**Madison Beres, Development and Communications Associate, Sultana
Education Foundation
3/1/2022
County Commissioners Meeting**

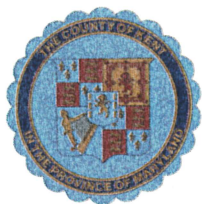
Item Summary:

Request for a Letter of Support

ATTACHMENTS:

Description

03.01.22 Letter of Support, Andrew Arvizu, Maryland Historical Trust, Sultana Education Foundation
Lawrence Wetland Preserve Master Plan - Sultana Education Foundation



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

March 1, 2022

Andrew Arvizu
Assistant Administrator, Heritage Areas Program
Maryland Historical Trust
100 Community Place, 3rd Floor
Crownsville, MD 21302

RE: Letter of Support, Maryland Heritage Areas Authority Grant Application

Dear Mr. Arvizu:

The County Commissioners of Kent County, Maryland support the Sultana Education Foundation's (SEF) grant application to the Maryland Heritage Area Authority, which seeks funding for construction costs for a classroom/visitor's center and trail systems at the Lawrence Wetlands Preserve. The Preserve and Visitor's/Nature Center will be an important tool for educational programs and allow the Foundation to operate terrestrial programs year-round.

The Preserve and its Visitor's Center will engage Kent County students with an additional outdoor educational facility and enhance SEF's ability to attract visitors from outside of the County. Since 1997, the SEF has provided state-certified, award-winning environmental and history education programs to Maryland students and teachers. Eco and heritage-based programming bring thousands of people to the region each year creating a meaningful impact on the economy and community.

The Lawrence Wetlands Preserve will be an important addition to the region's educational and recreational assets, and we request you give this project every possible consideration.

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

A handwritten signature in blue ink that reads "Ronnie Fithian".

Ronald H. Fithian, Member

A handwritten signature in blue ink that reads "Robert N. Jacob, Jr.".

Robert N. Jacob, Jr., Member

KCC: sew

cc: Madison Beres, Development & Communications Associate, Sultana Education Foundation



photo by Tyler Campbell



Sultana
EDUCATION
FOUNDATION

Lawrence Wetlands Preserve
MASTER PLAN
September 2021



Students participate in a trial program at the Lawrence Wetlands Preserve in the spring of 2021. Photo by Chris Cerino

Please Return or Recycle

This is one of a limited edition printing of the Lawrence Preserve Master Plan created for current and perspective supporters of the Sultana Education Foundation. We realize this is a considerable document in the digital age, but believe that some ideas are still best presented in this format. We ask that you responsibly recycle this document, or use it lightly and return it to:

Sultana Education Foundation | 200 South Cross Street | Chestertown, MD 21620

Sultana's Vision for the Lawrence Wetlands Preserve



As the Covid crisis broke across the United States in early 2020, the Sultana Education Foundation (SEF) was poised to launch a major initiative to establish the *Lawrence Wetlands Preserve*, a new 8.5-acre Nature Center in Chestertown, Maryland. Under development since 2018, and initiated with the help of long-time supporter Michael Lawrence, the Preserve's "watershed in miniature" was envisioned as a place where children could take their first steps in a life-long journey as stewards of the Chesapeake Bay.

In the intervening months, Covid has transformed almost every aspect of our lives. For Sultana, Covid necessitated the cancellation of in-person programs for more than 16,000 children and the launch of a major initiative to develop high-quality, virtual programs for schools and families. For much of 2020, plans for the Lawrence Preserve took a backseat as SEF worked to address the fundamental challenges facing K-12 schools.

As SEF looks to the next year, the Foundation is poised to relaunch large-scale, in-person programming and recommit to our vision to establish the Lawrence Preserve. The need for these efforts could not be greater. Since the onset of Covid, perhaps no one has suffered more than children. Detached from friends, school, and normal routines, children have been deprived of critical life experiences that are essential to their healthy development. SEF is committed to restoring a sense of normalcy for children and sees the development of the Lawrence Preserve as perhaps our most important long-term contribution to this effort.

SEF is committed to restoring a sense of normalcy for children and sees the development of the Lawrence Preserve as perhaps our most important long-term contribution to this effort.

The following pages paint a fully-realized vision for the Lawrence Preserve. It will take years to implement this vision, but SEF is already hard at work. Sitework has begun and will continue through 2021, with a 1,200 ft² Nature Center and boardwalk to follow in 2022. By the beginning of the 2022/23 school year we expect the Lawrence Preserve to be largely operational and capable of hosting thousands of students and visitors annually. We hope you will be one of them!



Sincerely,

A handwritten signature in black ink, reading "Chris Havemeyer".

Chris Havemeyer
Board Chair

Over the past 20 years, the Sultana Education Foundation has developed world-class facilities to get students onto the Chesapeake Bay and teach them about this unique and threatened resource.

Image | The Lawrence Wetlands Preserve's Warm Grass Pollinator Meadow will feature native, insect-supporting plants and grasses. Photo by Chris Cerino



Acknowledgements

This Master Plan is the culmination of the efforts of many individuals and groups who devoted their time and energy to the future of the Sultana Education Foundation and the creation of the Lawrence Wetlands Preserve. We wish to extend our sincere appreciation to all who made this plan possible through their enthusiasm, commitment, creative input, and financial support. A special thanks is owed to the following individuals for their leadership during the planning process:

SEF Board of Directors

Officers

Chris Havemeyer, *Board Chair*
Robert Hindman, *Vice Chair*
Lyle Feisel, *Secretary*
Wallace Reynolds, *Treasurer*
Joyce Huber, *Founding Chair*

Board of Directors

J. Taylor Buckley
Diane Camper
David Cantera
Aaron Gabrielian
Patti Hegland
Donald Hewes
Samantha Hollomon
George Kreshock
Nancy Walker Low
William Madar
Drew McMullen
Brooke Logan Packard
Melvin Rapelyea
John Swain
Nitín (Nick) Shajwani
Charles Taylor
Matthew Tobriner
M.J. Veverka
Craig Vosburg

Lawrence Preserve Task Force

MJ Veverka, *Chair*
Al Massoni, *Chair*
Jennifer Lieber, *Chair*
Jamie Baxter
Robert Campbell
Joe Fox
Brooke Harwood
Christian Havemeyer
Rob Hindman
Joyce Huber
Robert Ingersoll
Bill Madar
Chips Moore
Brooke Logan Packard
Leslie Price
Matt Tobriner
Judy Van Dyke
Craig Vosburg

Teacher Advisory Council

Beth Brownley
Karen Carty
Roberto Copeland
Katie Hughes
Gillian Spero
Paul Taylor
Heidi Usilton
Doncella Wilson

Design Team

John Hutchison Architecture, LLC
Karlik Design
Joe Karlik
Brian Ghioli
South Fork Studio
Miles Barnard

Owners Representative

Robert Ingersoll

Staff Participants

Drew McMullen, *President*
Chris Cerino, *Vice President*
John Mann, *Preserve Manager*
Beth Lenker, *Holt Center Director*
Brad Hish, *Paddling Director*
Madison Beres, *Development Director*

Photo Credits:

The uncredited photos in this Master Plan were taken by SEF staff, including Chris Cerino, John Mann, and Jackie Doerr.

Remembering Al Massoni

During the final stages of planning for the Lawrence Preserve, SEF was heartbroken at the passing of long-time friend Al Massoni. At the time of his death, Al was poised to chair the Task Force overseeing the implementation of this Master Plan. Almost every aspect of this document benefited from Al's experience, intelligence, and energy. Working with the Massoni family and scores of Al's friends, SEF will remember Al with the planting of more than 300 trees at the Lawrence Preserve.



Contents

1. Introduction.....	10	4. Infrastructure Improvements.....	30
<i>Plan Purpose</i>		<i>Overview</i>	
<i>Plan Development</i>		<i>Guiding Principles for Infrastructure</i>	
<i>Preserve Priorities</i>		<i>Trail & Boardwalk Network</i>	
<i>Organizational Context</i>		<i>Harwood Nature Center</i>	
<i>Diversity, Equity, and Inclusion</i>		<i>Pond Access Platforms</i>	
<i>SEF and the National Park Service</i>		<i>Activity Field</i>	
<i>SEF and the Stories of the Chesapeake Heritage Area</i>		<i>Nature Play Space</i>	
<i>Design Team</i>		<i>Access Road</i>	
		<i>Entrance Gates</i>	
		<i>Utilities</i>	
2. Site Characteristics.....	14	5. Habitat Improvements.....	42
<i>Property Background</i>		<i>Overview</i>	
<i>Key Habitat Features</i>		<i>Guiding Principles for Habitat Improvements</i>	
<i>Historic Legacies</i>		<i>Improvement of Existing Habitat</i>	
<i>Proximity to SEF Facilities</i>		<i>Establishment of New Habitats</i>	
<i>Proximity to Other Points of Interest</i>		<i>Habitat Improvements - Structure</i>	
<i>Regulatory Reviews</i>			
<i>Urban Context</i>			
3. Site Plan.....	26	6. Interpretive Plan.....	48
<i>Overview</i>		<i>Overview</i>	
<i>Site Plan Priorities</i>		<i>Interpretive Priorities</i>	
<i>Regulatory Parameters</i>		<i>Common Design Themes and Elements</i>	
		<i>Specific Interpretive Elements</i>	
		<i>Historic Acknowledgements</i>	

Contents

7. Education | Program Development.....52

Overview
Program Focus Areas
Educational Priorities
Program Planning
Teacher Advisory Council
Program Field Testing Timeline
Program Development Timeline

8. Education | Pre-K-12 School Programs.....54

Overview
Program Parameters
Priorities for Pre-K -12 School Programs
Curriculum Coordination
Programs for Elementary Schools
Programs for Middle Schools
Programs for High Schools
Professional Development Programs for Teachers

9. Summer Enrichment Programs.....62

Overview
Priorities for Summer Enrichment Programs
Appropriate Age Groups
Stand Alone vs. Integrated Programs
Conferences and Seminars

10. Public Programs.....64

Overview
Priorities for Public Programs
Family Programs
Adult Programs
Public and Annual Events
Public Service Days

11. Public Access & Visitation.....68

Overview
Priorities for Public Access
Public Entry Access Points
Risks and Mitigation
Security System
Volunteer Docent Program
Provisional Visitation Policies

12. Impact.....73

Appendices

<i>Project Timeline</i>	75
<i>Staffing & Volunteers</i>	76
<i>Operational Budget Implications</i>	77
<i>Campaign Budget</i>	78

Technical Illustrations

<u>Illustration</u>	<u>Source</u>	<u>Page</u>
Lawrence Preserve Property Plat.....	<i>Michael Scott</i>	19
Aerial View of Preserve Showing Property Lines	<i>South Fork Studio</i>	20
Existing Wetlands and Vegetation.....	<i>South Fork Studio</i>	22
Relative Elevations.....	<i>South Fork Studio</i>	23
Nontidal Wetlands Delineation.....	<i>South Fork Studio</i>	24
Site Plan.....	<i>South Fork Studio</i>	28
Harwood Nature Center - Southeast View.....	<i>Hutchison Architecture, LLC / Karlik Design</i>	33
Harwood Nature Center - North View.....	<i>Hutchison Architecture, LLC / Karlik Design</i>	34
Harwood Nature Center - South View.....	<i>Hutchison Architecture, LLC / Karlik Design</i>	35
Harwood Nature Center - Floor Plan.....	<i>Hutchison Architecture, LLC / Karlik Design</i>	36
Harwood Nature Center - Building Sections.....	<i>Hutchison Architecture, LLC / Karlik Design</i>	37
Harwood Nature Center - Exterior Elevations.....	<i>Hutchison Architecture, LLC / Karlik Design</i>	38
Planting Plan.....	<i>South Fork Studio</i>	46



The Lawrence Preserve's primary purpose is to serve as an outdoor classroom for pre-K-12 programs that introduce students to the ecosystems comprising the Chesapeake Bay Watershed, encouraging them to become stewards of this unique resource.

Image | The Lawrence Wetlands Preserve with Chestertown's Historic District in the background. Photo by Sam Shoge / Shoge Studios

1. Introduction

Plan Purpose

Developed by the Sultana Education Foundation (SEF) with input from stakeholders throughout the community, this Master Plan provides an overview for the development of the Lawrence Wetlands Preserve, how it will operate in the context of SEF's existing programs and mission, and the general approach for design, implementation, operation, and maintenance of the facility. This Master Plan is a living document that will be updated on a regular basis as the Preserve is established over the next decade.

Plan Development

The development of the Lawrence Preserve Master Plan was overseen by a Task Force consisting of members of SEF's Board of Directors and community representatives tapped for specific expertise and perspective. This core group was supplemented by professional design consultants (the Design Team), a Teacher Advisory Council, multiple consulting organizations, select members of the Foundation's staff, and representatives of the National Park Service Chesapeake Bay Office.

Initial work for the Master Plan began in 2018 as part of a feasibility study for the establishment of the Preserve. The Lawrence Preserve Task Force was formally established in the summer of 2019 to provide ongoing guidance and oversee the completion of the Master Plan. An initial draft of the Master Plan was reviewed by the Task Force in July, 2020, with this draft reviewed and approved in August, 2021.

Preserve Priorities

In developing the Lawrence Wetlands Preserve Master Plan, SEF was guided by the following priorities:

Promoting Environmental Literacy and Stewardship

The Lawrence Preserve's primary purpose is to serve as an outdoor classroom for pre-K -12 programs that introduce students to the ecosystems comprising the Chesapeake Bay Watershed and encourages them to become stewards of this unique resource.

Understanding Human Impact

Supporting its primary purpose to promote Environmental Literacy, programs at the preserve will explore human history in the Chesapeake Bay region with a particular focus on how human activity has impacted the region's natural resources.

Providing Sanctuary

Consistent with the interconnections of biodiversity and human interactions, and its core educational mission, the Preserve will provide sanctuary for indigenous plant and animal species.

Promoting Inclusion & Access

SEF will consult a representative cross section of the community in the development, operations, and stewardship of the Lawrence Preserve and provide the public access to Preserve to the greatest extent feasible.



Above | *Students onboard the schooner SULTANA excited by a catfish pulled from the Chester River* | Photo by Chris Cerino

Organizational Context

Over the past 20 years, the Sultana Education Foundation (SEF) has developed world-class facilities to get students onto the Chesapeake Bay to teach them about this unique and threatened resource. Between the Foundation's flagship schooner SULTANA and the organization's three mobile paddling rigs, the Sultana Education Foundation takes thousands of pre-K-12 students onto the Bay and its tributary rivers each year. In 2016, SEF added to this capacity when it opened its LEED Platinum Holt Center in Chestertown. Featuring multiple classrooms, a hands-on Project Shop, WetLab, and a first-of-its-kind GIS Projection System, the Holt Education Center has allowed SEF to complement its on-the-water programs with rigorous classroom and laboratory activities. The creation of the Lawrence Wetlands Preserve will complement SEF's facilities by providing an outdoor classroom where students can more deeply explore the connection between land and water.

Diversity, Equity, & Inclusion

The Sultana Education Foundation is committed to and accountable for advancing diversity, equity, and inclusion in all of its forms and sees the establishment of the Lawrence Preserve as an important opportunity for making progress towards these goals. SEF is committed to embracing individual uniqueness, fostering a culture of inclusion that supports both broad and specific diversity initiatives, leveraging the educational and institutional benefits of diversity, and engaging all individuals to help them thrive. SEF values inclusion as a core strength and an essential element of its public service mission.

SEF and the National Park Service

From its earliest stages the Lawrence Wetlands Preserve was developed in close partnership with the National Park Service Chesapeake Bay Office. The Preserve will operate as a component of SEF's National Park Service Chestertown Contact Center at the Holt Education Center and is co-branded as part of the Park Service's Chesapeake Gateways Network.



SEF and the Stories of the Chesapeake Heritage Area

The Sultana Education Foundation has a long-standing partnership with the Stories of the Chesapeake Heritage Area (SOTC) and Maryland Heritage Areas Authority (MHAA), both of which have played important roles in the development of SEF's Chestertown Campus. SOTC and MHAA were consulted as part of the development of the Lawrence Preserve Master Plan.



Design Team

The following individuals and organizations served as professional consultants during the development of the Master Plan.



South Fork Studio

Miles Barnard | Landscape Architect

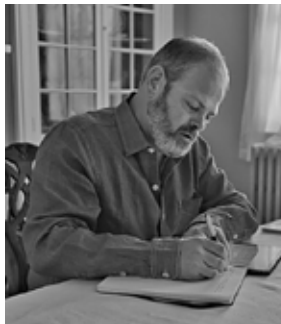
D. Miles Barnard, Founder and President of South Fork Studio Landscape Architecture Inc, and a Registered Landscape Architect, is supervising site design, habitat restoration, and regulatory approval for the Lawrence Wetlands Preserve. South Fork Studio has extensive experience working with local, state, and federal regulatory authorities.

John Hutchison Architecture

John Hutchison | Design Architect

Located in Chestertown, Maryland, John Hutchison Architecture is the lead architect for the Lawrence Wetlands Preserve's Harwood Nature Center, a 1,200 ft² classroom building that will support year-round operations at the Preserve. Licensed in Maryland, Pennsylvania, and Washington, D.C., the firm's principal, John Hutchison, is a member of the American Institute of Architects (AIA) and a certified member of the National Council of Architectural Registration Boards.

Mr. Hutchison specializes in residential architecture, waterfront architecture, historic preservation, and small-scale commercial architecture and has designed award winning projects that have been recognized by the American Institute of Architects.



Karlik Design

Joe Karlik & Brian Ghiloni | Design Consultants

Located in Kennedyville, Maryland, Joe Karlik and Brian Ghiloni of Karlik Design are the creative leads for the Preserve's Harwood Nature Center, consulting on both the design of the building as well as its interior features and exhibits. With clients as diverse as The Smithsonian Institution, Bloomberg Media, National Geographic, Nickelodeon, and the U.S. Department of State, Karlik Design has built an international reputation for visual storytelling that employs 3-D design, graphics, and video.





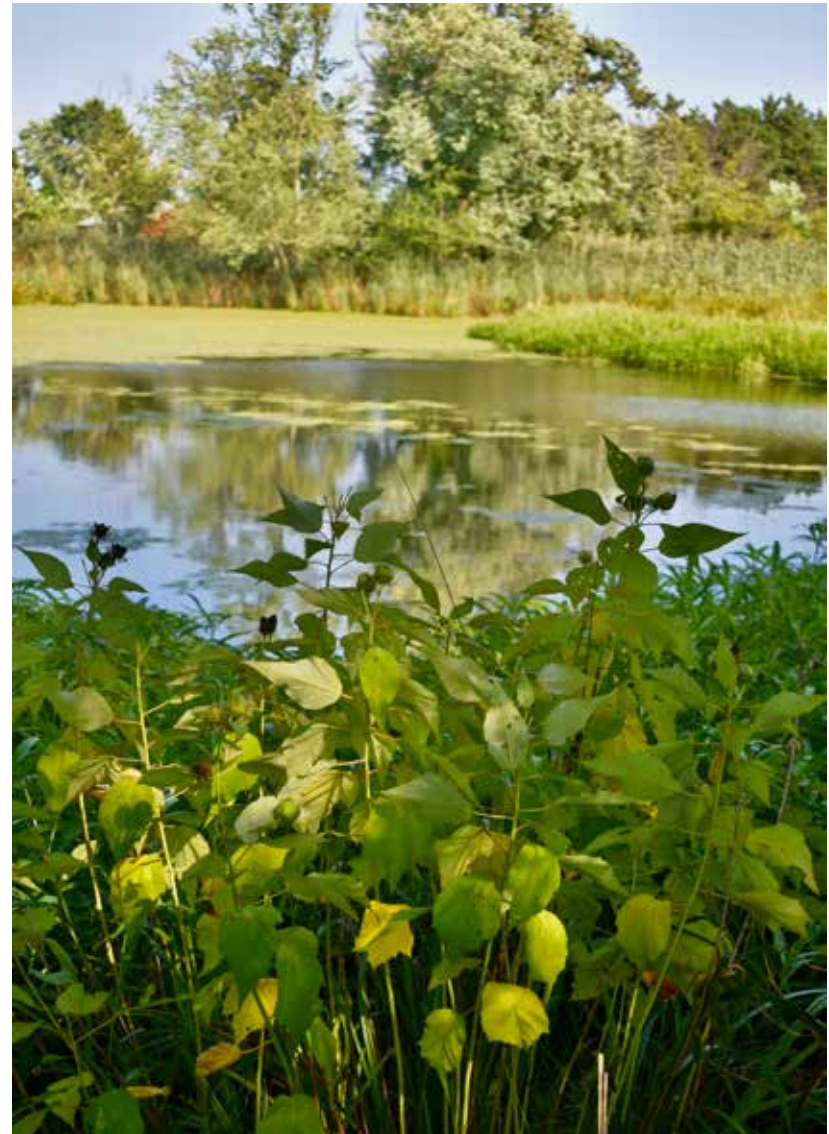
The Sultana Education Foundation is committed to advancing diversity, equity, and inclusion in all of its forms and sees the establishment of the Lawrence Preserve as an important opportunity for making progress towards these goals.

Snow falls on the Lawrence Wetlands Preserve during the winter of 2021. Photo by Chris Cerino

2. Site Characteristics

Property Background

The Sultana Education Foundation (SEF) created the Lawrence Wetlands Preserve by acquiring two adjoining parcels of land near the southern edge of Chestertown's Historic District. The smaller of these two parcels (1.16-acres) directly abuts the Chestertown Rail Trail and was purchased by SEF from the Town of Chestertown. This parcel consists largely of phragmites infested wetlands. The second parcel, consisting of approximately 7.5-acres, was purchased from Washington College and was originally part of the historic Stepne Manor property. This parcel consists of a combination of nontidal wetlands, woodlands, swamp, meadows, agricultural land, and a 1-acre freshwater pond. The combined property supports a diverse array of wildlife, including deer, fox, muskrats, raccoon, mice, possum, wild turkey, osprey, raptors, songbirds, heron, waterfowl, fish, turtles, snakes, minnows, and frogs. A variety of plant and insect life is also found on the site.



Key Habitat Features

The following are key habitat features of the Lawrence Wetlands Preserve at the time of its purchase by the Sultana Education Foundation.



Nontidal Wetlands: The northeastern and southeastern sections of the Preserve feature approximately 4.5-acres of wetlands. A majority of these wetlands are significantly impacted by phragmites intrusion, though areas of native fauna remain. Most of this area of the Preserve features at least six inches of standing water, with occasional deeper pockets and areas of higher ground.



Woodlands: The northernmost quadrant of the Preserve contains a limited amount of woodlands, most occurring in standing water and swamplands. The species present in these woodlands have not been determined. Some of the trees in this area appear to be in poor condition, with considerable dead wood. It is possible that water intrusion into this area has increased over the past decade, impacting the health of some species.



Swamp: A limited amount of swampland is present underneath the woodland canopy in the northern quadrant of the Preserve. A formal survey of the flora and fauna in this area has yet to be conducted.



Meadow: The southwestern quadrant of the Preserve features approximately 2-acres of meadow, planted with agricultural fescue for erosion control. Both native and invasive species have begun to infiltrate this meadow.



Pond: The center of the property features an approximately 1-acre, man-made freshwater pond with a maximum depth of three feet. Based on aerial photos and on-site observation this pond was built in the early 1970s by mechanical excavation and the creation of an earthen berm on the northern side of the pond. The pond appears to be fed by groundwater and maintains a relatively constant water level throughout the year. A small outflow is located on the northern edge of the property adjacent to the Chestertown Rail Trail, with overflow water directed into an underground culvert. Various species of fish, amphibians, and insects are present in the pond.



Agriculture: The southeastern portion of the property contains approximately 1-acre of land that until recently was in agricultural production.

Historic Legacies

Native American History: The Lawrence Wetlands Preserve was historically a component of the sovereign territory of several Native American tribes who were ultimately displaced, and their land occupied or stolen by European settlers. The Property's legacy as a home of Native Americans dates back as far as 10,000 years. SEF has long emphasized Native history as a component of its Environmental Literacy and History programs and the Lawrence Preserve will meaningfully enhance the Foundation's capability to interpret Native history.

African American History: The property from which the Lawrence Preserve was subdivided, commonly known as Stepne Manor, was the historic site of a farm/plantation that used enslaved African Americans as labor. One of the best remaining visual records of slavery in Kent County, Maryland, a painting entitled "A View of Chestertown from White House Farm," depicts multiple enslaved African Americans tilling the fields of Stepne Manor near the location of the Lawrence Preserve. As such, the historic Stepne Manor property, of which the Lawrence Preserve is a part, is an important touchstone for the history of African Americans and slavery on Maryland's Eastern Shore. SEF sees the creation of the Lawrence Preserve as an important opportunity to expand its curriculum offerings related to African American history.



Top | *Painting by John White of a Native American town in the mid Atlantic region (circa 1585).*

Bottom | *Painting, "A View of Chestertown from White House Farm (circa 1795)," showing enslaved African Americans laboring on property near the site of the Lawrence Preserve.*



Proximity to SEF Facilities

A central feature of the Lawrence Preserve is its proximity to other facilities owned and operated by the Sultana Education Foundation. This proximity creates opportunities for cross-programming by utilizing multiple SEF facilities for a single program experience. Nearby SEF facilities include (distance from preserve indicated):



Above | SEF's 11,000 ft² Holt Education Center in Chestertown features classroom and laboratory space supporting the Foundation's science programs.

Holt Education Center (615 ft from Preserve): Located in Chestertown, the Holt Education Center is both the headquarters of the Sultana Education Foundation and one of the organization's core teaching facilities. The 11,000 ft² center boasts a dedicated Geography Classroom, large-format GIS projector, Wet Lab, Project Shop, and a student-focused Native American exhibit. Completed in 2016, the Holt Center is certified LEED Platinum by the U.S. Green Building Council, the organization's highest certification for environmental sustainability. The Holt Center is also an official visitor contact center for the National Park Service Gateways Network and Captain John Smith Chesapeake National Historic Trail.



Above | The schooner SULTANA provides on-the-water educational programs for more than 4,500 students annually. Photo by Michael Wootton

Schooner SULTANA (1,700 ft): Launched in 2001, SEF's namesake schooner SULTANA is a reproduction of a Boston-built merchant vessel that served for four years as the smallest schooner ever commissioned in the British Royal Navy. The modern SULTANA sails as a school ship, taking more than 4,500 students out onto the Chesapeake Bay each year for hands-on programs in environmental science and history. SULTANA sails with school systems around the Chesapeake, regularly sailing from ports including Chestertown, Annapolis, Baltimore, St. Michaels, Cambridge, Oxford, Solomons, and Crisfield.

Wilmer Park Launching Site (1,500 ft): A public kayak launch on the Chester River Water Trail (a component of the Captain John Smith Chesapeake National Historic Trail) regularly used by SEF to launch paddling-based educational programs.

Proximity to Other Points of Interest

In addition to SEF facilities, the Lawrence Preserve benefits from close proximity to several key resources in the Chestertown area. These resources provide opportunities for creative programming at the Lawrence Preserve. Some facilities of note include (distance from Preserve indicated):



Downtown Chestertown (500 ft from Preserve): A vibrant, National Landmark Historic Downtown featuring lodging, restaurants, a historic theatre, and a newly revitalized waterfront.

The Chester River (1,200 ft): A historic, scenic tributary to the Chesapeake Bay and component of the National Park Service's Captain John Smith Chesapeake National Historic Trail.



Washington College (2,500 ft): A respected liberal arts college with robust environmental programs.

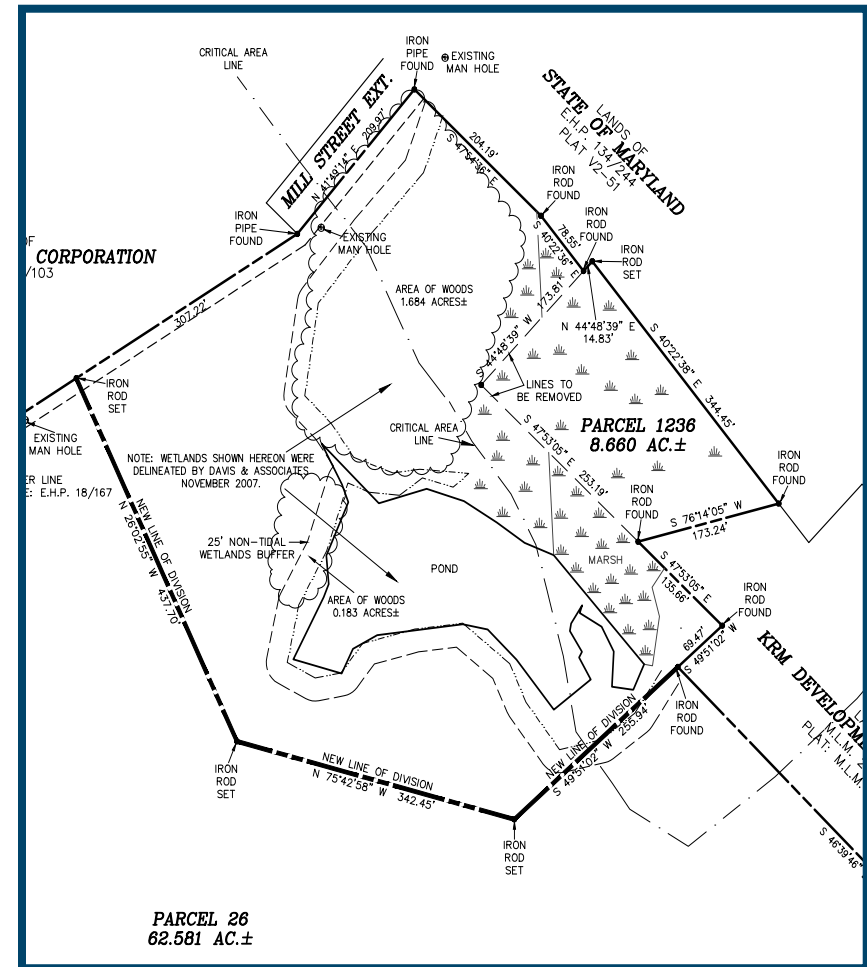
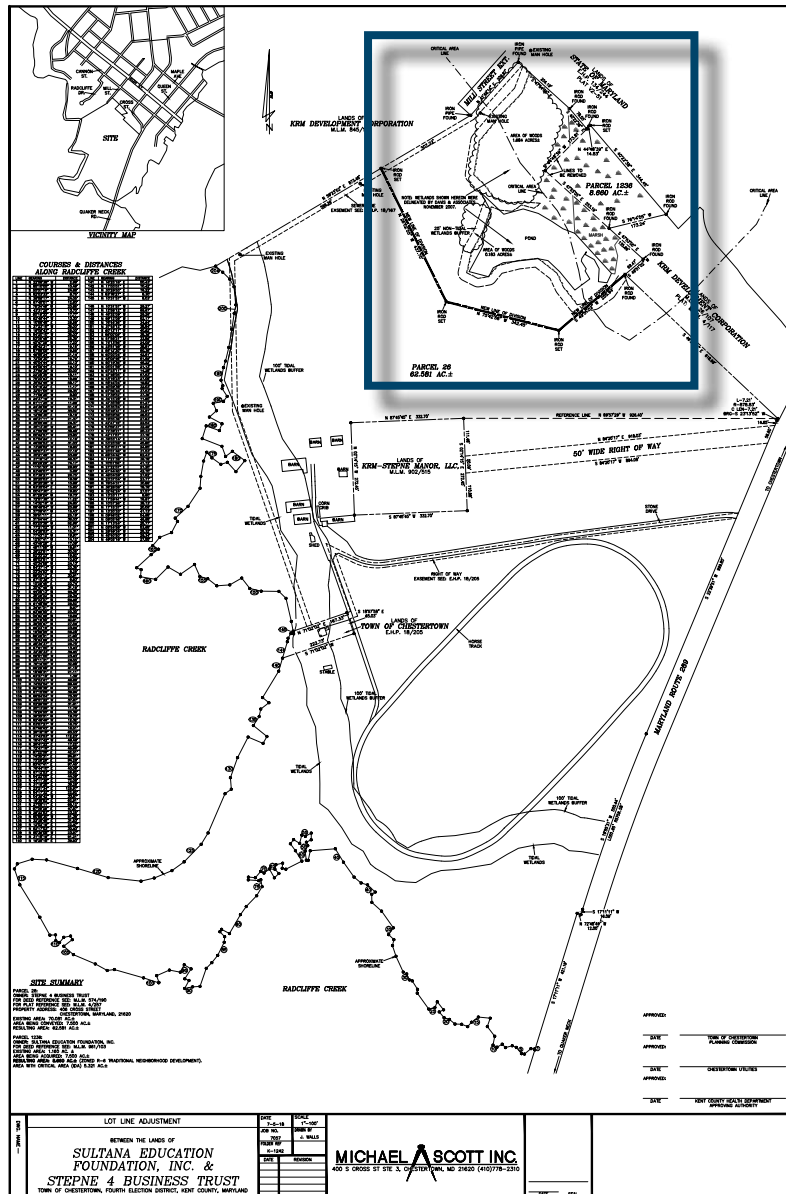
Semans-Griswold Environmental Hall, Washington College (1,500 ft): Washington College's newly built waterfront center for environmental studies.

Gilchrest (Chestertown) Rail Trail (0 ft): A recreational rail trail running approximately 2.0-miles from the Chestertown waterfront through Washington College.

Adjoining Development

The town of Chestertown's comprehensive plan identifies the historic Stepne Manor property, which surrounds the Lawrence Wetlands Preserve, as a site for future medium/high density residential development. Owned previously by Washington College, this property was purchased in 2020 by KRM Development Corporation, a real estate developer based in Chestertown. KRM has expressed support for SEF's plans for the Lawrence Preserve, and the two organizations have a verbal agreement to work together to ensure both projects are executed in a complementary manner. KRM has no timeline for the development of the Stepne Manor property and as of the date of this Master Plan is not actively working on the project.

Lawrence Preserve Property Plat



Left | Plat of Stepne Manor in Chestertown with highlight of Lawrence Wetlands Preserve subdivision highlighted.

Above | Enlarged section of Stepne Manor plat (left) showing Lawrence Wetlands Preserve parcel.

Aerial View of Preserve Showing Property Line and Key Features



**SULTANA EDUCATION FOUNDATION'S
LAWRENCE WETLANDS PRESERVE**
SITE PHOTOS

Regulatory Reviews

The following assessments and reviews were conducted as part of the feasibility study for the Lawrence Wetlands Preserve:

Environmental Assessment: In 2019, the Sultana Education Foundation retained Earth Data, Inc. of Centreville, Maryland to conduct a Phase I environmental review of the property. This review found no evidence of past or current environmental hazards. As part of this review, Earth Data, Inc. advised that no additional environmental reviews were recommended. While a old trash pile was found in the northwestern quadrant of the property adjacent to the Chestertown Rail Trail, there is no evidence of any past building or industrial activity on the site.

Wetlands Delineation: In September 2019, Davis and Associates Environmental Consultants, LLC of Chestertown, Maryland reviewed the Lawrence Preserve site to determine the extent, location, and classification of any wetlands or federally protected waters. Working in conjunction with Michael A. Scott Surveyors of Chestertown, the wetlands portion of the Lawrence Preserve was formally delineated and noted on the working site survey. Topographical information was added to the working survey as part of this process. The Preserve was determined to contain a total of 4.5-acres of wetlands.

Historic Resources Review: In 2019, the Sultana Education Foundation conducted a review of historic resources in conjunction with the Maryland Historic Trust. While the Preserve property was at one point part of the historic Stepne Manor Farm, the trust determined that there is no evidence of any historic resources on the property and that no further review is necessary. During any construction or ground disturbance on site, SEF must report the discovery or presence of any possible historic resources.

Endangered Species Review: In 2019 an off-site review by the Maryland Department of Natural Resources (DNR) concluded that there was no evidence of endangered species or protected habitats on the Lawrence Preserve property. No further review by DNR is required.



Above | The Lawrence Wetlands Preserve partially flooded after a heavy rain. Photo by Sam Shoge / Shore Studios

Urban Context

A distinguishing characteristic of the Lawrence Preserve is its proximity to a village/urban environment. The Preserve directly abuts Chestertown's commercial historic district and is only one-tenth of a mile from the town's central intersection. This location provides a unique opportunity to demonstrate that valuable habitats can exist in non-pristine locations. In designing the Preserve and developing its programs, the Task Force sees the property's location as an asset to reinforce the connection between humans and nature.

Existing Wetlands and Vegetation

PLANT ORIGIN KEY

Native

Non-native Invasive



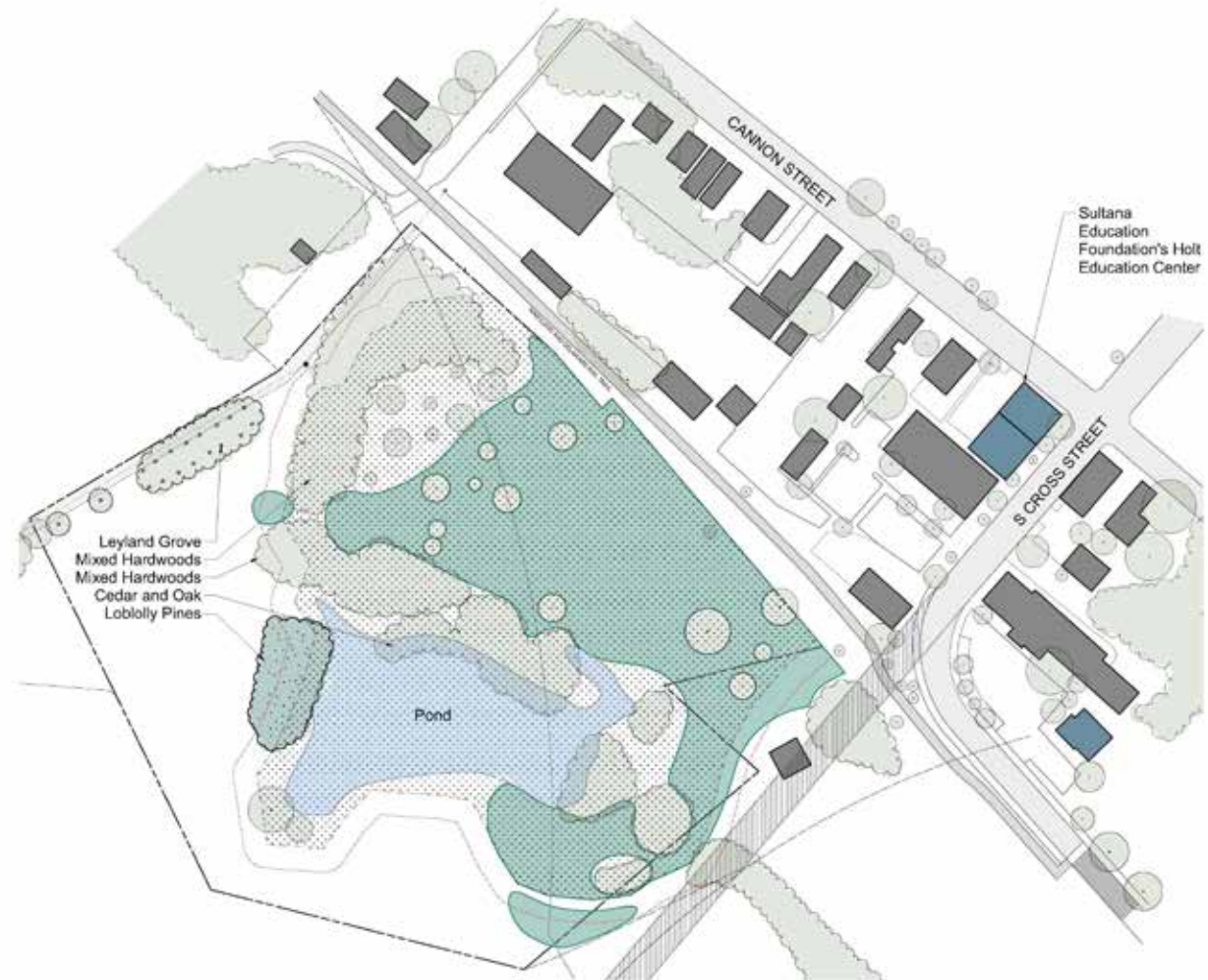
Phragmites



Nontidal Wetland per Davis and Associates, 2019

Identified Plant Species

Red Maple	Black Cherry
Box Elder	Mountain Mint
Silver Maple	Pin Oak
Bent Grass	Willow Oak
Potamogeton	Meadow-bessey
Broomsedge	Winged Sunac
Indian Hemp	Munifera Rose
Swamp Milkweed	Swamp Rose
Aster	Swamp Dock
Sedge	Arrowhead/Duck Potatoes
Shallow Sedge	Black Willow
Fox Sedge	Common Threesquare
Buttonbush	Bristlegrass
Water Hemlock	Greenbrier
Yellow Nutsedge	Goldenrod
Common Persimmon	Eastern Poison Ivy
Water-cleander	Broad-leaved Cattail
Rosette Grass	New York Ironweed
Deertongue	Arrowwood Viburnum
English Ivy	Violet
Marsh Hibiscus	Grape
Marshpennywort	Sensitive Fern
American Holly	Black Walnut
Winterberry Holly	Dogbane
Rush	
Soft Rush	
Eastern Red Cedar	
Cutgrass	
Duckweed	
Tulip Poplar	
Primrose-willow	
Seedbox	
Marsh Primrose-willow	
Peppermint	
Alleghany Monkeyflower	
Bayberry	
Virginia Creeper	
Common Reed	
Loblolly Pine	
Smartweed	



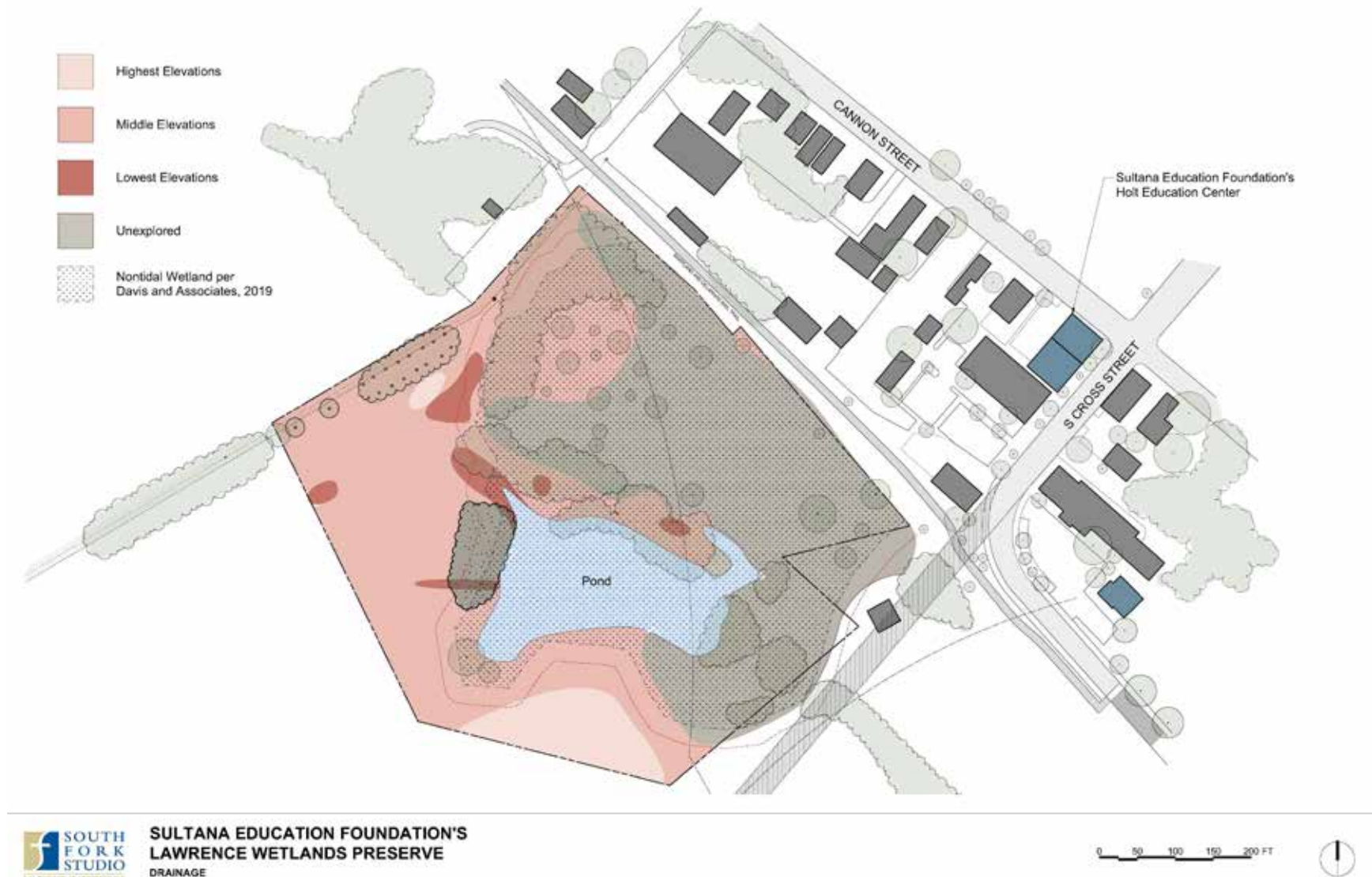
**SULTANA EDUCATION FOUNDATION'S
LAWRENCE WETLANDS PRESERVE**

VEGETATION
Scale: 1" = 50'-0"

0 50 100 150 200 FT



Relative Elevations



Nontidal Wetlands Delineation





In conceiving the Preserve, the Sultana Education Foundation views the property's proximity to downtown Chestertown as an asset that will help students better understand the interplay between humans and nature.

Aerial view of the pond at the Lawrence Wetlands Preserve. Photo by Sam Shoge / Shoge Studios

3. Site Plan



Above | The pond at the Lawrence Wetlands Preserve during a winter snow. Photo by Chris Cerino

Overview

Developed by the Lawrence Preserve Task Force, the Site Plan provides an overview of major envisioned infrastructure and habitat elements of the property, as well as how these elements work in combination to create a unifying landscape and effective program space. Details of specific infrastructure and habitat elements are provided in subsequent sections of this Master Plan.

Site Plan Priorities

In developing the Site Plan, the Task Force considered the following priorities:

Habitat Improvements

To support the Preserve's primary purpose as an outdoor classroom, the Site Plan envisions improving and expanding existing ecosystems and other natural elements to serve as focal points for SEF's programs on the property. Priorities include:

- *Halting the advance of invasive species*
- *Creation of forested buffer and pollinator meadow*
- *Maintaining and enhancing existing wetlands and pond*
- *Creating an integral, unified landscape*

Infrastructure Improvements

The Site Plan envisions infrastructure improvements supporting the logistical needs of SEF's programs while remaining sensitive to the property's natural features. Priorities include:

- *Creation of boardwalk, trail, and teaching node system*
- *Construction of 1,200 ft², all-season building, to be known as the Harwood Nature Center*
- *Creation of activity field and nature play space*



Regulatory Parameters

The following regulatory restrictions were considered in the development of the Site Plan:

Wetland Restrictions: The Maryland Department of the Environment (MDE) regulates activities within nontidal wetlands. Generally, regulations prohibit development within a delineated nontidal wetland and the corresponding 25 foot buffer. More than half of the Lawrence Preserve consists of nontidal wetlands, making it necessary to coordinate with MDE in order to plan for boardwalks and trails that support SEF's educational mission. Built features within the wetland area are permitted on a limited basis, given that any disturbance to create these features, and their ongoing impacts, are minimized. Concerns about structures in the wetland areas include allowing for the continued growth of important wetland plant species and preventing any detrimental changes to the existing hydrologic patterns. An application for the alteration of nontidal wetlands at

the Preserve was approved by MDE in May, 2021, allowing SEF to construct boardwalks, paths, and pond access consistent with the vision of this Master Plan.

Fire Access Road: Code requires that a Fire Department Access Road be built to within 50 feet of at least one exterior door providing access to the interior of any building or structure that is regularly used for educational purposes. The access road must be 20 feet wide with a height clearance of at least 13'-6," and must be constructed to support the weight of a standard fire engine. If the end of a dead-end access road is further than 150 feet from its connection to a public street, a turnaround must be provided to allow emergency equipment to exit the property.

Public Road Connection: The Lawrence Preserve's only access to a public street is found at the terminus of South Mill Street in Chestertown, located on the northern tip of the Preserve property. A "paper street" known as "South Mill Street Extension" runs from the terminus of the existing South Mill Street to the edge of the Lawrence Preserve property. SEF has the right to improve the South Mill Street extension at any time. Until such time as the Town assumes maintenance responsibility for the South Mill Street Extension, it will be considered part of the fire access road serving the planned Harwood Nature Center building at the Preserve.

Site Plan





The Preserve's size and all-season capability will allow it to become SEF's most productive facility while simultaneously serving as an important new public space for the regional community.

Native wetland plants rim the edge of the pond at the Lawrence Preserve. Photo by Chris Cerino

4. Infrastructure Improvements

Overview

Consistent with the over-arching concept developed in the Site Plan, the Task Force developed detailed concepts for the envisioned infrastructure improvements at the Lawrence Preserve. For the purposes of this Master Plan, infrastructure improvements are defined as physical improvements to the Lawrence Preserve Property whose principal purpose is to support human activity.

Trail & Boardwalk Network

Perhaps the most essential envisioned infrastructure improvement at the Lawrence Preserve is the trail and boardwalk network that conveys visitors throughout the property. Due to the relatively small size of the Preserve, the volume of anticipated visitors, and the delicate ecosystems present, this network will be essential to moving students around the property while protecting the Preserve's natural features. This network will also convey students to multiple field study areas in each of the Preserve's sub-habitats.

As envisioned, the network consists of over 1,200 feet of ADA (Americans With Disabilities Act) compliant trails and over 600 feet of six foot-wide wooden ADA compliant boardwalks through the Preserve's wetlands. The entrance to the network is located at its connection to the Chestertown Rail Trail on the northeastern border of the property approximately 300-feet from the Sultana Education Foundation's (SEF) Holt Education Center. The proximity of the network to the Holt Center effectively allows both facilities to operate as a single unit, greatly enhancing programming options. The direct link to the Chestertown Rail Trail also allows for easy public access to the property.

Guiding Principles for Infrastructure

In conceiving Infrastructure Improvements of the Preserve, SEF was guided by the following principles and considerations:

Accessibility: Infrastructure should meet relevant accessibility guidelines and be welcoming for all visitors.

Simplicity and Practicality: Infrastructure should simply and modestly accomplish its function.

Sustainability: Infrastructure should be both environmentally and financially sustainable.

Minimal Visual Impact: Infrastructure should be designed to minimize its visual impact on the landscape.

Cohesive Design: Infrastructure should incorporate a cohesive design language.

Year Round Use: Infrastructure elements should accommodate year-round / all-weather operations.

Healthy Environments: Indoor spaces should be designed to maximize visitor safety related to transmissible disease.

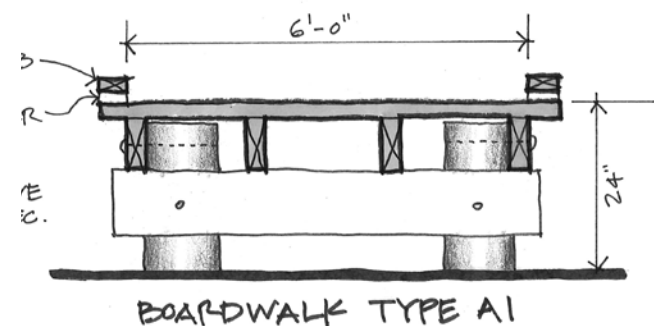
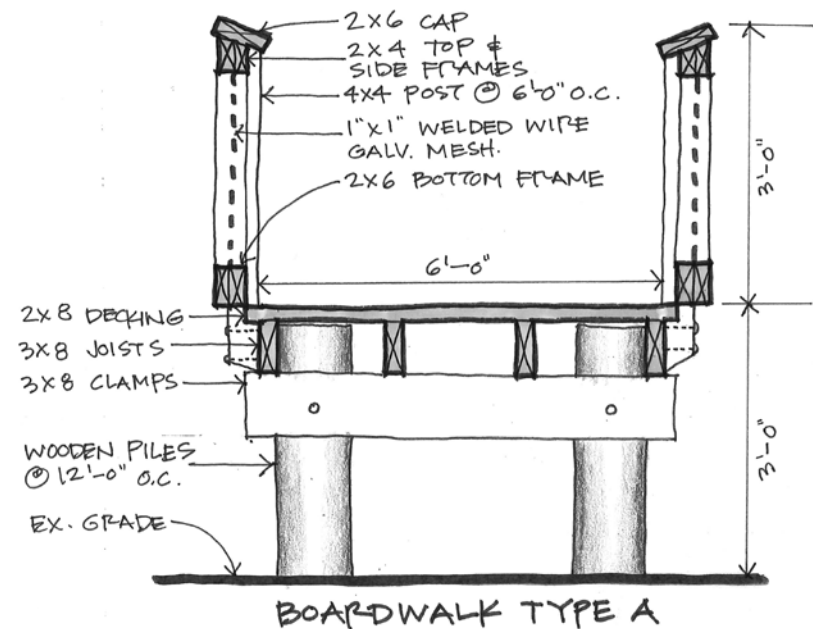
From its origin at the Chestertown Rail Trail, the network starts with a 250 foot section of wetland boardwalk through a phragmites monoculture that towers up to 12-feet over the boardwalk. While not a pristine native landscape, this section of the boardwalk provides an opportunity to discuss invasive species and serves as a highly effective visual buffer separating the Preserve from downtown Chestertown.

This initial section of boardwalk emerges from the phragmites monoculture on the northeast side of the Preserve's pond and links to a trail that goes west around the northern edge of the pond while the boardwalk continues east in the opposite direction. The two forks of the network continue around the pond until they join on the opposite side, thus creating a circular loop around the property. There are several spurs off this central loop that provide access to various ecological points of interest.

Interspersed along the trail and boardwalk network are several Teaching Nodes designed for groups of up to 15 students. These provide logical stopping points for activities and interpretation, and several provide weather protection enhancing the Preserve's all-weather / all-season capability.

The boardwalk sections of the network are constructed from marine-grade treated lumber, using traditional pier construction methods. Alternate design options, including composite or concrete decking and steel/concrete piles were explored, but proved cost prohibitive even when considering long-term maintenance costs.

The trail sections of the network are constructed using compacted stone dust or decomposed granite, consistent with ADA guidelines. Trail components are six feet wide.





Harwood Nature Center

The Lawrence Wetlands Preserve's 1,200 ft² Harwood Nature Center is located on the western side of the property overlooking the Preserve's pond. The Nature Center is essential to the Preserve's ability to provide programs on a year-round, all-weather basis and to provide essential facilities supporting student and public programs.

Key elements of the Harwood Nature Center include:

Classroom: An 815 ft² multi-purpose classroom capable of hosting up to 60 people for seated events but more often used for student groups of 15 or fewer. The classroom can be used as a flexible teaching area or medium-sized lecture room. The classroom is designed to accommodate a variety of hands-on activities, and features durable surfaces consistent with messy, interactive activities. When appropriate, the classroom can be divided into two separate teaching spaces using a collapsible acoustic wall. The classroom contains a simple but robust audio visual system, small kitchenette and activity bench, as well as a variety of interactive educational exhibits and materials. Each of the classroom's two sections has direct access to the Nature Center's expansive Teaching

Deck through two overhead, garage door-style doors. With these doors open, the classroom functions as an outdoor space.

Teaching Deck: A 1,000 ft², multi-level deck is located directly in front of the Nature Center's classroom overlooking the Preserve's pond. The deck features a sunken teaching area capable of seating up to 15 students.

Bathrooms: Two ADA-compliant bathrooms with changing stations to support early childhood programs.

Environmental Certification: Environmental certification for the Harwood Nature Center is being considered but may not prove cost effective due to the small size of the building. Regardless, the Center will be designed and built to LEED Gold certification standards.

Health Considerations for Infectious Diseases: The design for the Harwood Nature Center incorporates best practices for preventing infectious disease learned during the Covid crisis, with the understanding that such a crisis may not be a once-in-a-century event. These considerations could include, but are not limited to:

- Extensive use of windows for cross ventilation
- Incorporation of high volume air exchange system
- Use of non-transmitting or easily cleanable surfaces

Site Selection: The location of the Harwood Nature Center was determined in the context of applicable regulatory restrictions on the property. Prohibitions against building in wetlands eliminated a majority of the Preserve's 8.5-acre site. Fire code requirements ultimately influenced the Task Force's decision to locate the building on the west side of the Preserve's pond. This location places the Nature Center in the heart of the property while minimizing the length and impact of the required access road.

Harwood Nature Center - Southeast View



KARLIK | DESIGN



JOHN
HUTCHISON
ARCHITECTURE

Harwood Nature Center - North View



Harwood Nature Center - South View

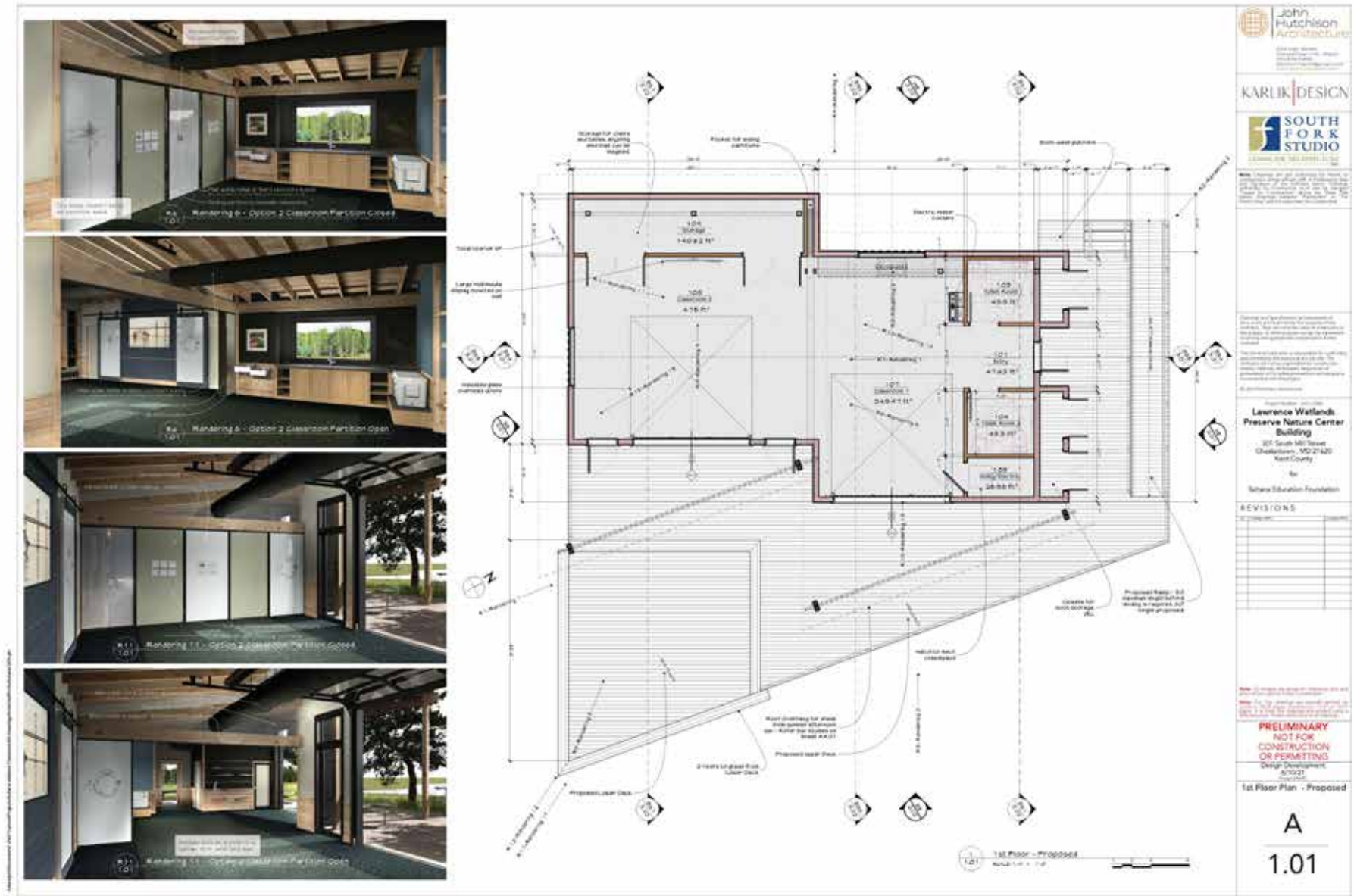


KARLIK | DESIGN

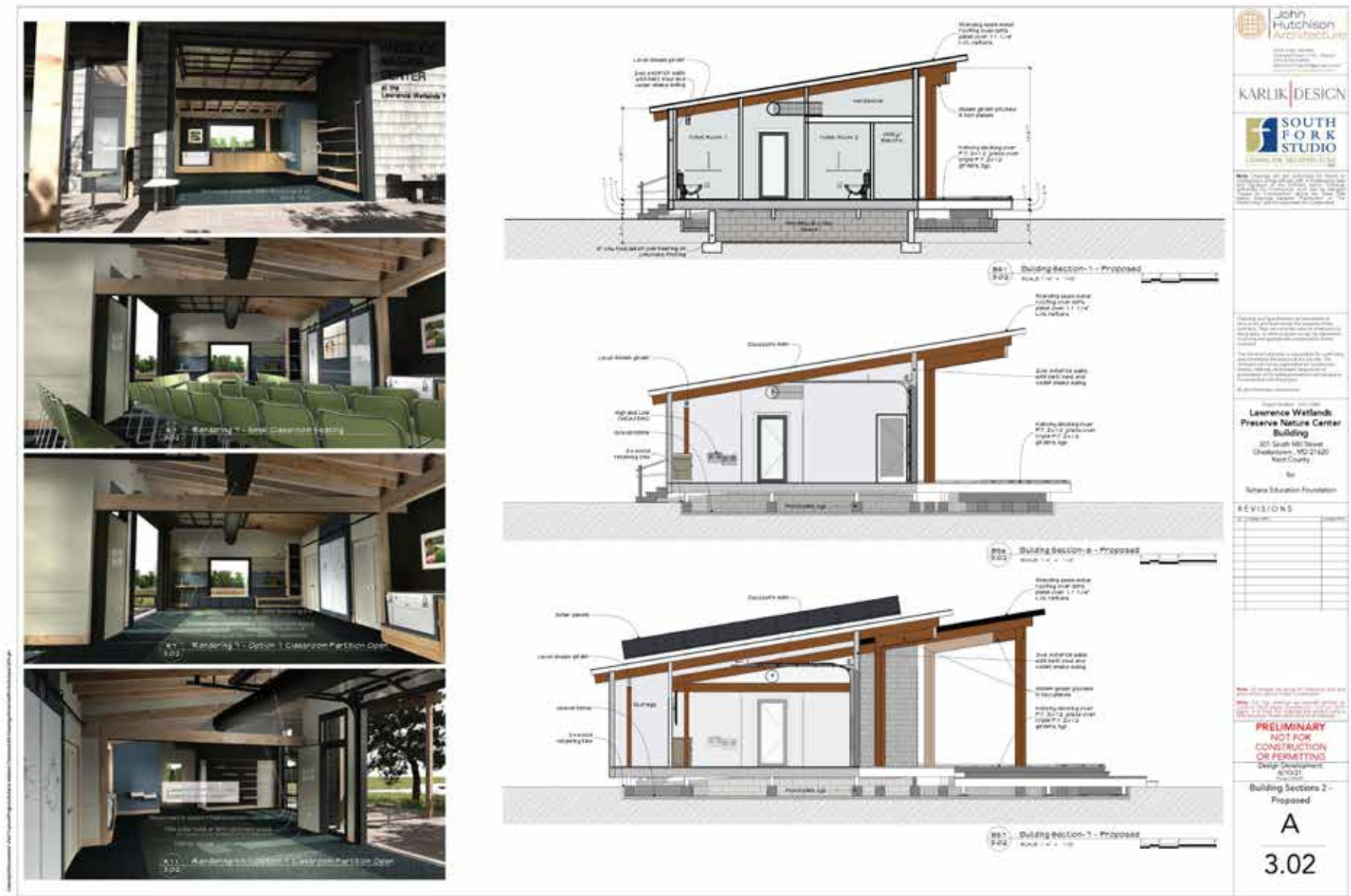


JOHN
HUTCHISON
ARCHITECTURE

Harwood Nature Center - Floor Plan



Harwood Nature Center - Building Sections



Harwood Nature Center - Exterior Elevations

[illegible]

Pond Access Platforms

The Lawrence Preserve's pond features two pond access platforms, one on the west side of the pond adjacent to the Harwood Nature Center, the other on the south side of the pond. Both are accessed from the Preserve's boardwalk and trail network. Pond access platforms feature a short six-foot wide section extending three feet out into the pond connecting to the center with a perpendicular 15-by-6 foot section. The resulting "T" shaped platform provides program participants an environmentally sensitive access to the pond's shoreline. The access platform on the west side of the pond will feature a flow-through holding tank fed directly from the pond that allows for short term specimen collection, including fish, aquatic insects, and amphibians.

Activity Field

A half-acre, mowed activity field is envisioned directly west of the Lawrence Preserve's Harwood Nature Center and at the terminus of the property's access road. The Activity Field will support a variety of educational activities including games, group activities, free play etc. The field will also be used for public events, concerts, exhibits, and more.



Right Above | *A pond platform at West Ridge Nature Preserve in Chicago.*

Below | *A pond platform at the Nature Conservancy's Nags Head Wood Preserve.*



Nature Play Space

The Lawrence Preserve features a 2,000 ft² children's nature play space located on the south side of the Preserve's pond. Designed to support healthy childhood development through unstructured, multi-sensory play, the play space will be used for organized programs and surrounded by a simple split-rail fence.

Features of the Preserve's nature play space include:

- "Loose Parts" including stones, bark, pinecones, leaves, "tree cookies," tree stumps, branches, etc.
- Vine tunnel
- Shade tree and shade arbor
- Activity platform
- Garden
- Log balance beam



Access Road

Emanating from the northern edge of the property, where it connects to South Mill Street at the Chestertown Rail Trail, the Preserve's access road will be a 20-foot wide gravel roadway that provides essential access to the Harwood Nature Center for program, maintenance, and emergency services. Consistent with state fire code, and in an effort to reduce its visual and environmental impact, the access road will be maintained in a natural state, with grass encouraged to grow over much of its surface. To protect the property's natural setting, use of the road will be strictly limited to non-program/visitor hours whenever possible. With rare exceptions, program participants will not access the Lawrence Preserve via vehicle using the access road.

Left | Examples of "Nature Play Spaces" that provide opportunities for unstructured play using natural objects.

Entrance Gates

While no attempt will be made to fully secure the Lawrence Preserve from public access, perimeter fencing and gates will be placed at the two key entrances to the property, including at the trail and boardwalk network's connection the Chestertown Rail Trail and at the access road's connection to the South Mill Street Extension. The Mill Street entrance will feature separate vehicular and pedestrian gates. With the predominance of inundated wetlands along the northern edge of the property abutting the Chestertown Rail Trail and downtown Chestertown, these two entrances are the most likely public access points to the property. The vehicle gate at the South Mill Street Extension will remain closed at all times except when in use. The two pedestrian gates will be opened and closed according to the Preserve's public access policy.

Utilities

Site Lighting: In keeping with the Lawrence Preserve's purpose as a refuge for indigenous plant and animal species, site lighting at the Preserve will be kept to the absolute minimum consistent with visitor safety. All site lighting will be Night Sky and SITES compliant.

The principal purpose of site lighting at the Lawrence Preserve is to support safe visitor access for occasional after dark programs. While as-needed security lighting is envisioned, as a general practice the Preserve will not use timed or motion-activated security lighting as part of its standard operations. Unless a program is ongoing, the Lawrence Preserve will remain unlit from dusk to dawn.

Site Lighting will be provided at the following locations:

- Harwood Nature Center
- Trail and boardwalk network from the Rail Trail entrance to the Nature Center including the Rail Trail entrance gate.

Water: Water service to the preserve is provided by an underground main that runs adjacent to the Preserve's access road from South Mill Street to the Harwood Nature Center. No water service is envisioned anywhere on the property except at the Nature Center.

Electric: Electric service to the preserve is provided via an underground conduit that runs adjacent to the Preserve's access road from South Mill Street to the Harwood Nature Center. All electric service on the property, will be connected to the electrical service at the Nature Center.

Solar Power: A 10 kilowatt photovoltaic solar installation will be placed on the roof of the Harwood Nature Center producing 100% of the building's electric requirements annually.

Sewage: Waste water and sewage from the Harwood Nature Center will be transported to Chestertown's municipal sewage network via an underground line between the Center and a town sewage line running along the western side of the property. The use of composting toilets at the Preserve was considered but deemed impractical due to local code and use insufficient to support active composting.

Internet/Phone/Wi-Fi/Security: High speed Internet access will be provided via underground fiber optic cable running adjacent to the Preserve's access road from South Mill Street to the Harwood Nature Center. Wireless internet hubs will service both the interior and immediate exterior of the building. Phone service at the Nature Center will be provided via VOIP service and a security system for the building will include door sensors, motion sensors, and video cameras.

5. Habitat Improvements

Overview

Based on the concept outlined in the Site Plan section of this Master Plan, the Task Force developed detailed concepts for habitat improvements at the Lawrence Preserve. For the purposes of the Master Plan, the term habitat improvement refers to any capital activity or maintenance effort whose primary purpose is to enhance environmental productivity and diversity at the Preserve. Habitat improvements are undertaken both for the purpose of improving the natural environment and to provide settings for the Preserve's educational programs.

Improvement of Existing Habitats

The following existing habitats at the Lawrence Preserve will be improved, enlarged or enhanced:

Woodlands: The Sultana Education Foundation (SEF) will improve Preserve's existing woodland habitat along its northwestern boundary adjacent to the Chestertown Rail Trail and Mill Street Extension with the selective removal of invasive undergrowth, selective pruning, and continued native tree planting. Small sections of the phragmites monoculture between this existing woodland and the Chestertown Rail Trail will be removed and replanted with trees with the goal of extending the woodland area and reducing its border with areas of the Preserve where significant invasive species intrusion is present. In the long term this area of the Preserve property may hold the potential for significant habitat restoration.

Phragmites Monoculture: The northern portion of the Preserve features a large, unbroken expanse of phragmites monoculture. On

Guiding Principles for Habitat Improvements

In developing habitat improvements at the Preserve, SEF was guided by the following principles and considerations:

Supporting Education: Habitat improvements will support the Preserve's educational programs.

Natural Diversity: Habitat Improvements will promote habitat and species diversity.

Manageability: Habitat improvements will be manageable and cost-effective to maintain using the Foundation's own forces and volunteers.

Native/Invasive Balance: Habitat improvements will emphasize native species but recognize that the total elimination of non-native species is impractical.

Interactive: Habitat improvements will provide opportunities for public involvement in their creation and maintenance.

average, approximately six inches of water is present in this area of the Preserve. Due to the significant challenges involved in removing phragmites, there are currently no plans to address this intrusion. Efforts will be made to halt any further advance of the phragmites into other areas of the Preserve, and in the future a comprehensive and sustained effort at phragmites removal may be considered.

Pond Wetlands: The area around the Preserve's pond, and particularly its northeastern and southwestern corners, feature areas of existing, productive, and primarily native wetlands. Invasive species intrusion into these areas (particularly phragmites) will be monitored and abated to the greatest extent possible.

Swamp: The Preserve features a loosely defined area of swamp amongst the wetlands in the northwestern portion of the property. Observation indicates that this is an active area for wildlife. This area holds potential for future restoration and access projects, but none are proposed for the initial development of the property.

Shrublands: The area surrounding the phragmites monoculture features limited pockets of shrublands. These are yet-to-be clearly defined, but may hold potential for future restoration or enhancement.



Right | *The Lawrence Wetlands Preserve's pond as fall breaks on the Eastern Shore. The pond holds abundant waterfowl during the winter months.*



Establishment of New Habitats

The Sultana Education Foundation will make the following major habitat improvements at the Lawrence Preserve property:

Woodlands Buffer: Running along the western, southern, and eastern perimeters of the Preserve, SEF will establish a 20-30-foot wide woodland buffer on land previously in agricultural use or planted with non-native, short-lived hedgerow trees. This buffer will serve as a visual and environmental divide from surrounding properties where future residential development is anticipated. While porous to wildlife, the buffer will provide a distinct visual barrier around the Preserve.

Warm Grass Pollinator Meadow: SEF will establish a warm grass pollinator meadow on approximately 2-acres on the southwestern portion of the property, and on a three quarters of an acre area south of the Preserve's pond, previously in agricultural use or planted as an erosion control buffer adjacent to agricultural fields. The meadow will add an important ecosystem to the preserve that is uniquely accessible to child participants in the Preserve's educational programs.

Left | *Students plant native meadow species at the Lawrence Wetlands Preserve during the spring of 2020.*

Habitat Improvements - Structure

The following man-made structures may be introduced into the Lawrence Preserve to promote various species of animals and insects. As the Preserve is developed, SEF will determine which improvements to introduce and the timeline for their introduction.

- Bird boxes
- Bat houses
- Native bee hotels
- Wood duck boxes
- Mushroom/fungus areas
- Osprey platform
- Purple Martin houses
- Flying squirrel platforms
- Owl /raptor houses

As possible, students will introduce these structural elements as part of student-led action projects.



Right | Examples of wildlife habitat structure to be installed at the Lawrence Wetlands Preserve.

Planting Plan





From its earliest stages the Lawrence Wetlands Preserve was developed in close partnership with the National Park Service Chesapeake Bay Office and will operate as a component of SEF's National Park Service Chestertown Contact Center at the Holt Education Center.

A Whitetail Deer hides in the grass at the Lawrence Preserve. Photo by Chris Cerino

6. Interpretive Plan

Overview

To support quality public visitation that is consistent with the Sultana Education Foundation's (SEF) mission, the Task Force developed concepts for interpretive elements at the Lawrence Wetlands Preserve. For the purposes of the Master Plan, interpretive elements are defined as fixed signage, brochures, linked online audiovisual presentations, and other products whose expressed purpose is to provide information to individuals visiting the Preserve outside of the context of an organized program. While interpretive elements may also be relevant for formal educational programs, products specific to formal programs are described in subsequent sections of the Master Plan.

Common Design Themes and Elements

The Task Force identified the following common design themes for interpretive elements at the Lawrence Preserve:

- Colors consistent with those naturally found at the Preserve
- Fonts consistent with SEF's existing style guide
- Natural imagery consistent with species and features at the Preserve
- Avoidance of overtly digital graphics
- Use of natural materials (wood, stone, etc.) wherever possible
- Incorporation of SEF logo on appropriate signage

Interpretive Priorities

In developing interpretive elements at the Preserve, SEF will be guided by the following priorities:

Physical & Digital: SEF will make use of both on-site physical and remote digital interpretative elements at the Preserve.

Self Guided: Interpretative elements will be largely or completely self-guided.

Design Consistency: Interpretative elements, both physical and digital, will employ a consistent design language.

Complimentary to the Setting: Physical interpretative elements will be complimentary to their setting.

Restraint: SEF will keep the use of physical interpretative elements to the minimum required.

Sustainability: SEF will select physical interpretative elements made from biodegradable, natural materials.

Employing Technology: Where practical, interpretative elements will link to web-based, digital resources.

Low Life Cycle Cost: Physical interpretative elements will be designed to reduce long-term maintenance and replacement costs.

Specific Interpretive Elements

Entrance Signs: SEF will place substantially identical entrance signs at both public access points to the Preserve and include the following elements:

- Sultana Education Foundation logo
- Title “Lawrence Wetlands Preserve”
- National Park Service/Chesapeake Bay Gateways Network logo

Directional Signs: Directional signs may be placed at strategic locations along the boardwalk and trail network to guide visitors. Directional signs indicate the direction of a specific feature of the Preserve. Installation of any signs will wait until the initial build-out of the Preserve is complete so the experience welcoming visitors to the Preserve can inform the final decision. Signage may include the following:

- Harwood Nature Center
- Pollinator meadow
- Nature play space
- Mill Street exit
- Chestertown Rail Trail exit
- Other specific trails or sites
- Alternatively, a map of the property could be placed at strategic locations.

Location Signs: SEF may place signs at specific locations in the Preserve that require identification. Installation of any signs will wait until the initial build-out of the Preserve is complete so the experience welcoming visitors can inform the final decision. Signage may include the following locations:

- Pollinator meadow
- Nature play space
- Specific teaching nodes

Topical Signs: Brief interpretive signs specific to particular topics may be placed at strategic locations in the Preserve. These could include:

- Specific plant markers and descriptions
- Specific animal descriptions
- General habitat descriptions (wetlands, meadow, pond, etc.)
- Historical interpretation (history of property, etc)
- Human impact interpretation (agriculture, runoff, etc)

Alternatively, the above could be accomplished through the use of a variety of smartphone applications. A final decision about how to present this content will be made when the initial build-out of the Preserve is complete.

Harwood Nature Center Exterior Sign: A single sign will be located on the exterior of the Harwood Nature Center building including the following elements:

- Sultana Education Foundation logo
- “Harwood Nature Center” name
- Words “at the Lawrence Wetlands Preserve”

Harwood Nature Center Interior: Consistent with its primary purpose as a classroom, interpretive elements for the public within the Harwood Nature Center will be kept to a minimum and include the following:

- General sign about the Lawrence Preserve
- Preserve brochure
- General SEF information brochures

Donor Recognition: As part of its funding plan for the Lawrence Preserve, the Sultana Education Foundation may offer opportunities for donors to be recognized by naming specific features of the Preserve. Any such recognition shall be incorporated into the overall signage plan for the preserve.

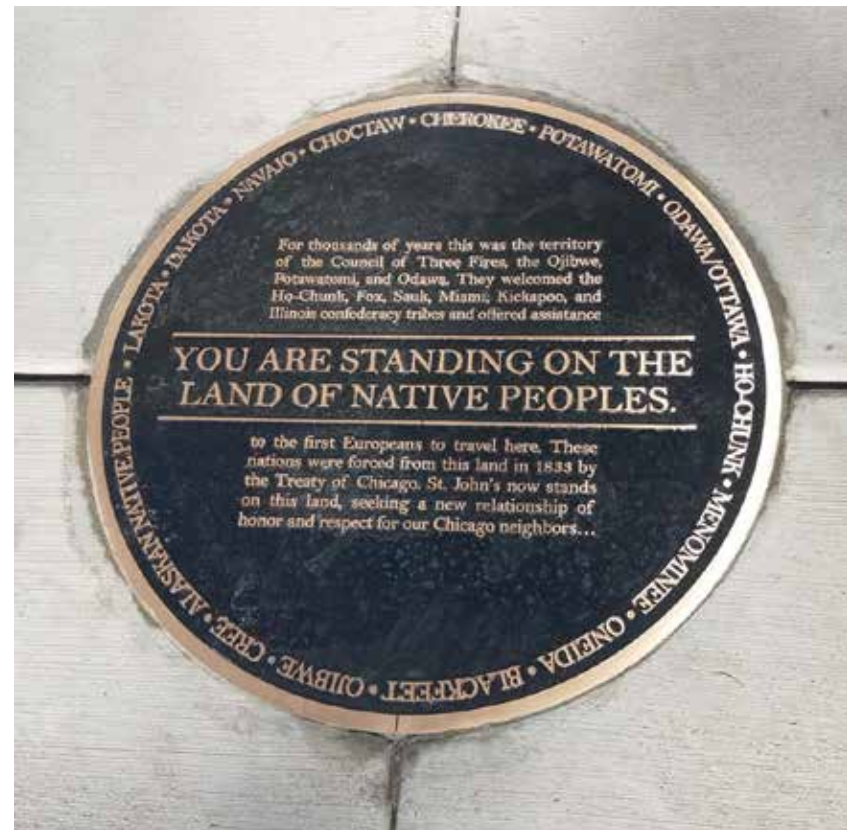
Chestertown Directional Signs: To encourage public visitation, directional signs to the Lawrence Preserve may be placed at strategic locations in downtown Chestertown to help guide visitors to the Preserve.

Historic Acknowledgements

To acknowledge significant events that occurred on the Lawrence Preserve property that are integral to the Foundation's mission and the history of the communities it serves, SEF will place permanent, physical acknowledgements of the following on the property:

Slavery Acknowledgement: An acknowledgement that the land on which the Lawrence Preserve sits was once part of a farm/plantation that for an extended period made use of the slave labor of kidnapped Africans and African Americans, and whose owners bought and sold these enslaved people as property.

Territorial Acknowledgement: An acknowledgement that the land on which the Lawrence Preserve sits was once sovereign territory of multiple Indian tribes/nations who inhabited the region over the



Above | Examples of a territorial acknowledgement recognizing Native peoples at St. John's Episcopal Church in Chicago, Illinois.

course of almost 10,000 years until they were displaced and their land occupied/stolen by European settlers.

SEF will develop the above acknowledgments in partnership with representative, descendant communities.

The Sultana Education Foundation's vision for the Lawrence Wetlands Preserve is in keeping with its 25-year track record of executing bold initiatives that produce transformative results for the communities we serve.

Students traverse the Lawrence Preserve's Loblolly Meadow during a trial program in the spring of 2021. Photo by Chris Cerino



7. Education | Program Development

Overview

The following sections of the Master Plan provide an overview of the Sultana Education Foundation's (SEF) plans for educational programming at the Lawrence Wetlands Preserve. For the purposes of this document, educational programs are defined as pre-scheduled programs for organized groups led by an SEF staff member or volunteer with specific educational goals related to the Foundation's mission.

Program Focus Areas

The Sultana Education Foundation's primary program focus areas at the Lawrence Wetland include:

Pre-K-12 School Programs: During the school year, SEF will use the Lawrence Preserve as an outdoor classroom to provide education programs, service learning projects, and internships for pre-K-12 students through programs organized in conjunction with regional schools as part of their Social Studies, Science, and Environmental Literacy curricula.

Summer Enrichment Programs: In summer months, SEF will use the Lawrence Preserve to host summer enrichment programs for pre-K-12 aged children registered individually by their parent(s)/guardian(s).

Public Programs: Throughout the year, SEF will offer educational programs to the general public including lectures, seminars, guided tours, events, and service volunteering opportunities.

Educational Priorities

In developing educational programs for the Lawrence Wetlands Preserve, SEF will adhere to the following priorities:

Focus on Pre-K-12 Programming: SEF will focus on pre-K-12 student programming at the Lawrence Preserve.

Culturally Sensitive Program Design: Diverse cultural perspectives will be considered in program development.

Providing Scholarships: To the greatest extent possible, SEF will provide tuition subsidies and scholarships.

Experiential Learning: Programs at the preserve will emphasize experiential learning philosophies and methodologies.

Technology & Distance Learning: As appropriate, programs will incorporate technology and offer distance learning options.

Stewardship: Programs will encourage stewardship of the Chesapeake Bay, its watershed, and the natural world.

Interdisciplinary: Programs will make use of interdisciplinary and cross curricular elements including science, social studies, art, math, music, etc.

Program Planning

Planning for Educational Programs at the Lawrence Preserve is being led by the SEF's professional staff, who boast more than a century of collective experience in experiential and environmental education. Staff work is being guided and overseen by the Lawrence Preserve Task Force and the Foundation's Education Committee, composed largely of professionals in the field of education.

Teacher Advisory Council

In the summer of 2021, SEF established a Teacher Advisory Council consisting of teachers and administrators from Kent and Queen Anne's counties in Maryland to advise on the development of pre-K-12 programming at the Lawrence Preserve. This Council will provide ongoing input as the Master Plan is updated, as well as feedback on how the plan integrates with existing curricula priorities and county environmental literacy plans. Advisory Council teachers will be among the first to bring students for programs at the Lawrence Preserve and will continue to advise SEF on the refinement of its programs during the Lawrence Preserve's initial years of operation.

Program Field Testing Timeline

The Lawrence Preserve opened for limited program use in the fall of 2020, and is expected to be largely operational by the fall of 2022. Prior to the formal opening of the Preserve, SEF will offer limited trial programs to field test curricula/program concepts. The Preserve's first year of full operation (2022-23) will be used to further refine Preserve-specific school programs, internships, summer programs, and public programs.

Program Development Timeline

Prior to Completion of Preserve Infrastructure

Fall 2020 - Summer 2022

Fall 2020 - Spring 2021..... Limited School Program Field Testing

Summer 2021..... Limited Summer Program Field Testing

Fall 2021-Spring 2022..... School Program Detailed Curricula Development
Teacher Advisory Council Regular Meetings
Limited School Program Field Testing Continues

Summer 2022..... Limited Summer Program Field Testing Continues

Post Preserve Infrastructure Completion

Fall 2022 - Summer 2024

Fall 2022..... Limited School Programs at Completed Preserve
Curricula Assessment & Refinement Continue
Teacher Advisory Council Regular Meetings

Winter 2022/23..... Limited Winter Program Field Testing

Spring 2023..... Expanded School Programs at Preserve
Launch of Internship Programs
Launch of Habitat Restoration Programs
Launch of Public Programs

Summer 2023..... Limited Preserve-Specific Summer Programs Offered

Fall 2023 - Spring 2024..... First Full Capacity Year at Preserve
Full Preserve Staffing In Place

Summer 2024..... Full Slate of Preserve-Specific Summer Programs Offered

8. Education | Pre-K -12 School Programs

Overview

This section of the Master Plan provides an overview of the Sultana Education Foundation's educational programming plans for pre-kindergarten through high school (pre-K-12) programs at the Lawrence Wetlands Preserve. For the purposes of this document, school programs are defined as programs offered to public or accredited private schools as part of a formal course of instruction.

Program Parameters

In addition to the priorities described in the previous section, programs at the Lawrence Preserve will take into consideration the following parameters:

Student Capacity: Consistent with SEF's current program models, pre-K -12 programs at the Preserve are designed to accommodate between 15-30 participants per session.

Program Capacity: Pre-K-12 school programs will make up a majority of programs hosted at the Preserve, with an estimated 130-150 program days per year. Because each program day can accommodate two separate programs, the Preserve has the capacity to offer 260-300 programs per year.

Program Length: While program lengths will vary according to the needs of participating schools, the average program at the Preserve will be approximately three hours long.

Seasonality: Pre-K-12 school programs at the Preserve will be offered throughout the school year, with seasonal program variants provided.

Priorities for Pre-K -12 School Programs

In developing pre-K-12 school programs at the Lawrence Preserve, SEF will be guided by the following priorities:

Focus on Public Schools

Consistent with its goal of inclusivity, public schools will be SEF's primary target audience for programs at the Lawrence Preserve.

Providing Financial Support

SEF will strive to provide programs to public schools at the Lawrence Preserve regardless of their ability to pay the stated tuition fee.

Curriculum Coordination

Programs will be designed to function as part of a broader classroom-based unit plan that is consistent with relevant curriculum guidelines.

Service Learning

SEF will develop and offer long-term, service-learning opportunities for middle and high school students.

Core Audience: While school groups from pre-K through high school are accommodated at the Lawrence Preserve, the facility's core school audience is expected to be kindergarten through sixth grade students.

Other Audiences: The involvement of middle and high school students at the Preserve will generally relate to service-learning projects, long-term internships, and research projects.

Curriculum Coordination

Because pre-K-12 programs at the Lawrence Preserve will be offered as a component of participating schools' programs, it is essential that these programs conform with relevant curriculum guidelines. Guidelines considered in the ongoing development of SEF's programs at the Lawrence Preserve include, but are not limited to:

MSDE Curriculum: Grade and subject specific guidelines issued by the Maryland State Department of Education (MSDE).

Next Generation Science Standards (NGSS): National, grade-specific standards widely used by state and local education agencies to inform curriculum development in the field of science.

Meaningful Watershed Educational Experience (MWEE) Guidelines: Regionally accepted guidelines for in-depth environmental education programs focusing on the Chesapeake Bay.

County-Specific Guidelines: Local guidelines developed by the school systems of individual counties that provide guidance for grade-by-grade progression.

Right | *A student participating in a trial program at the Lawrence Preserve dips for aquatic organisms around the edge of the Preserve's pond.*





Programs for Elementary Schools

The Sultana Education Foundation envisions providing systemic, multi-module programming for elementary school students of Kent and Queen Anne's counties at the Lawrence Preserve, as well as more limited programs for schools from other Maryland counties. In developing programs, SEF will seek to design curricula in a manner that is complementary to existing Foundation programs, expands SEF's programs into new content areas, and follows the MWEE (Meaningful Watershed Educational Experience) model.

Due to the diversity of ecosystems found on the property, programming possibilities at the Preserve are extensive. Sample program concepts for elementary-level programs at the Lawrence Preserve include:

Pond Ecology: The Lawrence Preserve provides young students with a unique opportunity to sample aquatic life and conduct water

quality tests on the property's 1-acre pond to learn about this unique and diverse ecosystem. Concepts covered as part of a pond ecology program include food webs, adaptations, life cycles, and water chemistry.

Pollinators: During a pollinator program, students explore the meadow habitats on the Preserve to identify the dozens of pollinator species drawn seasonally to native wildflowers, and discuss the critical role these organisms play in ensuring that future generations of plants will survive and flourish.

Ecosystem Identification: While the Lawrence Preserve is a relatively small parcel of land, it contains six distinct ecosystems within its boundaries: marsh, swamp, forest, meadow, pond, and shrubland. This biodiversity allows students to compare and contrast the unique features that define each distinct habitat.

Wetland Ecology: During a wetland ecology program, students define what it means to be a wetland, sample aquatic life from the Preserve's swamp and marsh habitats, and conduct water quality tests to assess the health of these bodies of water.

Exploring the Natural World Using the Five Senses: The network of nature trails that wind through the Preserve provide elementary students with an ideal environment to explore the world using all five of their senses and discuss ways that the animals within the Preserve use their senses of taste, sight, hearing, touch, and smell to thrive in their surroundings.

Natural and Man-Made Landscapes: Through land use observation, students will define which portions of the Preserve contain natural landscapes, and which parts of the property have been altered by human hands. Students also use runoff models and conduct water quality tests to learn about the effects of human activities such as agriculture and development on aquatic ecosystems.

Native and Invasive Species: While the Lawrence Preserve is home to many native species of plants and animals, it is also an area where invasive flora such as phragmites and porcelain vine thrive and crowd out native flora. During this program, students identify invasive plants and animals and discuss the adverse impacts invasive flora and fauna have on terrestrial and aquatic ecosystems.

Turtle Time: The Lawrence Preserve's pond is home to several species of turtles including the eastern painted turtle, red bellied turtle, stink pot musk turtle, and the common snapping turtle. During this program, students learn about the unique adaptations turtles have developed to thrive in freshwater environments and compare and contrast characteristics of different species.

All About Amphibians: Many different species of amphibians including bullfrogs, green frogs, pickerel frogs, leopard frogs, spring peepers, and salamanders inhabit the Lawrence Preserve. During this program, students define what it means to be an amphibian, collect tadpoles, and discuss the life cycles of frogs and toads, and compare and contrast physical characteristics of different species of amphibians living on site.

Introduction to Scientific Observation: The Lawrence Wetlands Preserve provides young students with unique opportunities to learn how to use the scientific method to make observations about the natural world.

Orienteering: The diverse ecosystems and varied terrain of the Preserve are the perfect environment for students to learn the skills associated with orienteering, wayfinding, and map making. Students will use USGS maps of the property to identify different land features on the property, and use the knowledge gained from this exercise to create their own maps of various portions of the Preserve.



Above | *Native Marsh Hibiscus blooms around the edges of the Lawrence Preserve's pond.*



Programs for Middle Schools

The continuation of systemic programming for students of Kent and Queen Anne's counties at the Lawrence Preserve is key in the development of these programs. Early middle school programs (6th grade) provide a valuable opportunity to prepare students for SEF's existing 7th grade Watershed Watch MWEE program, while building on knowledge and skills gained from prior elementary school-level programs at the Preserve.

Middle school programs use comprehensive field studies to examine connections between living and non-living components of habitat as well as the long-term impact of habitat disturbance. As with upper elementary, these programs can be combined with existing Holt Education Center, SULTANA under-sail, and paddling programs to create a longer, more in-depth program.

Sample program concepts for middle school-level programs at the Lawrence Preserve include:

Watershed Watch: Watershed Watch is a year-long, comprehensive investigation of the ecosystem of Radcliffe Creek conducted by SEF in conjunction with Kent County's 7th grade students. The

Radcliffe Creek watershed is used as a case study to examine broader ecological themes, particularly the effects of human activities on the health of the Chester River and the Chesapeake Bay. Field experiences at the Lawrence Preserve will be an ideal complement to this pre-existing program, and the property offers numerous opportunities for students to implement action projects to improve water quality in the Radcliffe Creek watershed.

Human Impacts on Natural Resources: The Lawrence Wetlands Preserve is surrounded by agricultural fields, and the pond on the property was created when a man-made berm was installed to capture storm water runoff. Students will use the Preserve to hone their land use observation skills, determine which features on the property are natural and man-made, and discuss ways that human activity near the Preserve impacts its ecosystems.

Water Chemistry Testing and Data Collection: The swamp, marsh, and pond habitats at the Lawrence Preserve offer middle school students the perfect outdoor laboratory to measure various water quality parameters including salinity, dissolved oxygen, pH, nitrates, phosphates, and turbidity. Data from these tests will be taken back to school and entered in an online database maintained by SEF so that students can monitor water quality trends over time.

Microscopic Life at the Preserve: In combination with the Holt Education Center's WetLab, students will take samples of aquatic life at the Preserve such as plankton and macro invertebrates, then examine the specimens under high-powered microscopes at the Center to learn about the hidden world at the base of the food web that can only be seen with magnification.

Climate Change: Perhaps the most pressing issue facing the future of the Earth's ecosystem is global warming and climate change. Students will investigate the Preserve to examine ways that a warming climate, increased precipitation, and rising sea levels impact water quality and habitats for the region's plants and animals.

Environmental Monitoring: The Preserve will be used by students to collect water quality data that will be entered into an online database accessible to area schools, allowing SEF staff and participating students to monitor trends over an extended period of time. Students will also assist SEF staff with surveying the property to identify and create an index of all species of flora and fauna that exist on the Preserve.

Restoration Ecology: Sultana Education Foundation has ambitious plans to restore woodland buffers, remove invasive plant species, and promote the reintroduction of native warm season grasses throughout the Preserve. Students will have the opportunity to assist with these efforts and examine ways that restoration of habitat helps to improve water quality and encourage the proliferation of native flora and fauna on the property.

Macro Invertebrate Sampling: Dragonfly nymphs, mayflies, stone flies, leeches, and damselfly nymphs are just a few of the macro invertebrates found on the Lawrence Wetlands Preserve. Students will use dip nets to sample these live organisms, then identify the various species with the help of SEF naturalists. Students will learn how the presence or absence of macro invertebrates informs scientists about water quality in aquatic ecosystems.



Biodiversity Comparison of Multiple Ecosystems: The six distinct ecosystems within the Lawrence Preserve (swamp, marsh, pond, forest, meadow, and shrubland) allow students to compare and contrast the biodiversity - or lack thereof - in each of these habitats. Students will learn the unique characteristics that define each ecosystem while conducting their biodiversity surveys.

Programming for High Schools

The Sultana Education Foundation's high school programs at the Lawrence Preserve will be closely tied to the State of Maryland's service-learning mandate for high school seniors which requires seniors to complete a minimum of 75 hours of service-learning prior to graduation. These programs will be organized on a student-by-student basis and focus on research projects, ongoing maintenance, and assisting implementation of programs at the Preserve. Possible programs include:

Habitat Restoration: High school students will have numerous opportunities to implement restoration projects on the Preserve that will earn them service-learning hours towards their graduation requirements. These projects may include the installation of bird and bat boxes, removal of invasive plant species, and planting native trees and meadow grasses.

Scientific Monitoring and Data Collection: SEF plans to establish an ongoing database of water quality indicators at the Preserve that will be accessible online for area schools. High school students can assist with this program by volunteering to conduct water quality tests and enter their test results into this database. Students will also assist SEF with other forms of data collection including biodiversity surveys.

Teaching and Internship Opportunities: High school students with an interest in education and childhood development will be able to earn service-learning hours by assisting SEF staff members with program implementation for elementary and middle school students on the property.

Trail Maintenance: High school students will be able to earn service-learning hours by assisting SEF staff with the ongoing maintenance of the Preserve's extensive network of trails and boardwalks.



Above | A high school-aged participant in an SEF Summer Program examines micro-organisms at the Virginia Institute for Marine Science. The Lawrence Preserve will provide multiple internship and service learning opportunities for high school students

Professional Development Programs for Teachers

An essential part of the Sultana Education Foundation's work with pre-K -12 students is providing professional development programs for teachers who will subsequently participate in an SEF program with their students. These programs help teachers integrate SEF programs and place-based topics into their classroom curricula, introduce them to the unique methodology of experiential education, and allow them to better prepare their students for an SEF experience. Professional development programs also increase teacher content knowledge and help satisfy Maryland State Department of Education continuing education requirements. Below is a representative sample of envisioned teacher professional development programs.

Echoes of 1608 - The Chesapeake Bay 400 Years Ago and Today:

This is an existing professional development program that compares and contrasts the estuary described by Captain John Smith in 1608 to today's Chesapeake Bay, with an emphasis on how European settlement impacted the ecosystem and the lives of the many indigenous tribes. Visits to the Preserve will become a component of this program, where teachers can make land use observations to compare and contrast natural vs. man-made environmental features and discuss how human activities impact the Chesapeake estuary today. The Preserve will also be utilized to identify native wetland plants that were important food sources for the region's Native American populations.

Growing Up Wild: Growing Up WILD is an early childhood education curriculum that builds on children's sense of wonder about nature and invites them to explore wildlife and the world around them. Using the Preserve, educators participate in a wide range of activities that can be taken back to the classroom to help students build a foundation for developing positive impressions about the natural world and lifelong social and academic skills.



9. Education | Summer Enrichment Programs



Overview

This section of the Master Plan provides an overview of the Sultana Education Foundation's plans for Summer Enrichment Programs (or Summer Programs) at the Lawrence Wetlands Preserve. For the purposes of this document Summer Programs are defined as programs offered on an individual sign-up basis to students and families during the summer months.

Appropriate Age Groups

Summer Programs at the Lawrence Preserve are best suited for younger children, between the ages of 3 and 12. This does not preclude programs involving older students (see "Conferences and Seminars" below), but recognizes that the introductory nature themes best supported by the Preserve are most appropriate for younger children.

Priorities for Summer Enrichment Programs

In developing Summer Programs for the Lawrence Preserve, SEF will be guided by the following priorities:

Multi Day Programs: Summer Programs will emphasize opportunities for multi-day experiences that focus on an over arching program goal, promote deeper engagement, and provide opportunities for positive personal experiences and enrichment.

Program Progression: Summer Programs at the Preserve will be integrated into SEF's overall Summer Program portfolio with the goal of creating a progression of programs that takes participants from pre-K through high school.

Consistency with Pre-K -12 Curricula: Summer Programs at the Lawrence Preserve will be generally consistent with the Foundation's pre-K-12 school program curricula.

Student Recruitment and Identification: To the greatest extent possible, SEF will work with teachers to identify students who have previously participated in an SEF pre-K-12 school program and might particularly benefit from participation in an SEF Summer Program.

Stand Alone vs. Integrated Programs

During the summer the Lawrence Preserve may be used both for stand-alone programs (new programs based primarily on the Preserve property), as well as integrated programs where the Preserve serves as one component of a program that makes use of multiple facilities. For its first two summers of operation (2021 and 2022) prior to the completion of the Harwood Nature Center building, the Preserve will likely be limited to offering Integrated Programs. With the Harwood Nature Center fully operational in 2023 the Preserve will also be capable of hosting stand-alone Summer Programs.

Examples of integrated programs include:

Bay Discovery Camp: This existing, five-day, non-residential Summer Program for 5-8 year-olds based at SEF's Holt Center will be redesigned to make extensive use of the Lawrence Preserve.

Canoe & Kayak Camp: These existing, five-day, non-residential Summer Programs for 8-12 year-olds based on the waters of the Chester and Sassafras rivers will be redesigned to incorporate limited land-based components at the Preserve.

Kayak Camp: These existing, five-day, residential Summer Programs for 9-13 year-olds could be redesigned to spend a day, or even an overnight, at the Preserve to enhance the existing program.

Examples of stand-alone Summer Programs include:

Wetland Discovery Camp: A new, five-day, non-residential Summer Program for 5-8 year-olds based from the Lawrence Preserve.



Conferences & Seminars

In addition to Summer Enrichment Programs for 3-12 year-olds, the Preserve will provide an ideal location for small format conferences and seminars for older students, adults, and teachers held during the summer months. Examples of such programs include:

- High school environmental leadership conferences
- Teacher professional development programs

10. Education | Public Programs



Overview

This section of the Master Plan provides an overview of the Sultana Education Foundation's plans for Public Programs at the Lawrence Wetlands Preserve. For the purposes of this document Public Programs are defined as programs offered on an individual sign-up or general admission basis to adults and families.

Priorities for Public Programs

In developing Public Programs at the Lawrence Preserve, SEF will be guided by the following priorities:

Adults, Families, and Communities

Public Programs should target adults and families while striving to serve a broad cross-section of the community.

Building Social Capital

Public Programs should strive to build social capital both within the organization and in the broader community.

Stewardship

Public Programs should strive to connect participants with nature, encourage stewardship for the natural environment, and inform participants of both relevant local, national, and international environmental issues.

Family Programs

Targeted primarily at pre-K and elementary aged children and their parents, family programs will allow SEF to reach a population not regularly served by its school programs. Below is a sample of just some of the programs that could be offered.

Toddler Time at the Lawrence Preserve: This variant of a long-popular SEF program focuses on children ages 3 to 5, provides opportunities for introductory nature programs for children and families featuring hands-on activities and crafts.

Friday Family Nature Night: Envisioned as an activity for the entire family, this program would be held on evenings in the spring and fall to coincide with Chestertown's First Friday. Activities could include crafts, games, simple cookouts, etc.

Night Walks: Targeted at early elementary/pre-K children and their families, night walks provide opportunities to encounter some of the Preserve's nocturnal residents while providing an exciting opportunity for younger children to explore nature at night.

Saturday Morning Programs: Coinciding with Chestertown's Saturday morning farmers market, this program offers opportunities for supervised nature play, crafts, and hands-on activities for younger children.

After School Programs: Taking advantage of the Preserve's proximity to residential neighborhoods, Garnett Elementary School, and local playgrounds, the Lawrence Preserve offers an ideal location to host structured, after school activities for children.

Play Groups: The Preserve's nature play space provides an opportunity to host organized, regularly scheduled play groups of preschool children and parents focusing on introductory nature activities.



Adult Programs

Targeted primarily at adults and seniors, adult programs will provide an opportunity to involve a broad public audience at the Lawrence Preserve. Below is a select sample of the programs that could be offered:

Lectures: The Harwood Nature Center will be capable of seating up to 40 people, making it appropriate for small scale lectures and seminars. Lectures could also take a mobile format, using the entire Preserve property as a backdrop.

Lifelong-Learning: The Preserve will be an ideal location to host multi-week, lifelong learning programs targeted at older adults. Such programs could be offered independently by SEF or in conjunction with Washington College's Academy for Lifelong Learning.

Nature Photography & Art: Consistent with SEF's interdisciplinary methodology, the Lawrence Preserve could host programs/classes/seminars focusing on nature photography, painting, or other visual mediums.

Birding Programs: The pond, meadow, and wetlands at the Lawrence Preserve are vital habitats for resident and migratory birds and waterfowl.

Right | SEF offers a variety of programs for adults, including the "Public Paddle" shown here. The Lawrence Preserve will create extensive opportunities for SEF to develop new types of programs for adults.





Public and Annual Events

SEF has long organized events and festivals to introduce the public to the Foundation and its programs and further the organization's mission. The Lawrence Preserve has the potential to provide an exciting new venue for such events, though care will need to be taken to ensure that any events do not disrupt the Preserve's natural inhabitants. Example of events that could be hosted at the Preserve include:

Musical Performances: The Lawrence Preserve could be an ideal location for small-scale musical performances and series hosted either inside the Harwood Nature Center building or outdoors on the Preserve's activity field.

Peeper Festival: As the water of the Preserve's pond and wetlands warm in March, spring peepers provide an almost deafening chorus announcing the change of season. This seasonal rite could be the basis of an annual public event focusing on reptiles and amphibians.

Firefly Night: During evenings in July the air above Preserve's meadows is filled with thousands of fireflies, creating an incredible visual spectacle. This yearly display could be the basis of an annual event focusing on insects and meadows.

Fall Festival: The Preserve's natural foliage provides a natural show each October and November as the leaves change. This includes not only the Preserve's trees and woodland, but also its native wetland flora. Combined with the arrival of seasonal waterfowl visiting the Preserve's pond, this could provide an ideal opportunity for a fall-based festival or event.

Public Service Days

Distinct from the Preserve's ongoing volunteer program (see Staffing & Volunteers appendix), several public service days could be hosted each year to allow members of the community to get involved in the maintenance and up-keep of the Preserve's habitat and infrastructure. Activities could include habitat cleanup, tree planting, boardwalk repair, etc.

Above | Participants in Washington College's Academy of Lifelong Learning participate in a program at SEF's Holt Center.

11. Public Access and Visitation

Overview

This portion of the Master Plan provides an overview of the Sultana Education Foundation's (SEF) plans for public access to the Lawrence Wetlands Preserve. For the purposes of this document public access is defined as un-monitored visitation by members of the general public outside of participation in an organized and staffed Sultana Education Foundation program or event.

Public Entry Access Points

Access from Adjacent Public Property: The Lawrence Wetlands Preserve will have two points of entry accessible from public property: 1) a boardwalk linked to the Chestertown Rail Trail and, 2) a gravel trail and access road connected to the end of South Mill Street. As envisioned by the Infrastructure Improvements section of this Master Plan, both entrances will be gated, with the South Mill Street entrance having both a pedestrian and vehicle gate. The remainder of the Preserve's border with public property consists of dense wetlands and vegetation that effectively prevent pedestrian access.

Current Access from Adjacent Private Property: The Preserve's border with surrounding private property is largely fastland without significant physical or vegetative barriers. Access to surrounding private properties is limited and much of this land is currently in agricultural use. The casual explorer or trespasser is not likely to access the Preserve via adjacent private properties.

Future Access from Adjacent Private Property: In the future the private property surrounding the Lawrence Preserve may be the site of dense residential development. Such development would increase opportunities for the public to enter the Preserve. When

Priorities

In developing a plan for public access to the Lawrence Preserve, the Task Force identified the following priorities:

Commitment to Public Access: Without interfering with its primary purpose as an outdoor classroom for organized programs, or other priorities outlined below, SEF will endeavor to make the Preserve accessible to the general public to the greatest extent possible.

Incremental Implementation: Recognizing the challenges involved in providing public access to the Lawrence Preserve, limited public access will be implemented on an incremental/trial basis for the first several years after infrastructure improvements are fully complete. The public access plan will be revised as necessary based on this experience.

Safety, Security, and Liability Mitigation: Public access will be granted in a manner that is safe for visitors, reasonably protects the Preserve's infrastructure and habitat, and does not present unreasonable liability for the Foundation.

Recognition of Limited Resources: Public access should be allowed in a way that does not unduly burden the Foundation's budget or staff.

established, the woodland border enclosing the western, southern, and eastern boundaries of the Preserve (as described in the Habitat Improvements section of the Master Plan) will provide reasonable delineation from surrounding properties. If surrounding properties are developed prior to sufficient maturation of the woodland border, short term action to better secure the property may need to be considered.

Risks and Mitigation

When considering public access to the Lawrence Wetlands Preserve, the Task Force identified several specific risks, including physical risk to visitors and facilities and financial risks resulting from misuse of the property. These risks, as well as mitigating strategies are outlined below:

Drowning: Risk exists that visitors to the Preserve, and particularly children, could drown by falling into the Preserve's three-foot deep pond which will be accessed by two pond access platforms described in the Infrastructure section of this document.

Mitigation: Pond access platforms will be equipped with locked gates and appropriate signage. The remaining shoreline of the pond will be kept in dense vegetation to discourage access.

Physical Injuries: Risk exists that a visitor could sustain an injury from a trip, fall, or other physical accident when visiting the Preserve.

Mitigation: ADA compliant pathways and well maintained boardwalks will reduce risk from trips and falls. Daytime-only access will ensure suitable visibility for visitors. Signage alerting visitors to specific hazards will be installed.

Tree Fall: Risk exists that a tree or branch could fall on a visitor in one of the wooded areas of the Preserve.

Mitigation: Tree cover will be inspected and pruned annually by a licensed arborist.

Vandalism, Misuse of Property, and Physical Assault: Risk exists that un-monitored public access could provide opportunities for vandalism, break-ins, physical assaults, and other misuse of the property.

Mitigation: Limit Preserve access to daylight hours. Monitor the Preserve and Harwood Nature Center building with a series of surveillance cameras. Install video surveillance signage as appropriate throughout the Preserve. Work with local police to address trespassing issues.

Security System

Essential to any strategy allowing public access to the Preserve will be the installation of an extensive video surveillance system on the property. While such a system would not be monitored in real-time, its presence would allow post incident analysis, identify individuals misusing the property, and help deter unwanted activity. Locations for video surveillance cameras include:

- Harwood Nature Center building (multiple cameras placed inside and outside)
- Entrance gates
- Key sites along the boardwalk and trail network
- The Preserve's pond

Volunteer Docent Program

To support public visitation at the Lawrence Wetlands Preserve and mitigate some of the risks outlined earlier in this section, the Sultana Education Foundation will develop a volunteer docent program with the goal of having a volunteer or staff member on site

during standard business hours. Additional information about SEF's volunteer program for the Preserve is found in the appendices to this Master Plan.

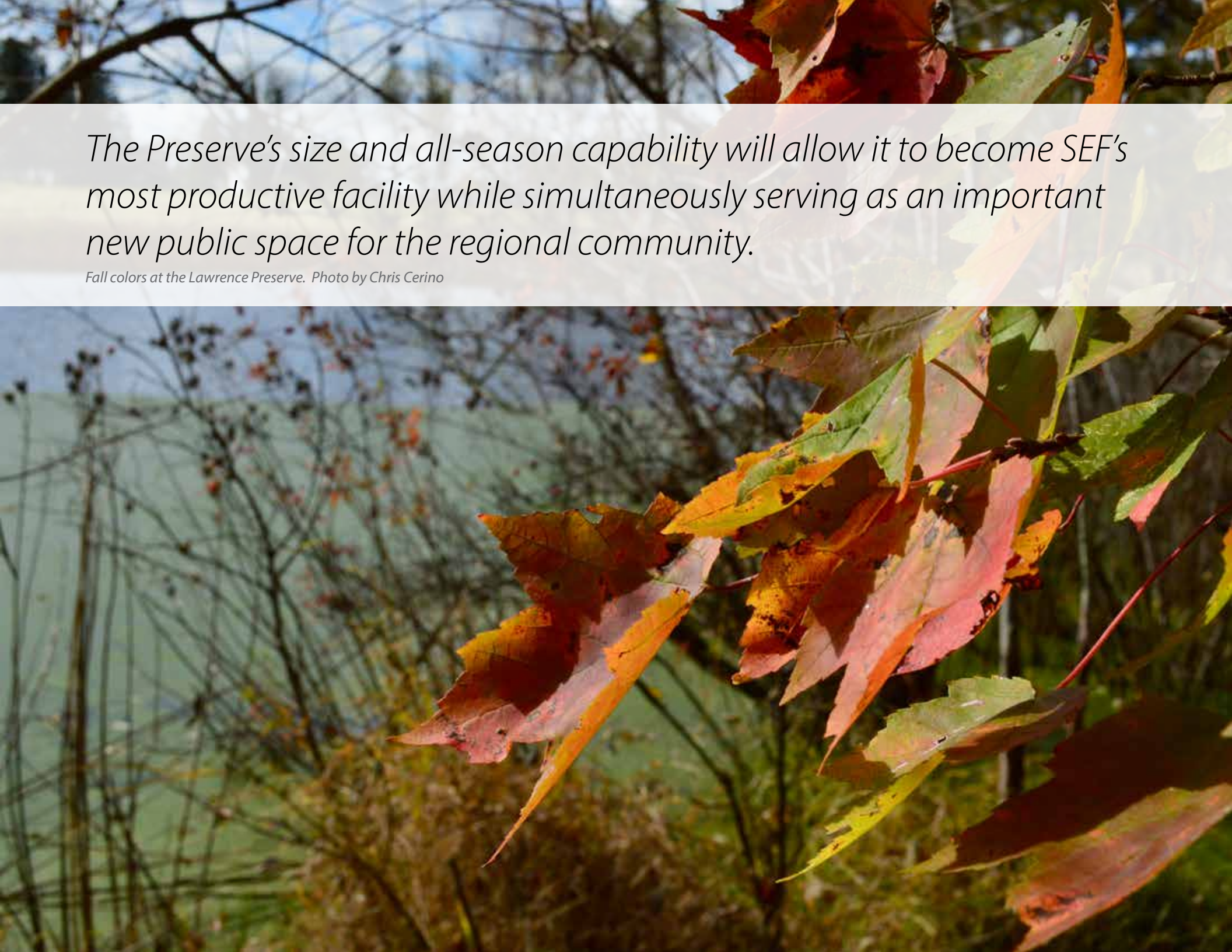
Provisional Visitation Policies

The following are envisioned general visitation policies for the Lawrence Wetlands Preserve in a mature operational state (i.e. three years after infrastructure elements are complete). It should be noted that these policies are aspirational, and will be updated based on incremental trials during the first three years following the operational opening of the preserve.

- With the exception of periods when scheduled educational programs are in progress, the Lawrence Wetlands Preserve will be open for public visitation from dawn to dusk.
- Immediately prior to and during educational programs appropriate signage will be displayed at the Preserve's entrances indicating that the Preserve is closed for programs.
- To the greatest extent possible a volunteer docent or Sultana Education Foundation staff member will be on-site during standard business hours.
- SEF will promote Leave-No-Trace principles to visitors to the Preserve. Picnics or bringing food onto the property will be prohibited.
- Dogs will be prohibited from the property.
- Additional detailed visitation policies and procedures will be developed, including procedures for medical emergencies, safety threats, etc.

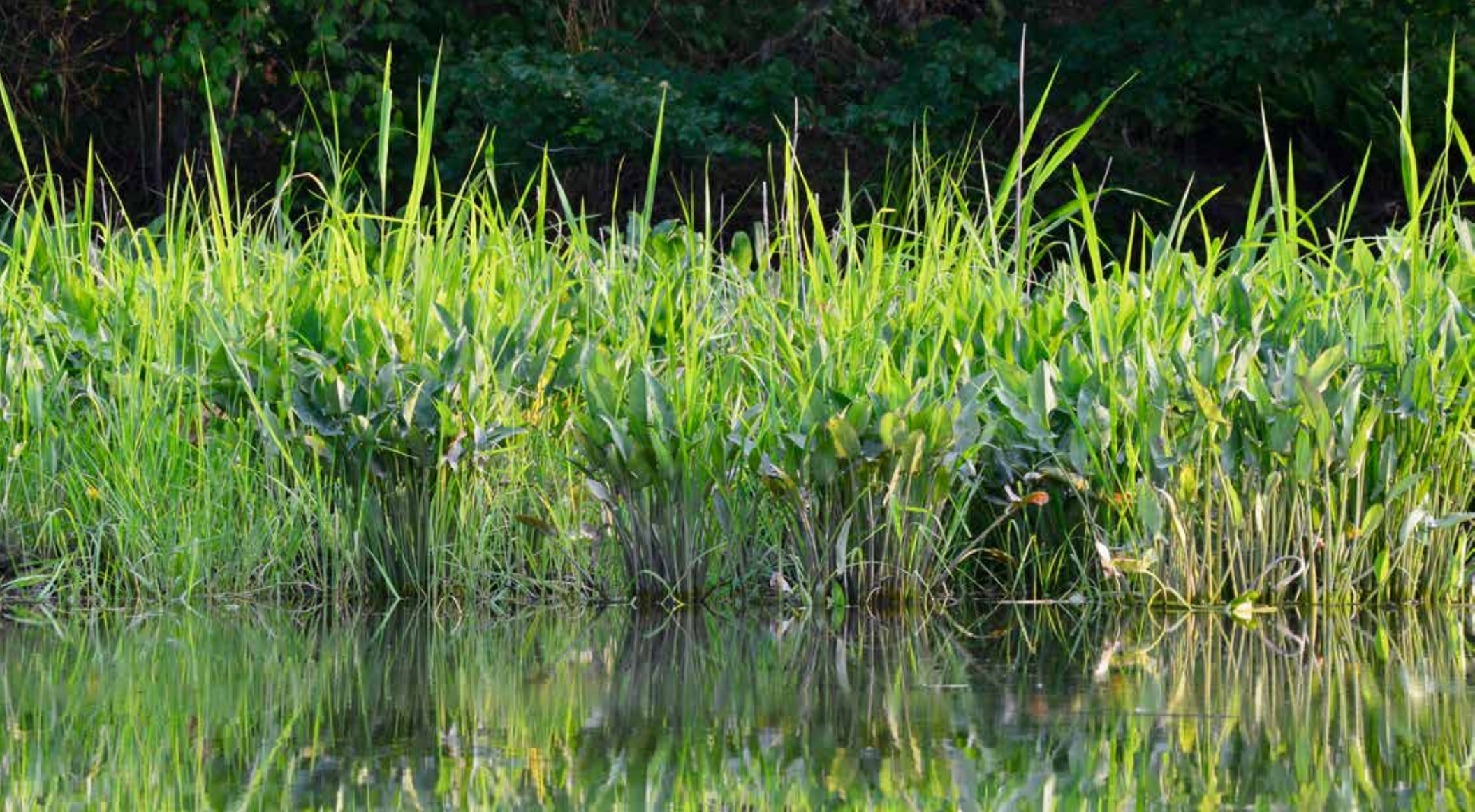
Right | *A nest at the Lawrence Preserve with chicks awaiting the return of their mother. Photo by Chris Cerino*





The Preserve's size and all-season capability will allow it to become SEF's most productive facility while simultaneously serving as an important new public space for the regional community.

Fall colors at the Lawrence Preserve. Photo by Chris Cerino



In a time when natural systems are growing ever more fragile, the Lawrence Preserve will emphasize the fundamental connection between humans and nature while encouraging all who visit to become stewards of the natural world.

Wetland plants on Radcliffe Creek adjacent to the Lawrence Preserve. Photo by Chris Cerino

12. Impact



The Sultana Education Foundation's (SEF) vision for the Lawrence Wetlands Preserve is in keeping with its 25-year track record of executing bold initiatives that produce transformative results for the communities we serve. In almost every respect the Lawrence Preserve is the organization's most impactful undertaking since its founding in 1997. The Preserve's size and all-season capability will allow it to become SEF's most productive facility while simultaneously serving as an important new public space for the regional community.

In a time when natural systems are growing ever more fragile, the Lawrence Preserve will emphasize the fundamental connection between humans and nature while encouraging all who visit to become stewards of the natural world.



Sincerely,

A handwritten signature in black ink, appearing to read 'MJ Veverka'.

MJ Veverka

Lawrence Preserve Task Force Co-Chair

Impacts of the Lawrence Wetland Preserve

For Regional Schools

- Creates capacity for 4,500 additional student-days of MSDE compliant environmental literacy programs.
- Creates an endowment/reserve to subsidize programs for Public Schools.
- Provides extensive opportunities for internships and service learning projects for middle and high school students.
- Hosts summer teacher professional development training improving schools' environmental literacy programs.

For Families

- Creates summer enrichment programs capable of providing week-long experiences for 225+ children annually.
- Hosts early childhood programs for parents and children serving 1,000+ family members annually.

For the Community

- Establishes a dynamic new nature-focused public space in the heart of Chestertown that welcomes the entire community.
- Hosts free lectures, concerts, seminars, and other public programs for the community in a unique new setting.
- Provides extensive opportunities for volunteers, creating important social capital in the greater Chestertown community.



Sultana
EDUCATION
FOUNDATION

Lawrence Wetlands Preserve Master Plan

APPENDICES

photo by Chris Cerino

Appendix - Project Timeline

COMPLETE

PENDING

2017

- Property Research Committee Established
- South Fork Studio Landscape Architects Retained
- Project Parameters Delineated

2018

- Historic and Environmental Due Diligence Conducted
- Project Lead Gift Pledged by Michael Lawrence
- Option Agreement Signed to Purchase 7.5-Acre Stepne Parcel from Washington College

2019

- SEF Purchases 1.75 Rail-Trail Lot From The Town of Chestertown
- Lawrence Preserve Task Force Established
- Purchase of Stepne Parcel Complete
- RFP Issued for Building Design

2020

- John Hutchison Architecture & Karlik Design Retained
- First Draft of Lawrence Preserve Master Plan Reviewed
- Lawrence Preserve Site Plan Draft Complete
- MDE Wetlands Permit Submitted
- Trial School Programs Begin During Covid

2021 Through August 1

- Nature Center Lead Gift Pledged by Brooke & Trish Harwood
- Harwood Nature Center Design Development Completed
- Site Work, Trail, and Utilities Work Contracted
- MDE Permit Approved
- Chestertown Planning Commission Approval Secured
- Master Plan Adopted
- Teacher Advisory Committee Formed
- Trial Programs Continue

2021 August 1 Through Year End

- Trial Programs Continue
- Site Work, Trail, and Utilities Work Complete
- Harwood Nature Center Contractor Selected
- Wetlands Boardwalk RFP Contractor Selected

2022

- Core Preserve Curricula Complete
- Trial Programs Continue
- Harwood Nature Center Construction Initiated and Completed
- Wetlands Boardwalk Construction Initiated and Completed
- Preserve Largely Operational by September
- First Formal School Programs Begin

2023

- Limited Preserve Summer Programs Offered
- Preserve at Full Capacity for 2023/24 School Year

2024

- Full-Slate of Summer Preserve Summer Programs Offered

Appendix - Staffing and Volunteers

Staffing Classifications

The Lawrence Preserve will be staffed by three categories of employees and volunteers, including

- **Dedicated Staff:** Employees whose primary responsibility area is at the Preserve.
- **Occasional Staff:** Employees whose primary responsibility is elsewhere in the organization but who are occasionally tasked to assist at the Preserve.
- **Volunteers:** A dedicated volunteer corps created specifically to aid with programs and other activities at the Preserve.

In most cases, the Preserve's dedicated staff will be capable of hosting programs for up to 20 students, with occasional staff and volunteers providing a reserve capacity for larger programs.

Dedicated Staff

Dedicated staff positions at the Lawrence Preserve will include:

- **Lawrence Preserve Manager:** A 12-month, full time staff member who oversees programs, volunteers, and maintenance at the Lawrence Wetlands Preserve.
- **Lawrence Preserve Assistant:** A seven-month seasonal position (Apr-Oct) dedicated to the Lawrence Preserve.
- **Lawrence Preserve Summer Staff:** A 10-week seasonal position specific to Summer Programs at the Lawrence Preserve.

Occasional Staff

Occasional staff may include:

- Director of Science Programs
- Holt Center Intern
- Paddling Director
- Assistant Paddling Director
- Schooner SULTANA Educators

Volunteers

The Lawrence Preserve Manager will oversee a robust, three-pronged volunteer program supporting Preserve operations. It's anticipated that approximately 20-30 volunteers will participate in this program. Volunteers will have opportunities to contribute in the following capacities:

- **Program Volunteer:** Assists SEF staff with implementation of school, summer enrichment, and public programs.
- **Volunteer Docent:** Provides staffing at the Preserve Classroom to welcome public visitors to the Preserve.
- **Habitat Volunteer:** Assists SEF staff with habitat creation and up-keep at the Preserve.

Detailed volunteer procedures and manuals will be developed by the Lawrence Preserve Manager, including specifics of required training and certification for volunteers.

Appendix - Operational Budget Implications

Financial Philosophy

When developing the Master Plan, the Lawrence Preserve Task Force strove to ensure that the long-term financial impacts of the Preserve will be manageable within the annual operating budget of the Sultana Education Foundation. To accomplish this, the Task Force worked according to the following philosophies:

- **Don't Over Build:** Improvements at the Preserve are simple and sufficient to support only SEF's estimated programming needs.
- **Don't Under Build:** Improvements at the Preserve will serve SEF's needs for the next 20 years without significant alteration.
- **Quality Design & Construction:** Design and build improvements at the Preserve to minimize life-cycle costs.
- **Creativity in Staffing:** Reduce expenses by staffing the Preserve with combination of dedicated and occasional staff complemented by a strong volunteer program.
- **Establishment an Endowment/Reserve:** Create an operating endowment/reserve that covers 50% of standard annual expenses.

BUDGET NARRATIVE

Income

School Program Income: Assumes most school programs will be provided free of charge

Summer Program Income: Assumes eight weeks of programs at standard SEF capacities

Public Program Income: Grants to cover costs of speakers, concerts, and other programs

Program Grants & Sponsorships: Grants to support Public and School programs at the Preserve

Additional Membership Support: Increase in Membership contributions resulting from Preserve activities

Endowment Draw: Assumes 5% draw on \$1.7 mil reserve/endowment

Initial* Annual Budget Ramifications

see Budget Narrative below

Additions to Income

School Program Earned Income.....	\$5,000
Summer Program Earned Income.....	21,500
Program Grants & Sponsorships.....	60,000
Additional Membership Support.....	20,000
5% Endowment/Reserve Draw.....	85,000
Total Additions to Income.....	\$191,500

Additions to Expenses

Tuition Support & Scholarships.....	\$97,200
Public Programs & Visitation Expenses.....	35,000
Utilities.....	4,000
Maintenance Expenses/Fund.....	44,000
Program Equipment & Supplies.....	5,000
Miscellaneous.....	6,300
Total Additions to Expenses.....	\$191,500

* The initial Preserve-specific budget above represents a 12% increase to SEF's annual budget. As programs at the Preserve are established, its budget will grow accordingly.

Expenses

Tuition Support & Scholarships: Most Pre-K-12 School Programs will be provided free of charge. Approximately 25% of summer program tuitions will be subsidized.

Public Programs & Visitation: Costs of speakers, concerts, and other organized programs as well as expenses related to public visitation.

Maintenance Expenses/Fund: Estimated at 5% of initial infrastructure cost annually

Appendix - Campaign Budget & Lead Contributions

The Campaign Budget for the Lawrence Wetlands Preserve incorporates both capital expenses for infrastructure construction and the creation of an endowment/reserve to partially underwrite ongoing program development and support.

The capital budget was developed in conjunction with the project's professional design team. To compensate for disruptions in material costs related to Covid, estimates are conservative. The boardwalk line item is subject to revision as the scope of work for this item has not been finalized. As noted, several capital budget line items have been contracted.

The budget figure for endowment/reserves will generate sufficient income (based on a 5% draw) to support a full-time staff position at the Preserve and to fully underwrite programs for all Kent and Queen Anne's County public schools.

	Budget	Secured 7/21
A. Capital Budget (breakdown below).....	\$1,541,000	\$979,000
Property Purchase ^c	\$365,000	\$365,000
Design Development ^c	\$104,000	\$104,000
Site Work ^c	\$212,000	\$155,000
Nature Center Building & Solar ^e	\$525,000	\$275,000
Boardwalk Network ^e	250,000	\$50,000
Habitat Restoration ^e	\$85,000	\$40,000

^cBudget based on contractual agreement

^eBudget estimate based on best available sources and subject to revision

B. Endowment & Reserve.....	\$1,700,000	\$1,150,000
C. Campaign Budget (A+B).....	\$3,241,000	\$2,129,000

Lead Contributions

as of August 1, 2021

Honorary Campaign Chairs | \$250,000+

Michael Lawrence
National Park Service
Brooke & Trish Harwood

Honorary Campaign Co-Chairs | \$100,000+

Maiden Lot Farm
Maryland Heritage Areas Authority
Veverka Family Foundation

Underwriters | \$50,000+

Christian Havemeyer
Samantha E. Hollomon
Indian Point Foundation
Amanda & Bill Madar
Schumann Foundation
Shared Earth Foundation
John Ben Snow Memorial Trust
Joanne & Matthew Tobriner

Campaign Recognition

The Sultana Education Foundation (SEF) is conducting a "comprehensive campaign" in support of the Lawrence Preserve. Consistent with this approach, all tax-deductible contributions or pledges made to SEF in 2021 or 2022 of \$1,000 or more will be recognized in perpetuity at the Lawrence Preserve. For details please contact:

Madison Beres, Director of Development
mberes@sultanaeducation.org | 410-778-5954



*The Lawrence Wetlands Preserve with Stepne Manor and the Chester River in the distance.
Photo by Sam Shoge / Shoge Studios*



Michael Lawrence

An Example of Commitment

In 2018, the Sultana Education Foundation (SEF) lost a dear friend in Michael Lawrence. Prior to his passing, Mr. Lawrence worked with SEF to establish the Lawrence Wetlands Preserve. His gift allowed SEF to purchase the property for the Preserve that bears his name and provided initial funding for a future program endowment. Mr. Lawrence's commitment is an example of how thoughtful planning by a single individual can have a truly transformative impact.

Above | Michael Lawrence with his dog Watson.



Our Vision

An informed and inspired community that acts to restore and preserve the Chesapeake Bay.

Our Mission

Provide transformative educational experiences in which students investigate the natural and human history of the Chesapeake Bay while exploring solutions for a more sustainable ecosystem.



Sultana
EDUCATION
FOUNDATION

Sultana Education Foundation
200 South Cross Street | Post Office Box 524
Chestertown, Maryland 21620
410-778-5954 | sultanaeducation.org

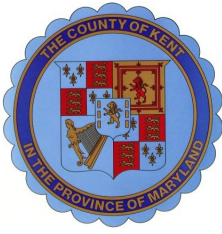


Shelley L. Heller, County Administrator
3/1/2022
County Commissioners Meeting

Item Summary:

Joint Public Meeting Notice

The Kent County Commissioners and the Board of Education will meet on March 7, 2022 at 6:00 p.m., at the Kent County Middle School, 402 East Campus Avenue, Chestertown, MD 21620



Shelley L. Heller, County Administrator
3/1/2022
County Commissioners Meeting

Item Summary:

Ethics Commission Vacancy



Shelley L. Heller, County Administrator
3/1/2022
County Commissioners Meeting

Item Summary:

House Bill 1240 / Senate Bill 986 Education - Low-Density Calculation - Mandated Funding

ATTACHMENTS:

Description

House Bill 1240

Senate Bill 986

HOUSE BILL 1240

F1

2lr2750

By: **Delegates Jacobs, Ghrist, and Arentz**

Introduced and read first time: February 11, 2022

Assigned to: Appropriations

A BILL ENTITLED

1 AN ACT concerning

2 **Education – Low-Density Calculation – Mandated Funding**

3 FOR the purpose of requiring the Governor to include in the annual budget bill an
4 appropriation in an amount equal to the low-density calculation for certain counties
5 that meet certain population density and full-time equivalent student enrollment
6 limitations; and generally relating to mandated funding for counties with low density
7 and a low student enrollment count.

8 BY adding to

9 Article – Education

10 Section 5–243

11 Annotated Code of Maryland

12 (2018 Replacement Volume and 2021 Supplement)

13 SECTION 1. BE IT ENACTED BY THE GENERAL ASSEMBLY OF MARYLAND,
14 That the Laws of Maryland read as follows:

15 **Article – Education**

16 **5–243.**

17 (A) (1) IN THIS SECTION THE FOLLOWING WORDS HAVE THE MEANINGS
18 INDICATED.

19 (2) “ELIGIBLE COUNTY” MEANS A COUNTY WITH:

20 (I) A POPULATION DENSITY AMOUNT LESS THAN 100; AND

21 (II) A FULL-TIME EQUIVALENT ENROLLMENT OF FEWER THAN
22 2,000 STUDENTS.

EXPLANATION: CAPITALS INDICATE MATTER ADDED TO EXISTING LAW.

[Brackets] indicate matter deleted from existing law.



(3) “LOW-DENSITY CALCULATION” MEANS THE FULL-TIME EQUIVALENT ENROLLMENT FOR A COUNTY MULTIPLIED BY THE PRODUCT OF THE PER PUPIL AMOUNT AND THE TOTAL SQUARE MILES IN THE COUNTY.

(4) “PER PUPIL AMOUNT” MEANS:

(I) IN FISCAL YEAR 2024, \$0.43;

(II) IN FISCAL YEAR 2025, \$1.06;

(III) IN FISCAL YEAR 2026, \$1.27;

(IV) IN FISCAL YEAR 2027, \$2.34;

(V) IN FISCAL YEAR 2028, \$3.61;

(VI) IN FISCAL YEAR 2029, \$4.67;

(VII) IN FISCAL YEAR 2030, \$5.95;

(VIII) IN FISCAL YEAR 2031, \$7.22; AND

(IX) FOR SUBSEQUENT FISCAL YEARS, THE PER PUPIL AMOUNT FOR THE PRIOR FISCAL YEAR INCREASED BY \$0.85.

(5) “POPULATION DENSITY AMOUNT” MEANS THE TOTAL COUNTY POPULATION DIVIDED BY THE SQUARE MILES IN THE COUNTY.

(B) BEGINNING IN FISCAL YEAR 2024, FOR EACH ELIGIBLE COUNTY, THE GOVERNOR SHALL INCLUDE IN THE ANNUAL BUDGET BILL AN APPROPRIATION IN AN AMOUNT EQUAL TO THE LOW-DENSITY CALCULATION FOR THE COUNTY.

SECTION 2. AND BE IT FURTHER ENACTED, That this Act shall take effect July 1, 2022.

SENATE BILL 986

F1

2lr3280
CF HB 1240

By: **Senator Hershey**

Introduced and read first time: February 19, 2022

Assigned to: Rules

A BILL ENTITLED

1 AN ACT concerning

2 **Education – Low-Density Calculation – Mandated Funding**

3 FOR the purpose of requiring the Governor to include in the annual budget bill an
4 appropriation in an amount equal to the low-density calculation for certain counties
5 that meet certain population density and full-time equivalent student enrollment
6 limitations; and generally relating to mandated funding for counties with low density
7 and a low student enrollment count.

8 BY adding to

9 Article – Education

10 Section 5–243

11 Annotated Code of Maryland

12 (2018 Replacement Volume and 2021 Supplement)

13 SECTION 1. BE IT ENACTED BY THE GENERAL ASSEMBLY OF MARYLAND,
14 That the Laws of Maryland read as follows:

15 **Article – Education**

16 **5–243.**

17 **(A) (1) IN THIS SECTION THE FOLLOWING WORDS HAVE THE MEANINGS**
18 **INDICATED.**

19 **(2) “ELIGIBLE COUNTY” MEANS A COUNTY WITH:**

20 **(I) A POPULATION DENSITY AMOUNT LESS THAN 100; AND**

21 **(II) A FULL-TIME EQUIVALENT ENROLLMENT OF FEWER THAN**
22 **2,000 STUDENTS.**

EXPLANATION: CAPITALS INDICATE MATTER ADDED TO EXISTING LAW.

[Brackets] indicate matter deleted from existing law.



(3) “LOW-DENSITY CALCULATION” MEANS THE FULL-TIME EQUIVALENT ENROLLMENT FOR A COUNTY MULTIPLIED BY THE PRODUCT OF THE PER PUPIL AMOUNT AND THE TOTAL SQUARE MILES IN THE COUNTY.

(4) “PER PUPIL AMOUNT” MEANS:

(I) IN FISCAL YEAR 2024, \$0.43;

(II) IN FISCAL YEAR 2025, \$1.06;

(III) IN FISCAL YEAR 2026, \$1.27;

(IV) IN FISCAL YEAR 2027, \$2.34;

(V) IN FISCAL YEAR 2028, \$3.61;

(VI) IN FISCAL YEAR 2029, \$4.67;

(VII) IN FISCAL YEAR 2030, \$5.95;

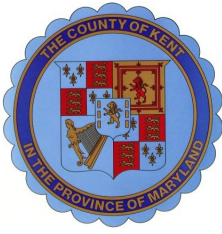
(VIII) IN FISCAL YEAR 2031, \$7.22; AND

(IX) FOR SUBSEQUENT FISCAL YEARS, THE PER PUPIL AMOUNT FOR THE PRIOR FISCAL YEAR INCREASED BY \$0.85.

(5) “POPULATION DENSITY AMOUNT” MEANS THE TOTAL COUNTY POPULATION DIVIDED BY THE SQUARE MILES IN THE COUNTY.

(B) BEGINNING IN FISCAL YEAR 2024, FOR EACH ELIGIBLE COUNTY, THE GOVERNOR SHALL INCLUDE IN THE ANNUAL BUDGET BILL AN APPROPRIATION IN AN AMOUNT EQUAL TO THE LOW-DENSITY CALCULATION FOR THE COUNTY.

SECTION 2. AND BE IT FURTHER ENACTED, That this Act shall take effect July 1, 2022.



Shelley L. Heller, County Administrator
3/1/2022
County Commissioners Meeting

Item Summary:

House Bill 1187 / Senate Bill 726 Transportation - Highway User Revenues - Revenue and Distribution

ATTACHMENTS:

Description

House Bill 1187

Senate Bill 726

HOUSE BILL 1187

R1
HB 649/21 – ENT

2lr2183
CF SB 726

By: **Delegates Anderton, Adams, Arentz, Boteler, Buckel, Cox, Crosby, Feldmark, Fennell, Gilchrist, Griffith, Hartman, Holmes, Hornberger, Howard, Jacobs, Jalisi, Kipke, Krebs, Lierman, Lisanti, Mangione, McComas, McKay, Morgan, Novotny, Otto, Patterson, Reilly, Rose, Saab, Sample–Hughes, Shoemaker, Thiam, and Wivell**

Introduced and read first time: February 11, 2022

Assigned to: Environment and Transportation

A BILL ENTITLED

1 AN ACT concerning

2 **Transportation – Highway User Revenues – Revenue and Distribution**

3 FOR the purpose of altering the amounts of certain capital grants calculated based on
4 highway user revenues that are required to be appropriated to Baltimore City,
5 counties, and municipalities in certain fiscal years; and generally relating to revenue
6 for and distributions of highway user revenues.

7 BY repealing and reenacting, with amendments,
8 Article – Transportation
9 Section 8–402 and 8–403
10 Annotated Code of Maryland
11 (2020 Replacement Volume and 2021 Supplement)

12 SECTION 1. BE IT ENACTED BY THE GENERAL ASSEMBLY OF MARYLAND,
13 That the Laws of Maryland read as follows:

14 **Article – Transportation**

15 8–402.

16 (a) There is a Gasoline and Motor Vehicle Revenue Account in the Transportation
17 Trust Fund.

18 (b) All revenues collected from the following, after deductions provided by law,
19 shall be credited to the Gasoline and Motor Vehicle Revenue Account:

20 (1) All of the motor vehicle fuel tax;

EXPLANATION: CAPITALS INDICATE MATTER ADDED TO EXISTING LAW.

[Brackets] indicate matter deleted from existing law.



(2) Except as otherwise provided by law, two-thirds of the vehicle titling tax;

(3) Except for revenues collected under Title 13, Subtitle 9, Parts III and IV of this article, vehicle registration fees;

(4) The revenue disbursed to this Account under § 2-614 of the Tax – General Article; and

(5) **[80 percent] 80%** of the funds distributed on short-term vehicle rentals under § 2-1302.1 of the Tax – General Article to the Transportation Trust Fund from the sales and use tax.

(c) **[(1)]** For fiscal year 2019:

(i) 90.4% of the revenue credited to the Account may be used as provided in § 3-216 of this article; and

(ii) The balance of the Account shall be used to pay the allocations of highway user revenues provided by this subtitle to the counties, municipalities, and Baltimore City.

(2)] For fiscal year 2020 and each fiscal year thereafter, revenue credited to the Account shall be used as provided in § 3-216 of this article.

8-403.

(a) **[Subject to §§ 3-307 and 3-308 of this article, for fiscal year 2019, from the total highway user revenues:**

(1) An amount equal to 7.7% of total highway user revenues shall be distributed to Baltimore City in monthly installments;

(2) An amount shall be distributed to the counties at the times specified in § 8-407 of this subtitle, to be allocated as provided in § 8-404 of this subtitle, equal to 1.5% of total highway user revenues; and

(3) An amount shall be distributed to the municipalities at the times specified in § 8-407 of this subtitle, to be allocated as provided in § 8-405 of this subtitle, equal to 0.4% of total highway user revenues.

(b) **(1)]** Subject to **[paragraph (3) of this subsection] SUBSECTION (C) OF THIS SECTION**, for fiscal years 2020 through 2024, capital grants shall be appropriated from the Transportation Trust Fund as provided in § 3-216 of this article based on the following calculations:

1 [(i)] (1) An amount equal to 8.3% of funds credited to the Gasoline
2 and Motor Vehicle Revenue Account shall be appropriated to Baltimore City;

3 [(ii)] (2) An amount equal to 3.2% of funds credited to the Gasoline
4 and Motor Vehicle Revenue Account shall be appropriated to the counties to be distributed
5 as provided in § 8–404 of this subtitle; and

6 [(iii)] (3) An amount equal to 2.0% of funds credited to the Gasoline
7 and Motor Vehicle Revenue Account shall be appropriated to the municipalities to be
8 distributed as provided in § 8–405 of this subtitle.

9 [(2)] (B) Subject to [paragraph (3) of this subsection] **SUBSECTION (C)**
10 **OF THIS SECTION**, for fiscal year 2025 and each fiscal year thereafter, capital grants shall
11 be appropriated from the Transportation Trust Fund as provided in § 3–216 of this article
12 based on the following calculations:

13 [(i)] (1) An amount equal to [7.7%] **12.1%** of funds credited to the
14 Gasoline and Motor Vehicle Revenue Account shall be appropriated to Baltimore City;

15 [(ii)] (2) An amount equal to [1.5%] **15.3%** of funds credited to the
16 Gasoline and Motor Vehicle Revenue Account shall be appropriated to the counties to be
17 distributed as provided in § 8–404 of this subtitle; and

18 [(iii)] (3) An amount equal to [0.4%] **2.6%** of funds credited to the
19 Gasoline and Motor Vehicle Revenue Account shall be appropriated to the municipalities
20 to be distributed as provided in § 8–405 of this subtitle.

21 [(3)] (C) The capital grants made under this subtitle shall be appropriated
22 only if all debt service requirements and departmental operating expenses have been
23 funded and sufficient funds are available to fund the capital program.

24 SECTION 2. AND BE IT FURTHER ENACTED, That this Act shall take effect July
25 1, 2022.

SENATE BILL 726

R1
SB 362/21 – B&T

2lr1716
CF 2lr2183

By: **Senators McCray, Edwards, Waldstreicher, Guzzone, Zucker, Sydnor, Smith, Kramer, Klausmeier, Ready, Benson, Corderman, Gallion, Griffith, Hester, Elfreth, Carter, Hayes, Beidle, Augustine, Hettleman, Young, Rosapepe, Hershey, Ellis, Eckardt, and Kagan**

Introduced and read first time: February 7, 2022

Assigned to: Budget and Taxation

A BILL ENTITLED

1 AN ACT concerning

2 **Transportation – Highway User Revenues – Revenue and Distribution**

3 FOR the purpose of altering the amounts of certain capital grants calculated based on
4 highway user revenues that are required to be appropriated to Baltimore City,
5 counties, and municipalities in certain fiscal years; and generally relating to revenue
6 for and distributions of highway user revenues.

7 BY repealing and reenacting, with amendments,
8 Article – Transportation
9 Section 8–402 and 8–403
10 Annotated Code of Maryland
11 (2020 Replacement Volume and 2021 Supplement)

12 SECTION 1. BE IT ENACTED BY THE GENERAL ASSEMBLY OF MARYLAND,
13 That the Laws of Maryland read as follows:

14 **Article – Transportation**

15 8–402.

16 (a) There is a Gasoline and Motor Vehicle Revenue Account in the Transportation
17 Trust Fund.

18 (b) All revenues collected from the following, after deductions provided by law,
19 shall be credited to the Gasoline and Motor Vehicle Revenue Account:

20 (1) All of the motor vehicle fuel tax;

EXPLANATION: CAPITALS INDICATE MATTER ADDED TO EXISTING LAW.

[Brackets] indicate matter deleted from existing law.



(2) Except as otherwise provided by law, two-thirds of the vehicle titling tax;

(3) Except for revenues collected under Title 13, Subtitle 9, Parts III and IV of this article, vehicle registration fees;

(4) The revenue disbursed to this Account under § 2-614 of the Tax – General Article; and

(5) **[80 percent] 80%** of the funds distributed on short-term vehicle rentals under § 2-1302.1 of the Tax – General Article to the Transportation Trust Fund from the sales and use tax.

(c) **[(1)]** For fiscal year 2019:

(i) 90.4% of the revenue credited to the Account may be used as provided in § 3-216 of this article; and

(ii) The balance of the Account shall be used to pay the allocations of highway user revenues provided by this subtitle to the counties, municipalities, and Baltimore City.

(2)] For fiscal year 2020 and each fiscal year thereafter, revenue credited to the Account shall be used as provided in § 3-216 of this article.

8-403.

(a) **[Subject to §§ 3-307 and 3-308 of this article, for fiscal year 2019, from the total highway user revenues:**

(1) An amount equal to 7.7% of total highway user revenues shall be distributed to Baltimore City in monthly installments;

(2) An amount shall be distributed to the counties at the times specified in § 8-407 of this subtitle, to be allocated as provided in § 8-404 of this subtitle, equal to 1.5% of total highway user revenues; and

(3) An amount shall be distributed to the municipalities at the times specified in § 8-407 of this subtitle, to be allocated as provided in § 8-405 of this subtitle, equal to 0.4% of total highway user revenues.

(b) **(1)]** Subject to **[paragraph (3) of this subsection] SUBSECTION (C) OF THIS SECTION**, for fiscal years 2020 through 2024, capital grants shall be appropriated from the Transportation Trust Fund as provided in § 3-216 of this article based on the following calculations:

1 [(i)] (1) An amount equal to 8.3% of funds credited to the Gasoline
2 and Motor Vehicle Revenue Account shall be appropriated to Baltimore City;

3 [(ii)] (2) An amount equal to 3.2% of funds credited to the Gasoline
4 and Motor Vehicle Revenue Account shall be appropriated to the counties to be distributed
5 as provided in § 8–404 of this subtitle; and

6 [(iii)] (3) An amount equal to 2.0% of funds credited to the Gasoline
7 and Motor Vehicle Revenue Account shall be appropriated to the municipalities to be
8 distributed as provided in § 8–405 of this subtitle.

9 [(2)] (B) Subject to [paragraph (3) of this subsection] **SUBSECTION (C)**
10 **OF THIS SECTION**, for fiscal year 2025 and each fiscal year thereafter, capital grants shall
11 be appropriated from the Transportation Trust Fund as provided in § 3–216 of this article
12 based on the following calculations:

13 [(i)] (1) An amount equal to [7.7%] **12.1%** of funds credited to the
14 Gasoline and Motor Vehicle Revenue Account shall be appropriated to Baltimore City;

15 [(ii)] (2) An amount equal to [1.5%] **15.3%** of funds credited to the
16 Gasoline and Motor Vehicle Revenue Account shall be appropriated to the counties to be
17 distributed as provided in § 8–404 of this subtitle; and

18 [(iii)] (3) An amount equal to [0.4%] **2.6%** of funds credited to the
19 Gasoline and Motor Vehicle Revenue Account shall be appropriated to the municipalities
20 to be distributed as provided in § 8–405 of this subtitle.

21 [(3)] (C) The capital grants made under this subtitle shall be appropriated
22 only if all debt service requirements and departmental operating expenses have been
23 funded and sufficient funds are available to fund the capital program.

24 SECTION 2. AND BE IT FURTHER ENACTED, That this Act shall take effect July
25 1, 2022.



Sondra M. Blackiston, Clerk/KATE Manager
3/1/2022
County Commissioners Meeting

Item Summary:

Opposition of Senate Bill 603 / House Bill 506

ATTACHMENTS:

Description

03.01.22 OPPOSITION Senate Bill 603 House Bill 506, Constitutional Amendment - Beer and Wine Licenses - Retail Grocery Establishments, The Honorable Stephen Hershey

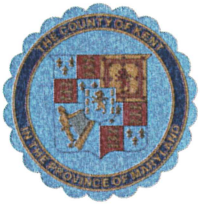
03.01.22 OPPOSITION Senate Bill 603 House Bill 506, Constitutional Amendment - Beer and Wine Licenses - Retail Grocery Establishments, District 36 Delegation

03.01.22 OPPOSITION Senate Bill 603 House Bill 506, Constitutional Amendment - Beer and Wine Licenses - Retail Grocery Establishments, Economic Matters Committee

03.01.22 OPPOSITION Senate Bill 603 House Bill 506, Constitutional Amendment - Beer and Wine Licenses - Retail Grocery Establishments, Education, Health, and Environmental Affairs Committee

Senate Bill 603

House Bill 506



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

March 1, 2022

The Honorable Stephen S. Hershey, Jr.
James Senate Office Building, Room 420
11 Bladen Street
Annapolis, MD 21401-1991

RE: OPPOSITION of Senate Bill 603 / House Bill 506 Constitutional Amendment - Beer and Wine Licenses - Retail Grocery Establishments

Dear Senator Hershey:

The County Commissioners of Kent County, Maryland oppose Senate Bill 603 / House Bill 506 Constitutional Amendment - Beer and Wine Licenses - Retail Grocery Establishments. One of the goals in the 2022 Economic and Tourism Development Strategic Plan for Kent County, is to cultivate business retention, expansion, and attraction. Small businesses and entrepreneurs represent more than 87% of our business establishments and are the fabric of our economy. Over 1/3 of Kent County's alcohol-licensed establishments are package stores. These small businesses embrace diverse business models to meet their customers' requests. Now more than ever, they must be nimble and adapt to changes in consumer buying behaviors. Many small businesses partner with other local businesses to create a unique experience that boosts the County's economy.

The proposed bill as drafted does not create new growth opportunities and allows larger businesses to achieve quantity discounts that would make it difficult for our small businesses to compete, therefore we submit our opposition to SB603 / HB506.

Very truly yours,
THE COUNTY COMMISSIONERS
OF KENT COUNTY, MARYLAND


P. Thomas Mason, President


Ronald H. Fithian, Member


Robert N. Jacob, Jr., Member

KCC: sew

cc: The Honorable Jay A. Jacobs
The Honorable Steven J. Arentz
The Honorable Jefferson L. Ghrist



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

March 1, 2022

The Honorable Jay A. Jacobs
Lowe House Office Building, Room 321
6 Bladen Street
Annapolis, MD 21401-1912

The Honorable Steven J. Arentz
Lowe House Office Building, Room 308
6 Bladen Street
Annapolis, MD 21401-1912

The Honorable Jefferson L. Ghrist
Lowe House Office Building, Room 430
6 Bladen Street
Annapolis, MD 21401-1912

RE: OPPOSITION of House Bill 506 / Senate Bill 603 Constitutional Amendment - Beer and Wine Licenses - Retail Grocery Establishments

Dear Delegates Jacobs, Arentz, and Ghrist:

The County Commissioners of Kent County, Maryland oppose House Bill 506 / Senate Bill 603 Constitutional Amendment - Beer and Wine Licenses - Retail Grocery Establishments. One of the goals in the 2022 Economic and Tourism Development Strategic Plan for Kent County, is to cultivate business retention, expansion, and attraction. Small businesses and entrepreneurs represent more than 87% of our business establishments and are the fabric of our economy. Over 1/3 of Kent County's alcohol-licensed establishments are package stores. These small businesses embrace diverse business models to meet their customers' requests. Now more than ever, they must be nimble and adapt to changes in consumer buying behaviors. Many small businesses partner with other local businesses to create a unique experience that boosts the County's economy.

The proposed bill as drafted does not create new growth opportunities and allows larger businesses to achieve quantity discounts that would make it difficult for our small businesses to compete, therefore we submit our opposition to HB506 / SB603.

Very truly yours,
THE COUNTY COMMISSIONERS
OF KENT COUNTY, MARYLAND

P. Thomas Mason, President

Ronald H. Fithian, Member

Robert N. Jacob, Jr., Member

KCC: sew

cc: The Honorable Stephen S. Hershey, Jr.



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

March 1, 2022

The Honorable C. T. Wilson
Economic Matters Committee
Room 231
House Office Building
Annapolis, MD 21401

RE: OPPOSITION of House Bill 506 / Senate Bill 603 Constitutional Amendment - Beer and Wine Licenses - Retail Grocery Establishments

Dear Chair Wilson and Members of the Economic Matters Committee:

The County Commissioners of Kent County, Maryland oppose House Bill 506 / Senate Bill 603 Constitutional Amendment - Beer and Wine Licenses - Retail Grocery Establishments. One of the goals in the 2022 Economic and Tourism Development Strategic Plan for Kent County, is to cultivate business retention, expansion, and attraction. Small businesses and entrepreneurs represent more than 87% of our business establishments and are the fabric of our economy. Over 1/3 of Kent County's alcohol-licensed establishments are package stores. These small businesses embrace diverse business models to meet their customers' requests. Now more than ever, they must be nimble and adapt to changes in consumer buying behaviors. Many small businesses partner with other local businesses to create a unique experience that boosts the County's economy.

The proposed bill as drafted does not create new growth opportunities and allows larger businesses to achieve quantity discounts that would make it difficult for our small businesses to compete, therefore we submit our opposition to HB506 / SB603.

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

A handwritten signature in blue ink that reads "Ronnie Fithian".

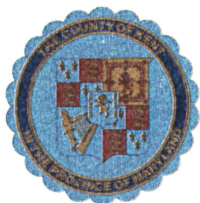
Ronald H. Fithian, Member

A handwritten signature in blue ink that reads "Robert N. Jacob, Jr.".

Robert N. Jacob, Jr., Member

KCC: sew

cc: The Honorable Stephen S. Hershey, Jr.
The Honorable Jay A. Jacobs
The Honorable Steven J. Arentz
The Honorable Jefferson L. Ghrist



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

March 1, 2022

The Honorable Paul G. Pinsky
Education, Health, and Environmental Affairs Committee
2 West
Miller Senate Office Building
Annapolis, Maryland 21401

RE: OPPOSITION of Senate Bill 603 / House Bill 506 Constitutional Amendment - Beer and Wine Licenses - Retail Grocery Establishments

Dear Chair Pinsky and Members of the Education, Health, and Environmental Affairs Committee:

The County Commissioners of Kent County, Maryland oppose Senate Bill 603 / House Bill 506 Constitutional Amendment - Beer and Wine Licenses - Retail Grocery Establishments. One of the goals in the 2022 Economic and Tourism Development Strategic Plan for Kent County, is to cultivate business retention, expansion, and attraction. Small businesses and entrepreneurs represent more than 87% of our business establishments and are the fabric of our economy. Over 1/3 of Kent County's alcohol-licensed establishments are package stores. These small businesses embrace diverse business models to meet their customers' requests. Now more than ever, they must be nimble and adapt to changes in consumer buying behaviors. Many small businesses partner with other local businesses to create a unique experience that boosts the County's economy.

The proposed bill as drafted does not create new growth opportunities and allows larger businesses to achieve quantity discounts that would make it difficult for our small businesses to compete, therefore we submit our opposition to SB603 / HB506.

Very truly yours,
THE COUNTY COMMISSIONERS
OF KENT COUNTY, MARYLAND

P. Thomas Mason, President

Ronald H. Fithian, Member

Robert N. Jacob, Jr., Member

KCC: sew

cc: The Honorable Stephen S. Hershey, Jr.
The Honorable Jay A. Jacobs
The Honorable Steven J. Arentz
The Honorable Jefferson L. Ghrist

SENATE BILL 603

A1
SB 763/21 – EHE

CONSTITUTIONAL AMENDMENT

2lr0302
CF HB 506

By: **Senator McCray**

Introduced and read first time: February 2, 2022

Assigned to: Education, Health, and Environmental Affairs

A BILL ENTITLED

1 AN ACT concerning

2 **Constitutional Amendment – Beer and Wine Licenses – Retail Grocery**
3 **Establishments**

4 FOR the purpose of establishing that, on or after a certain date, a retail grocery
5 establishment in the State may obtain a license authorizing the retail grocery
6 establishment to sell beer and wine to individuals who are at least a certain age.

7 BY proposing an addition to the Maryland Constitution
8 New Article XX – Retail Grocery Establishments; Beer and Wine Sales
9 Section 1

10 SECTION 1. BE IT ENACTED BY THE GENERAL ASSEMBLY OF MARYLAND,
11 (Three-fifths of all the members elected to each of the two Houses concurring), That it be
12 proposed that the Maryland Constitution read as follows:

13 **Article XX – Retail Grocery Establishments; Beer and Wine Sales**

14 **1.**

15 **(A) SUBJECT TO SUBSECTION (B) OF THIS SECTION, ON OR AFTER JULY 1,**
16 **2024, A RETAIL GROCERY ESTABLISHMENT IN THE STATE MAY OBTAIN A LICENSE**
17 **AUTHORIZING THE RETAIL GROCERY ESTABLISHMENT TO SELL BEER AND WINE TO**
18 **INDIVIDUALS WHO ARE AT LEAST 21 YEARS OLD.**

19 **(B) THE GENERAL ASSEMBLY SHALL, BY LAW:**

20 **(1) PROVIDE FOR THE REGULATORY AND POLICY FRAMEWORK**
21 **GOVERNING THE ISSUANCE OF BEER AND WINE LICENSES TO RETAIL GROCERY**
22 **ESTABLISHMENTS; AND**

EXPLANATION: CAPITALS INDICATE MATTER ADDED TO EXISTING LAW.

[Brackets] indicate matter deleted from existing law.



1 **(2) PRIORITIZE THE ISSUANCE OF BEER AND WINE LICENSES FOR**
2 **RETAIL GROCERY ESTABLISHMENTS THAT ARE LOCATED IN GEOGRAPHIC AREAS**
3 **THAT HAVE A DEMONSTRATED LACK OF AFFORDABLE HEALTHY FOOD OPTIONS.**

4 SECTION 2. AND BE IT FURTHER ENACTED, That the General Assembly
5 determines that the amendment to the Maryland Constitution proposed by Section 1 of this
6 Act affects multiple jurisdictions and that the provisions of Article XIV, § 1 of the Maryland
7 Constitution concerning local approval of constitutional amendments do not apply.

8 SECTION 3. AND BE IT FURTHER ENACTED, That:

9 (a) The amendment to the Maryland Constitution proposed by Section 1 of this
10 Act shall be submitted to the qualified voters of the State at the next general election to be
11 held in November 2022 for adoption or rejection pursuant to Article XIV of the Maryland
12 Constitution.

13 (b) (1) At that general election, the vote on the proposed amendment to the
14 Constitution shall be by ballot, and on each ballot there shall be printed the words “For the
15 Constitutional Amendment” and “Against the Constitutional Amendment”, as now
16 provided by law.

17 (2) At that general election, a question substantially similar to the
18 following shall be submitted to the qualified voters of the State:

19 “Question ____ – Constitutional Amendment

20 Do you favor the ability of retail grocery establishments in the State, such as grocery
21 stores and supermarkets, to sell beer and wine to individuals who are at least 21 years of
22 age?”.

23 (c) Immediately after the election, all returns shall be made to the Governor of
24 the vote for and against the proposed amendment, as directed by Article XIV of the
25 Maryland Constitution, and further proceedings had in accordance with Article XIV.

HOUSE BILL 506

A1

CONSTITUTIONAL AMENDMENT

2lr0301
CF 2lr0302

By: **Delegate Qi**

Introduced and read first time: January 21, 2022

Assigned to: Economic Matters

A BILL ENTITLED

1 AN ACT concerning

2 **Constitutional Amendment – Beer and Wine Licenses – Retail Grocery**
3 **Establishments**

4 FOR the purpose of establishing that, on or after a certain date, a retail grocery
5 establishment in the State may obtain a license authorizing the retail grocery
6 establishment to sell beer and wine to individuals who are at least a certain age.

7 BY proposing an addition to the Maryland Constitution
8 New Article XX – Retail Grocery Establishments; Beer and Wine Sales
9 Section 1

10 SECTION 1. BE IT ENACTED BY THE GENERAL ASSEMBLY OF MARYLAND,
11 (Three-fifths of all the members elected to each of the two Houses concurring), That it be
12 proposed that the Maryland Constitution read as follows:

13 **Article XX – Retail Grocery Establishments; Beer and Wine Sales**

14 **1.**

15 **(A) SUBJECT TO SUBSECTION (B) OF THIS SECTION, ON OR AFTER JULY 1,**
16 **2024, A RETAIL GROCERY ESTABLISHMENT IN THE STATE MAY OBTAIN A LICENSE**
17 **AUTHORIZING THE RETAIL GROCERY ESTABLISHMENT TO SELL BEER AND WINE TO**
18 **INDIVIDUALS WHO ARE AT LEAST 21 YEARS OLD.**

19 **(B) THE GENERAL ASSEMBLY SHALL, BY LAW:**

20 **(1) PROVIDE FOR THE REGULATORY AND POLICY FRAMEWORK**
21 **GOVERNING THE ISSUANCE OF BEER AND WINE LICENSES TO RETAIL GROCERY**
22 **ESTABLISHMENTS; AND**

EXPLANATION: CAPITALS INDICATE MATTER ADDED TO EXISTING LAW.

[Brackets] indicate matter deleted from existing law.



1 **(2) PRIORITIZE THE ISSUANCE OF BEER AND WINE LICENSES FOR**
2 **RETAIL GROCERY ESTABLISHMENTS THAT ARE LOCATED IN GEOGRAPHIC AREAS**
3 **THAT HAVE A DEMONSTRATED LACK OF AFFORDABLE HEALTHY FOOD OPTIONS.**

4 SECTION 2. AND BE IT FURTHER ENACTED, That the General Assembly
5 determines that the amendment to the Maryland Constitution proposed by Section 1 of this
6 Act affects multiple jurisdictions and that the provisions of Article XIV, § 1 of the Maryland
7 Constitution concerning local approval of constitutional amendments do not apply.

8 SECTION 3. AND BE IT FURTHER ENACTED, That:

9 (a) The amendment to the Maryland Constitution proposed by Section 1 of this
10 Act shall be submitted to the qualified voters of the State at the next general election to be
11 held in November 2022 for adoption or rejection pursuant to Article XIV of the Maryland
12 Constitution.

13 (b) (1) At that general election, the vote on the proposed amendment to the
14 Constitution shall be by ballot, and on each ballot there shall be printed the words “For the
15 Constitutional Amendment” and “Against the Constitutional Amendment”, as now
16 provided by law.

17 (2) At that general election, a question substantially similar to the
18 following shall be submitted to the qualified voters of the State:

19 “Question ____ – Constitutional Amendment

20 Do you favor the ability of retail grocery establishments in the State, such as grocery
21 stores and supermarkets, to sell beer and wine to individuals who are at least 21 years of
22 age?”.

23 (c) Immediately after the election, all returns shall be made to the Governor of
24 the vote for and against the proposed amendment, as directed by Article XIV of the
25 Maryland Constitution, and further proceedings had in accordance with Article XIV.



Charles D. MacLeod, Attorney, MacLeod Law Group, LLC
3/1/2022
County Commissioners Meeting

Item Summary:

In-Kind Response Letter

ATTACHMENTS:

Description

03.01.22 Charles MacLeod, MacLeod Law Group, LLC, Response to 02.17.22 Letter, Update on Mixed Use Zoning Request, Millington Crossing Growth Area

02.22.22 Charles D. MacLeod, Esq., MacLeod Law Group, LLC, Update on Mixed Use Zoning Request - Millington Crossing Growth Area - REVISED



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

March 1, 2022

Charles D. MacLeod, Esquire
MacLeod Law Group, LLC
110 N. Cross Street
Chestertown, MD 21620

RE: Mixed Use Zoning Request – Millington Crossing Growth Area

Dear Mr. MacLeod:

Thank you for your detailed letter dated February 17, 2022, regarding the mixed-use zoning request for the Millington Crossing growth area. We forwarded a copy of your letter to the Comprehensive Rezoning and Update (CRU) Task Force and appropriate staff.

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

A handwritten signature in blue ink that reads "Ronnie Fithian".

Ronald H. Fithian, Member

A handwritten signature in blue ink that reads "Robert N. Jacob, Jr.".

Robert N. Jacob, Jr., Member

KCC: sew

cc: Thomas N. Yeager, County Attorney
Bill Mackey, Director, Planning, Housing, and Zoning
Mike Moulds, Director, Public Works
Jamie Williams, Director, Economic and Tourism Development



County Commissioners

Office

Date 2-18-22 LJC

Charles D. MacLeod, Esq.
cmacleod@mlg-lawyers.com

February 17, 2022
[replacing letter dated February 16]

BY HAND DELIVERY and EMAIL

County Commissioners for Kent County
R. Clayton Mitchell Government Center
400 High Street
Chestertown, Maryland 21620

Re: Update on Mixed Use Zoning Request - Millington Crossing Growth Area

Dear Commissioners Mason, Jacob and Fithian:

I am writing on behalf of Russell H. Richardson, principal of Richardson Fresh Ponds, LLC, and neighboring property owners regarding an update on Millington Crossing in the context of our aggregated request for mixed-use zoning to facilitate coordinated development of the Millington growth area, including integrated master planning and infrastructure phasing. We have been working with and monitoring the Comprehensive Rezoning Update (CRU) Task Force and understand that the Task Force will resume meeting in March. During the Task Force hiatus, there has been active development interest in the Millington growth area, and Mr. Richardson, et al wanted to update the County Commissioners and involved agencies on the progress, and to instigate action consistent with the County Comprehensive Plan (2018).

- 1. Land assembly and cooperation among property owners:** We are pleased to inform the County Commissioners that with recent additions there are now 634 +/- acres of land ownership who have requested mixed-use zoning. Adding in the adjacent Maloney property of 142 acres, where the owners are satisfied with their present residential zoning, brings to 776 total acres for the area being master planned for integrated development in accordance with the County's vision per the Comprehensive Plan. This area encompasses one and one-half (1½) miles of frontage on each side of U.S. 301 north of Route 291; an attractive configuration. In addition, we are in ongoing conversation with neighboring Freeman Evans, who owns 125 acres north of Millington Road and has annexed into the Town of Millington, regarding cooperation and coordination with infrastructure planning and phased implementation. This totals 901 acres of land, whose owners are working in cooperation, thus defining the County's potential growth area, consistent with the Comprehensive Plan.

For reference, please review the attached **Map D-1 Properties in Growth Area Requesting Mixed-Use Rezoning & Other Properties Requiring Utilities & Services** and **Map D-2 Properties in Growth Area Included in Mixed Use Rezoning Request**.

2. **Phase One development will act as a catalyst for this key growth area identified by the County:** We cannot overemphasize the critical importance that an initial phase of development will have to realizing the County's vision for mixed-use development in this growth corridor. We commend Kent County for advancing mixed-use rezoning and hope further studies on water service and waste-water treatment begin soon. We have developed several alternative development plans that might be useful in projecting development potential including sewer and water needs for this County-designated growth area. If helpful, we can provide our studies of potential development anticipated for each parcel or area, i.e., square footage for commercial and industrial uses, number of rooms for hotels, and number of units for housing that is affordable housing, apartment, townhouse and single-family.
3. **Time is of the essence to capture Phase One development:** There is presently a significant development proposal involving 35-40 acres of Richardson land on the west side of Route 301 that would constitute the first phase of development at Millington Crossing. The proposed development would advance the goals of the recently updated County Comprehensive Plan to focus economic development around the Route 301/291 interchange. The prospective developer has been exploring the possibilities for on-site waste-water treatment and on-site water, or the need for public water and waste-water treatment. There is also a national residential developer who has made an offer to purchase land in the Town of Millington for a sizeable residential development. They too are exploring options for water and sewer services. Since each of these components of Millington Crossing would be coordinated phases in this multi-year project, they may be able to start development before a waste-water treatment facility is built; but would require one for a full-build out.
4. **Prioritize County rezoning and no annexation into the Town of Millington:**
 - a. There are 286 acres of the Growth Area that the Town of Millington has excluded from annexations in their Comprehensive Plan. See **Maps AX-2 and AX-3**.
 - b. After annexing the Freeman Evans Property (125 acres) last year, the Town of Millington has stated they will not consider any further annexations until 2024. At the same time, **Map AX-3** (Map 3-2 of the Millington Comprehensive Plan) shows an annexation area extending from existing Town boundaries on the west to Route 301.
 - c. Of the 634 acres applying for Mixed-Use Zoning, none of the owners want to annex into the Town of Millington. See **Map AX-1**.
 - d. The developer prospect for 35-40 acres of Richardson land on the west side of Route 301 does not want to be annexed into Millington.



At this time, the owners of the properties totaling 634 acres who are requesting the mixed-use rezoning from the County do not want to be annexed into Millington since that cannot be achieved in a timely manner to capitalize on the present Phase One development prospects. Given the current state of planning, zoning and infrastructure in the Town and lack of clear and timely direction, it is essential for the County to marshal resources accordingly and prioritize rezoning and lead infrastructure efforts in furtherance of implementing the County Comprehensive Plan in the Growth Area surrounding the Millington interchange.

5. **Leveraging Growth Area development for reinvestment and improvements in and around Millington:** The Millington Crossing property owners are supportive of forming a public-private partnership with the County and the Town that can explore how development in the interchange growth area can be leveraged to benefit the citizens, economy, and environment of the Millington area. This could include using economic development tools to facilitate reinvestment and improvements in the historic core of the Town and preserving the Mills Branch as a scenic natural corridor with public access on a new trail system that connects to the Chester River.
6. **Attachments – Growth Area Maps.** The attached maps depict the potential contiguous area that constitutes the rare opportunity for integrated master planned development within the Millington growth area, the lands requiring utilities and services, and existing and proposed zoning.

On behalf of all the collective property owners at Millington Crossing, we are excited to be working in cooperation with the County on the rezoning and coordinated master planning for integrated development and infrastructure servicing around the Route 301/291 interchange. We would welcome the opportunity to meet with you and your economic development officials and other necessary agency representatives to further discuss what is outlined in this letter and related issues that are more confidential.

In advance, we thank you for your attention and cooperation. Please contact Mr. Richardson or me with any questions.

Sincerely,



Charles D. MacLeod

cc: William A. Mackey, AICP, Director, Dept of Planning
Michael S. Moulds, P.E., Director, Dept. of Public Works
Jamie L. Williams, Director, Dept. of Economic Development
Richardson Fresh Ponds, LLC
Russell H. Richardson
Renee H. Richardson



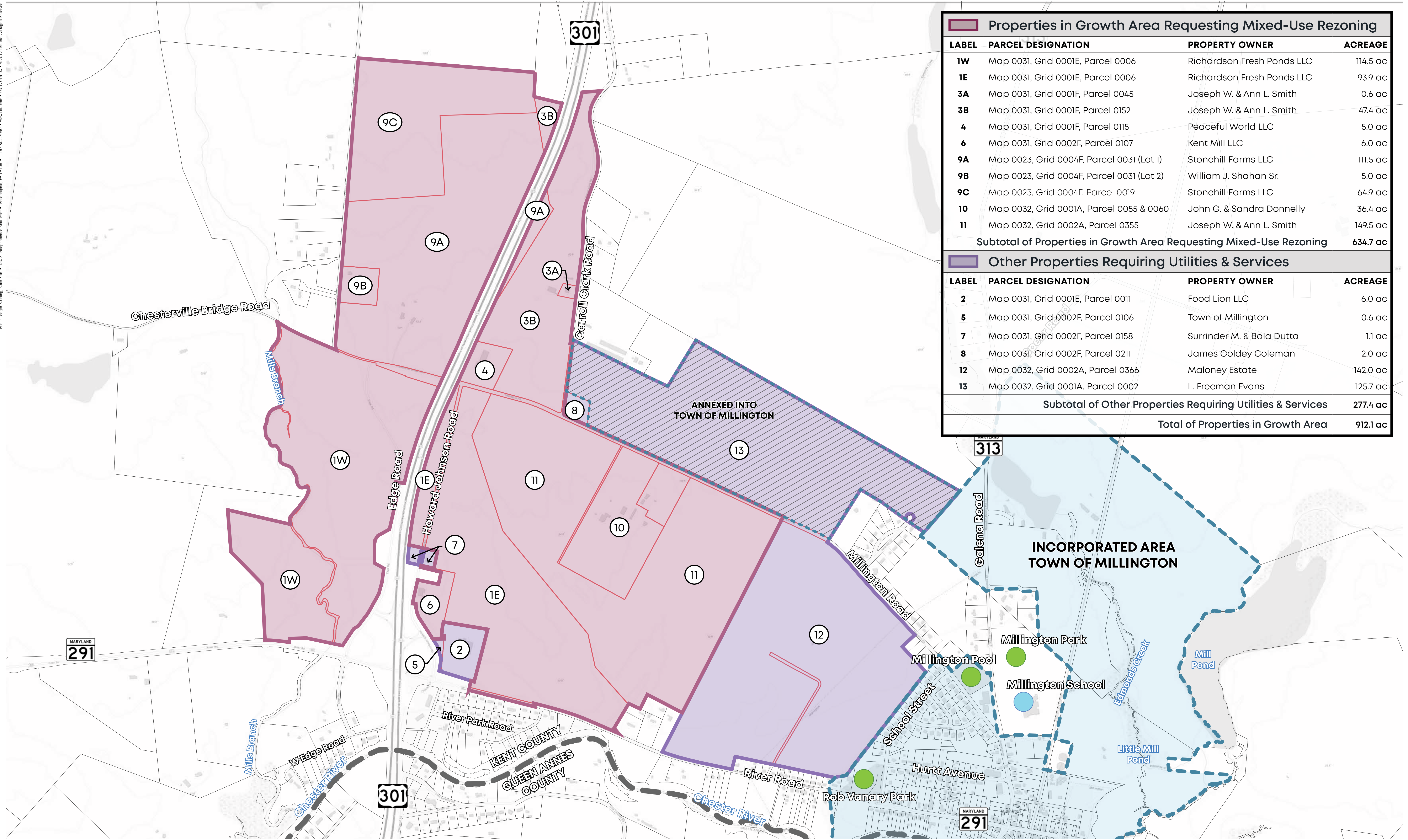
Ryan H. Richardson
Chad Pitts
Stewart Connard
Bob Owens
Jim Constantine, LRK

Attachments: Growth Area Maps

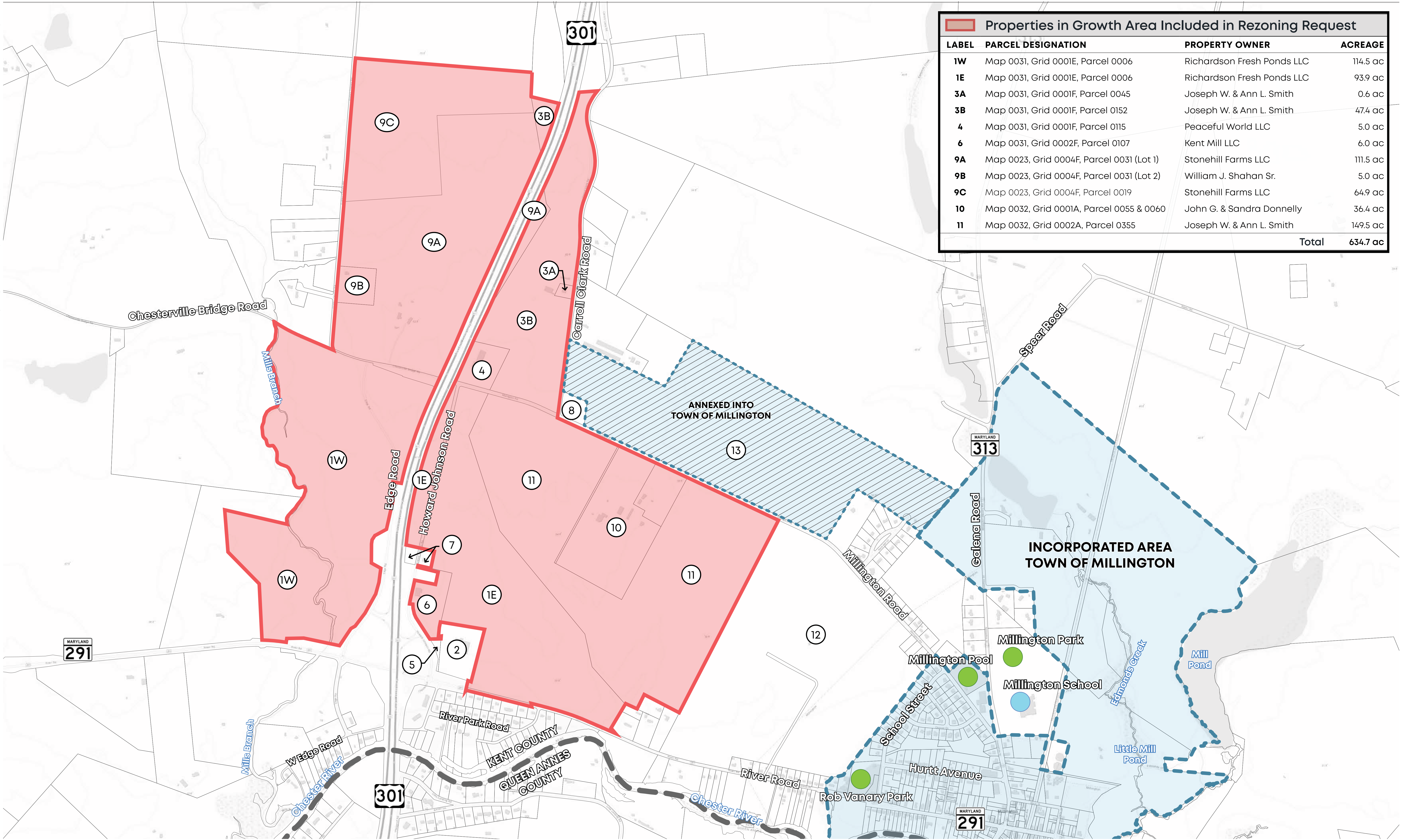
- D-1** Properties in Growth Area requesting mixed-use rezoning and other properties requiring utilities and services
- D-2** Properties in Growth Area requesting mixed-use rezoning
- AX-1** Properties in Growth Area requesting mixed-use rezoning, but which do not want to annex into the Town of Millington
- AX-2** Properties in Growth Area excluded from annexation in the Town of Millington's Comprehensive Plan
- AX-3** Map 3-2 from Town of Millington Comprehensive Plan
- E-1** Existing Kent County zoning (e.g., fragmentation)
- E-2** Proposed Mixed-Use Zoning District



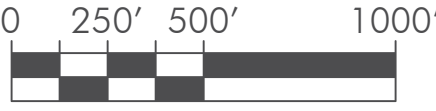
Properties in Growth Area Requesting Mixed-Use Rezoning			
LABEL	PARCEL DESIGNATION	PROPERTY OWNER	ACREAGE
1W	Map 0031, Grid 0001E, Parcel 0006	Richardson Fresh Ponds LLC	114.5 ac
1E	Map 0031, Grid 0001E, Parcel 0006	Richardson Fresh Ponds LLC	93.9 ac
3A	Map 0031, Grid 0001F, Parcel 0045	Joseph W. & Ann L. Smith	0.6 ac
3B	Map 0031, Grid 0001F, Parcel 0152	Joseph W. & Ann L. Smith	47.4 ac
4	Map 0031, Grid 0001F, Parcel 0115	Peaceful World LLC	5.0 ac
6	Map 0031, Grid 0002F, Parcel 0107	Kent Mill LLC	6.0 ac
9A	Map 0023, Grid 0004F, Parcel 0031 (Lot 1)	Stonehill Farms LLC	111.5 ac
9B	Map 0023, Grid 0004F, Parcel 0031 (Lot 2)	William J. Shahan Sr.	5.0 ac
9C	Map 0023, Grid 0004F, Parcel 0019	Stonehill Farms LLC	64.9 ac
10	Map 0032, Grid 0001A, Parcel 0055 & 0060	John G. & Sandra Donnelly	36.4 ac
11	Map 0032, Grid 0002A, Parcel 0355	Joseph W. & Ann L. Smith	149.5 ac
Subtotal of Properties in Growth Area Requesting Mixed-Use Rezoning			634.7 ac
Other Properties Requiring Utilities & Services			
LABEL	PARCEL DESIGNATION	PROPERTY OWNER	ACREAGE
2	Map 0031, Grid 0001E, Parcel 0011	Food Lion LLC	6.0 ac
5	Map 0031, Grid 0002F, Parcel 0106	Town of Millington	0.6 ac
7	Map 0031, Grid 0002F, Parcel 0158	Surrinder M. & Bala Dutta	1.1 ac
8	Map 0031, Grid 0002F, Parcel 0211	James Goldey Coleman	2.0 ac
12	Map 0032, Grid 0002A, Parcel 0366	Maloney Estate	142.0 ac
13	Map 0032, Grid 0001A, Parcel 0002	L. Freeman Evans	125.7 ac
Subtotal of Other Properties Requiring Utilities & Services			277.4 ac
Total of Properties in Growth Area			912.1 ac



Properties in Growth Area Included in Rezoning Request			
LABEL	PARCEL DESIGNATION	PROPERTY OWNER	ACREAGE
1W	Map 0031, Grid 0001E, Parcel 0006	Richardson Fresh Ponds LLC	114.5 ac
1E	Map 0031, Grid 0001E, Parcel 0006	Richardson Fresh Ponds LLC	93.9 ac
3A	Map 0031, Grid 0001F, Parcel 0045	Joseph W. & Ann L. Smith	0.6 ac
3B	Map 0031, Grid 0001F, Parcel 0152	Joseph W. & Ann L. Smith	47.4 ac
4	Map 0031, Grid 0001F, Parcel 0115	Peaceful World LLC	5.0 ac
6	Map 0031, Grid 0002F, Parcel 0107	Kent Mill LLC	6.0 ac
9A	Map 0023, Grid 0004F, Parcel 0031 (Lot 1)	Stonehill Farms LLC	111.5 ac
9B	Map 0023, Grid 0004F, Parcel 0031 (Lot 2)	William J. Shahan Sr.	5.0 ac
9C	Map 0023, Grid 0004F, Parcel 0019	Stonehill Farms LLC	64.9 ac
10	Map 0032, Grid 0001A, Parcel 0055 & 0060	John G. & Sandra Donnelly	36.4 ac
11	Map 0032, Grid 0002A, Parcel 0355	Joseph W. & Ann L. Smith	149.5 ac
Total			634.7 ac

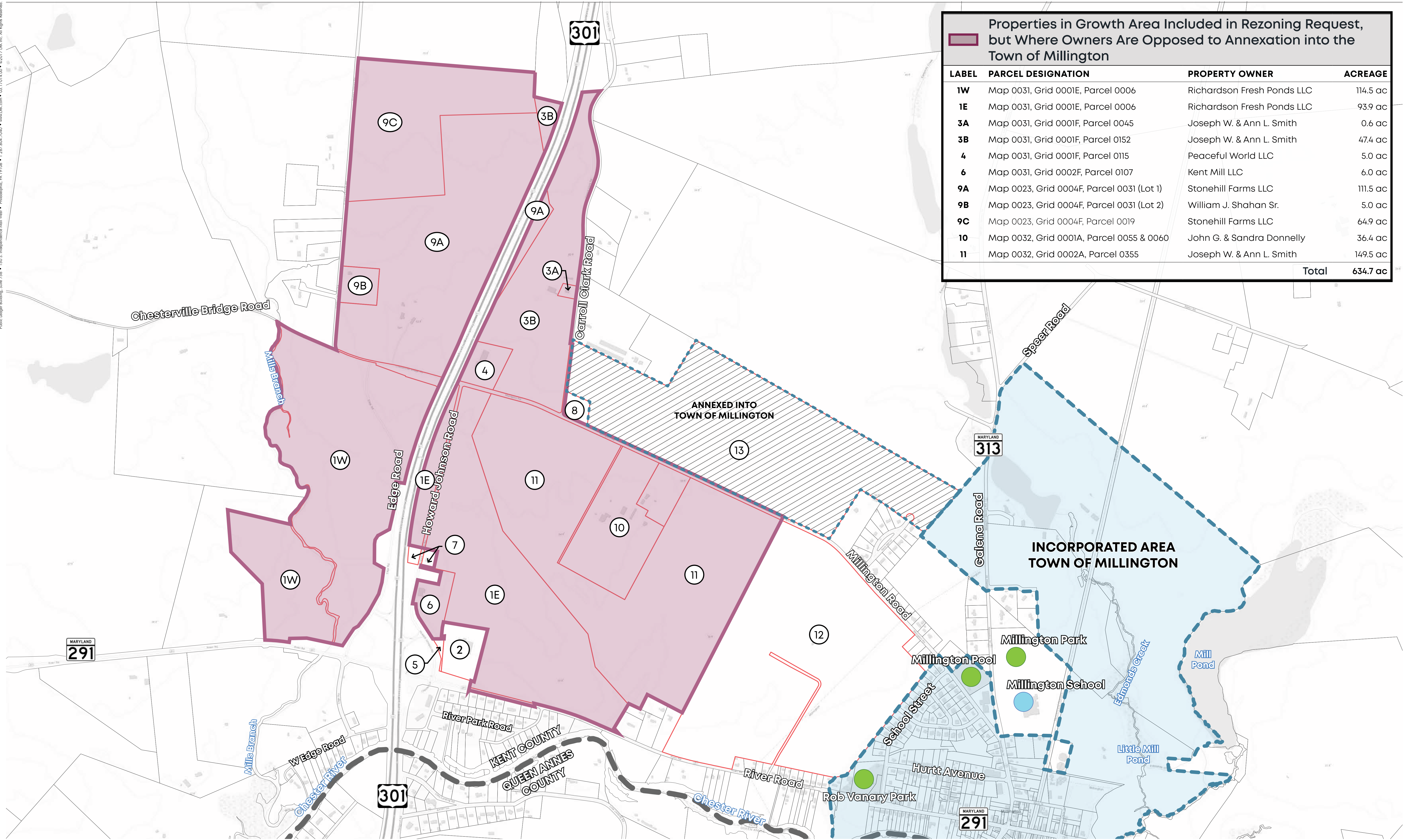


D-2: PROPERTIES IN GROWTH AREA INCLUDED IN REZONING REQUEST
Project Location: Millington, Kent County, Maryland
July 19, 2017 | Last Revised February 17, 2022



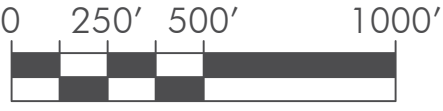
Richardson Properties Corporation

Properties in Growth Area Included in Rezoning Request, but Where Owners Are Opposed to Annexation into the Town of Millington			
LABEL	PARCEL DESIGNATION	PROPERTY OWNER	ACREAGE
1W	Map 0031, Grid 0001E, Parcel 0006	Richardson Fresh Ponds LLC	114.5 ac
1E	Map 0031, Grid 0001E, Parcel 0006	Richardson Fresh Ponds LLC	93.9 ac
3A	Map 0031, Grid 0001F, Parcel 0045	Joseph W. & Ann L. Smith	0.6 ac
3B	Map 0031, Grid 0001F, Parcel 0152	Joseph W. & Ann L. Smith	47.4 ac
4	Map 0031, Grid 0001F, Parcel 0115	Peaceful World LLC	5.0 ac
6	Map 0031, Grid 0002F, Parcel 0107	Kent Mill LLC	6.0 ac
9A	Map 0023, Grid 0004F, Parcel 0031 (Lot 1)	Stonehill Farms LLC	111.5 ac
9B	Map 0023, Grid 0004F, Parcel 0031 (Lot 2)	William J. Shahan Sr.	5.0 ac
9C	Map 0023, Grid 0004F, Parcel 0019	Stonehill Farms LLC	64.9 ac
10	Map 0032, Grid 0001A, Parcel 0055 & 0060	John G. & Sandra Donnelly	36.4 ac
11	Map 0032, Grid 0002A, Parcel 0355	Joseph W. & Ann L. Smith	149.5 ac
Total			634.7 ac



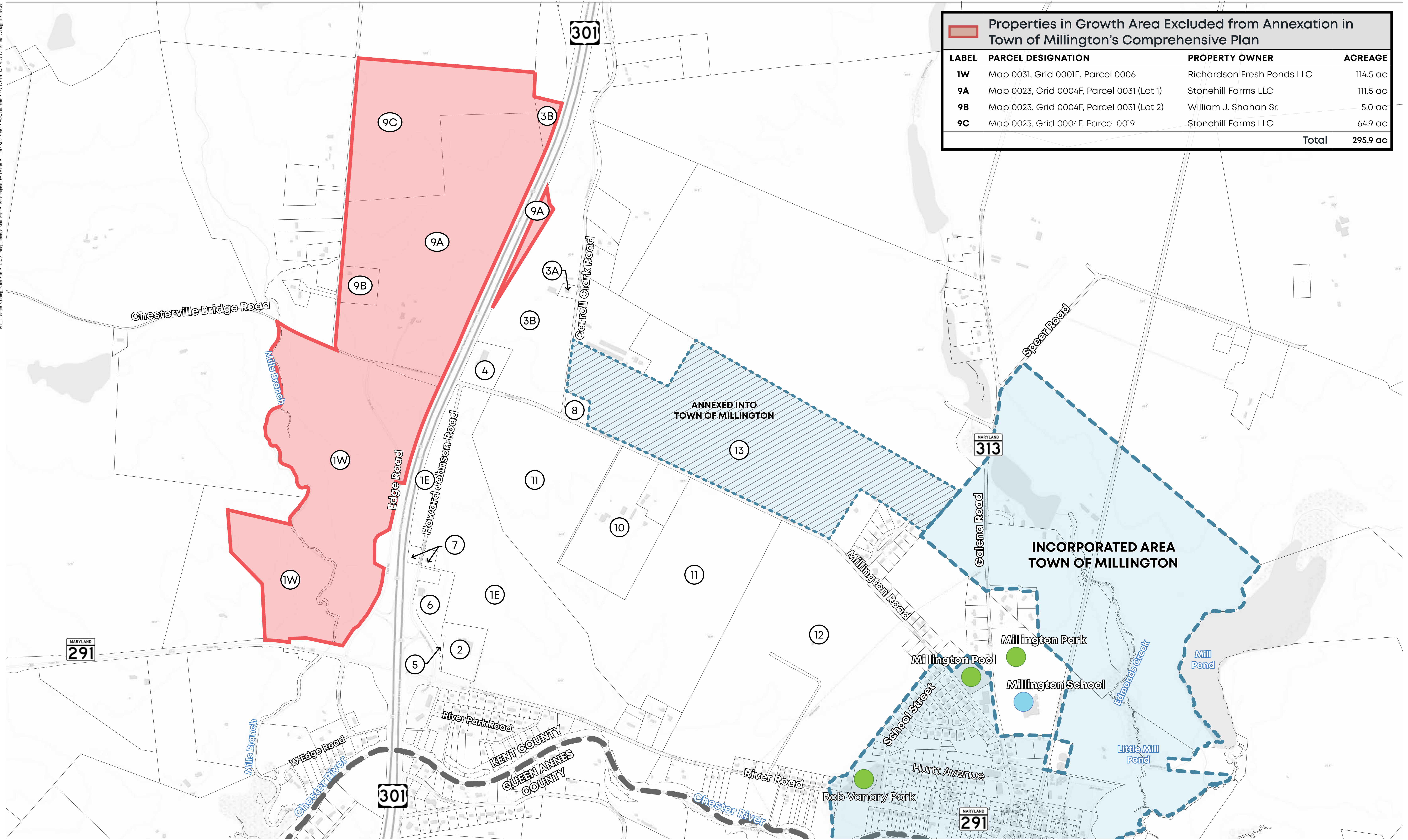
AX-1: PROPERTIES IN GROWTH AREA INCLUDED IN REZONING REQUEST, BUT WHERE OWNERS ARE OPPOSED TO ANNEXATION INTO THE TOWN OF MILLINGTON

Project Location: Millington, Kent County, Maryland
November 29, 2021 | Last Revised February 17, 2022

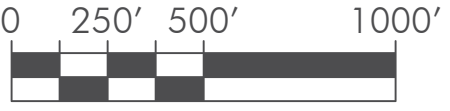


**Richardson
Properties
Corporation**

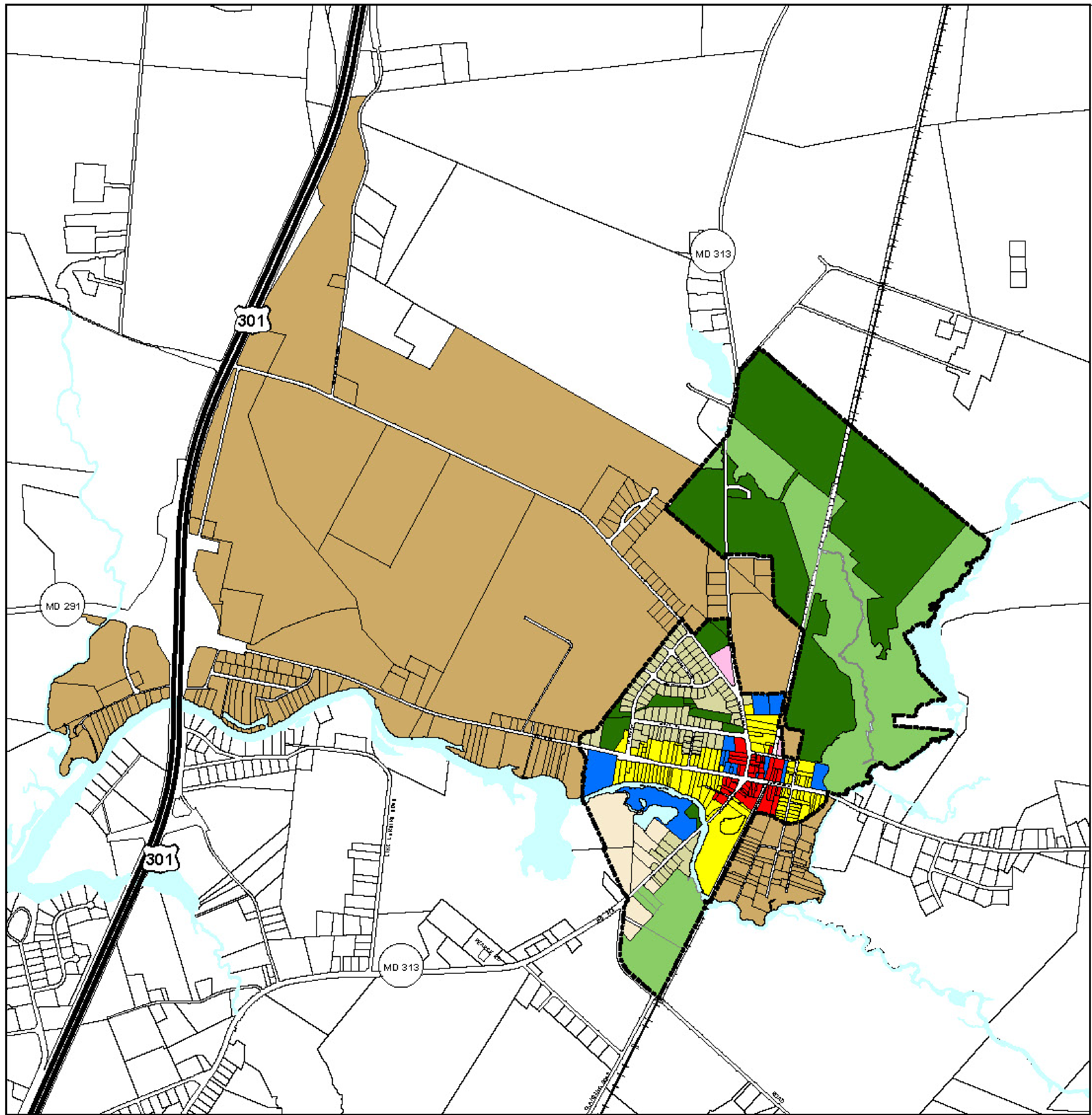
Properties in Growth Area Excluded from Annexation in Town of Millington's Comprehensive Plan			
LABEL	PARCEL DESIGNATION	PROPERTY OWNER	ACREAGE
1W	Map 0031, Grid 0001E, Parcel 0006	Richardson Fresh Ponds LLC	114.5 ac
9A	Map 0023, Grid 0004F, Parcel 0031 (Lot 1)	Stonehill Farms LLC	111.5 ac
9B	Map 0023, Grid 0004F, Parcel 0031 (Lot 2)	William J. Shahan Sr.	5.0 ac
9C	Map 0023, Grid 0004F, Parcel 0019	Stonehill Farms LLC	64.9 ac
Total			295.9 ac



AX-2: PROPERTIES IN GROWTH AREA EXCLUDED FROM ANNEXATION IN TOWN OF MILLINGTON'S COMPREHENSIVE PLAN
Project Location: Millington, Kent County, Maryland
November 29, 2021 | Last Revised February 17, 2022

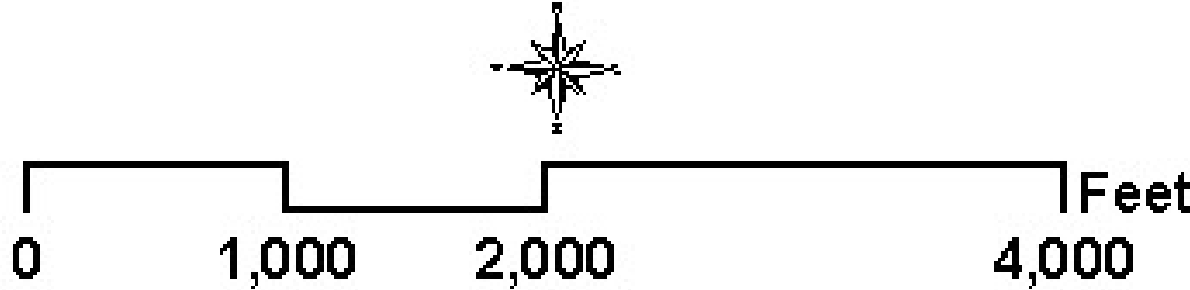


Richardson Properties Corporation



MAP 3-2
COMPREHENSIVE PLAN
Millington, Maryland

- Land Use Plan**
- Town Center
 - Old Town Residential
 - Suburban
 - Employment
 - Park & Open Space
 - Conservation
 - Annexation Area
 - Rivers and Streams

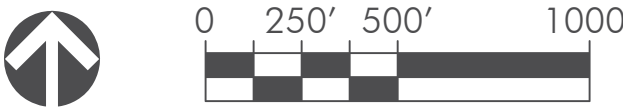


PJA Peter Johnston & Associates, LLC
 Easton, Maryland

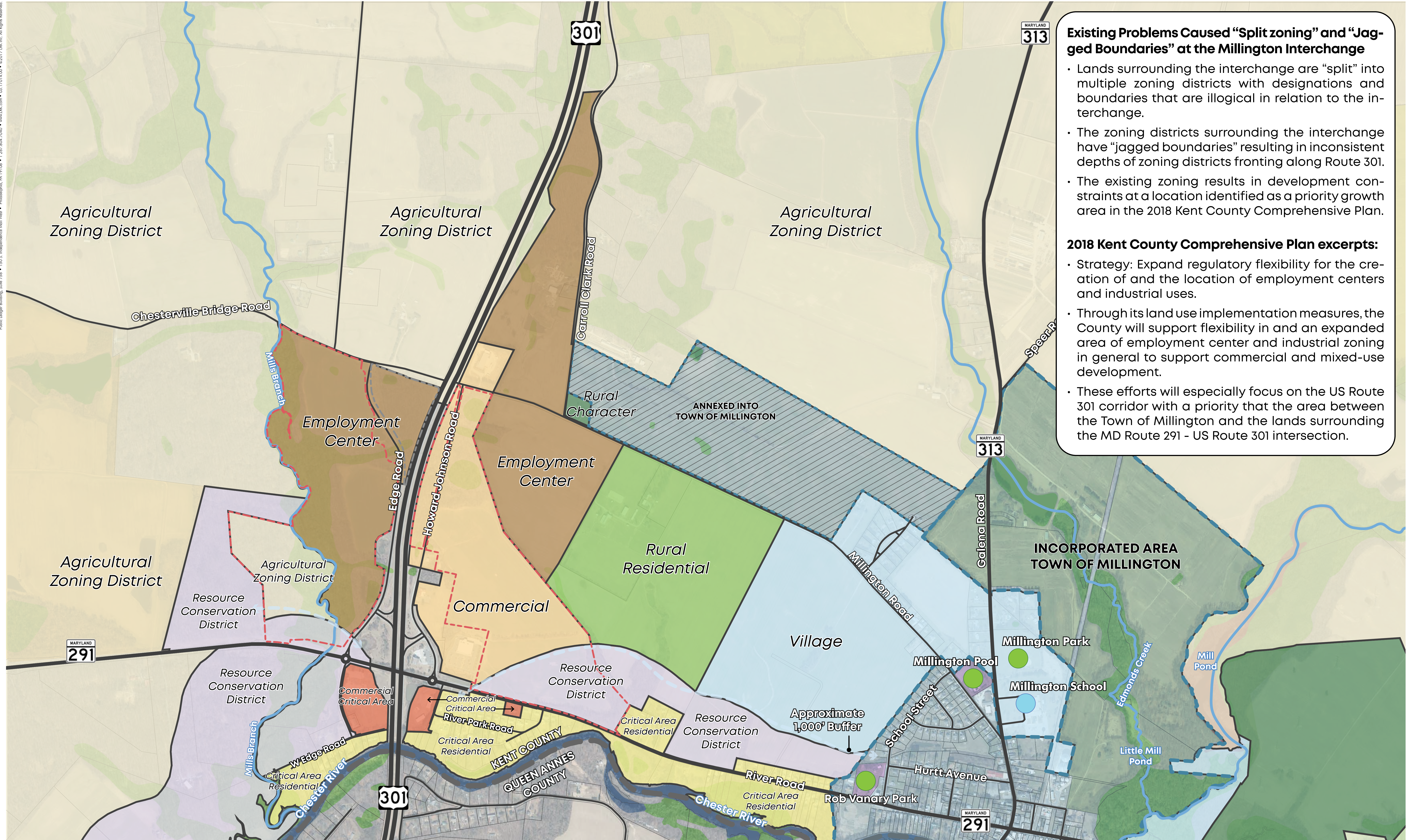
Version6-20-18



AX-3: MAP 3-2 FROM TOWN OF MILLINGTON'S COMPREHENSIVE PLAN
SHOWING ANNEXATION AREA (DATED 6-20-2018)
 Project Location: Millington, Kent County, Maryland
 February 17, 2022



Richardson
Properties
Corporation



Existing Problems Caused “Split zoning” and “Jagged Boundaries” at the Millington Interchange

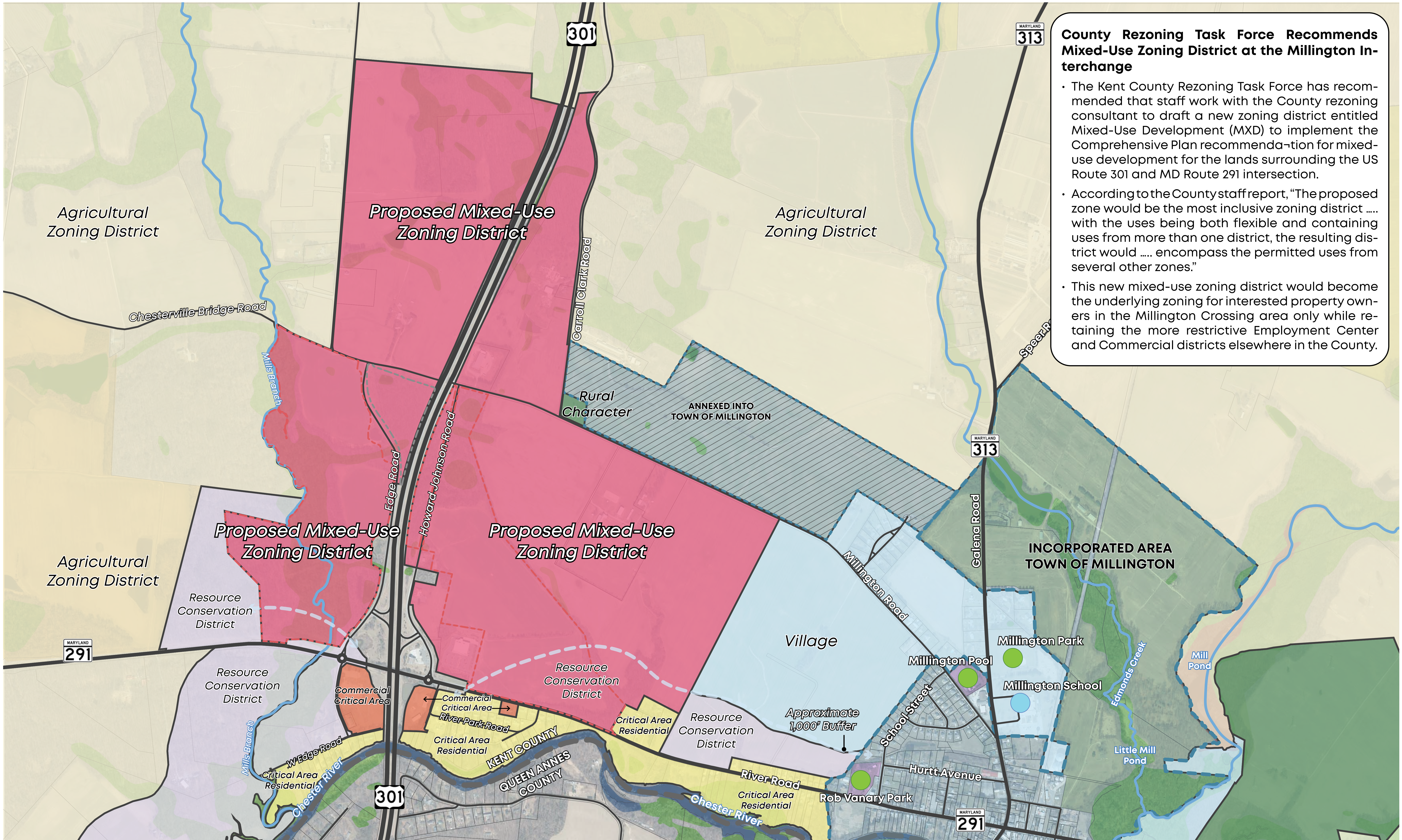
- Lands surrounding the interchange are “split” into multiple zoning districts with designations and boundaries that are illogical in relation to the interchange.
- The zoning districts surrounding the interchange have “jagged boundaries” resulting in inconsistent depths of zoning districts fronting along Route 301.
- The existing zoning results in development constraints at a location identified as a priority growth area in the 2018 Kent County Comprehensive Plan.

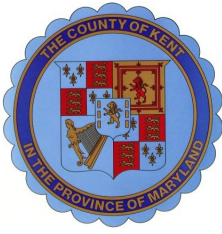
2018 Kent County Comprehensive Plan excerpts:

- Strategy: Expand regulatory flexibility for the creation of and the location of employment centers and industrial uses.
- Through its land use implementation measures, the County will support flexibility in and an expanded area of employment center and industrial zoning in general to support commercial and mixed-use development.
- These efforts will especially focus on the US Route 301 corridor with a priority that the area between the Town of Millington and the lands surrounding the MD Route 291 - US Route 301 intersection.

County Rezoning Task Force Recommends Mixed-Use Zoning District at the Millington Interchange

- The Kent County Rezoning Task Force has recommended that staff work with the County rezoning consultant to draft a new zoning district entitled Mixed-Use Development (MXD) to implement the Comprehensive Plan recommendation for mixed-use development for the lands surrounding the US Route 301 and MD Route 291 intersection.
- According to the County staff report, “The proposed zone would be the most inclusive zoning district with the uses being both flexible and containing uses from more than one district, the resulting district would encompass the permitted uses from several other zones.”
- This new mixed-use zoning district would become the underlying zoning for interested property owners in the Millington Crossing area only while retaining the more restrictive Employment Center and Commercial districts elsewhere in the County.





Procedures for Public Comment 3/1/2022 County Commissioners Meeting

ATTACHMENTS:

Description

Procedures for Public Comment

03.01.22 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
March 1, 2022**

NAME (please print)	ADDRESS	TOPIC
Lisa McDonald	Kennedysville, MD	Delapidated properties in Kennedysville



**Daniel P. McDermott, Executive Director, Upper Shore Workforce
Investment Board**

3/1/2022

County Commissioners Meeting

Item Summary:

Letter of Introduction

ATTACHMENTS:

Description

03.01.22 Daniel P. McDermott, Executive Director, Upper Shore Workforce Investment Board, Change in Leadership - Daniel Schneckenburger



February 23, 2022

Mr. P. Thomas Mason, President
Kent County Commission
400 High Street
Chestertown, MD 21620

Dear President Mason:

I am writing to inform the Kent County Commission of a change in leadership at the Upper Shore Workforce Investment Board. Dan McDermott will retire on June 30, 2022. To facilitate a smooth transition, the Board has hired Daniel Schneckenburger as Executive Director effective March 1, 2022.

If you wish to have an introduction of Mr. Schneckenburger to the Kent County Commission, please call or email Dan McDermott at 410-822-1716, dmcdermott@chesapeake.edu to schedule a date and time. I will provide Mr. Schneckenburger's contact information as soon as he is in place.

Thank you and the Kent County Commission for your continued support of Workforce Innovation and Opportunity Act services in the Upper Shore Workforce Area.

Sincerely,

Daniel P. McDermott
Executive Director
Upper Shore
Workforce Investment Board

The Upper Shore Workforce Investment Board is an equal opportunity employer/program
Auxiliary aids are available upon request to individuals with disabilities.



**Elizabeth M.S. Hill, Principal Agent Associate, 4-H Youth Development,
University of Maryland Extension
3/1/2022
County Commissioners Meeting**

Item Summary:

2021 4-H Achievement and Recognition Awards Program Invite

ATTACHMENTS:

Description

03.01.22 Elizabeth M.S. Hill, Principal Agent Associate, 4-H Youth Development, University of Maryland Extension, 2021 4-H Achievement and Recognition Awards Program Invitation, Tom Mason

03.01.22 Elizabeth M.S. Hill, Principal Agent Associate, 4-H Youth Development, University of Maryland Extension, 2021 4-H Achievement and Recognition Awards Program Invitation, Ron Fithian

03.01.22 Elizabeth M.S. Hill, Principal Agent Associate, 4-H Youth Development, University of Maryland Extension, 2021 4-H Achievement and Recognition Awards Program Invitation, Bob Jacob

Tom

UNIVERSITY OF MARYLAND EXTENSION

Kent County Office
709 Morgnec Road, Suite 202
Chestertown, MD 21620
TEL 410-778-1661
FAX 410-778-9075

February 15, 2022

YOU ARE INVITED!



You and your family are cordially invited to attend the 2021 4-H Achievement and Recognition Awards Program at the Millington Fire House, 185 Sassafras Street, Millington, Maryland on Sunday, March 6, 2022, at 1:00 p.m.

Please join us in recognizing Kent County 4-H'ers for their 2021 record books and achievements, as well as adult volunteers and community members for their outstanding service to the 4-H program.

A silent Cake Auction will be held before and during the awards program to benefit 4-H activities. In conjunction with the Kent 4-H Have a Heart Food Drive, we invite everyone attending the Award Program to bring canned goods. The Achievement and Recognition Awards Program will cap off the month-long 4-H Have a Heart Food Drive. All non-perishable foods are accepted and much appreciated. We cannot accept food that has already met its expiration date. Thank you!

Please RSVP by Wednesday, March 2, 2022 by contacting our office at 410-778-1661. We look forward to seeing you there!

Sincerely,

Elizabeth M.S. Hill
Principal Agent Associate, 4-H Youth Development

EMSH/ass

County Commissioners
Office

Date 2-22-22 *LL*

Ronnie

UNIVERSITY OF MARYLAND EXTENSION

Kent County Office
709 Morgnec Road, Suite 202
Chestertown, MD 21620
TEL 410-778-1661
FAX 410-778-9075

February 15, 2022

YOU ARE INVITED!



You and your family are cordially invited to attend the 2021 4-H Achievement and Recognition Awards Program at the Millington Fire House, 185 Sassafras Street, Millington, Maryland on Sunday, March 6, 2022, at 1:00 p.m.

Please join us in recognizing Kent County 4-H'ers for their 2021 record books and achievements, as well as adult volunteers and community members for their outstanding service to the 4-H program.

A silent Cake Auction will be held before and during the awards program to benefit 4-H activities. In conjunction with the Kent 4-H Have a Heart Food Drive, we invite everyone attending the Award Program to bring canned goods. The Achievement and Recognition Awards Program will cap off the month-long 4-H Have a Heart Food Drive. All non-perishable foods are accepted and much appreciated. We cannot accept food that has already met its expiration date. Thank you!

Please RSVP by Wednesday, March 2, 2022 by contacting our office at 410-778-1661. We look forward to seeing you there!

Sincerely,

Elizabeth M.S. Hill

Elizabeth M.S. Hill
Principal Agent Associate, 4-H Youth Development

EMSH/ass

County Commissioners
Office

Date 2-22-22 *LJC*

Bob

UNIVERSITY OF MARYLAND EXTENSION

Kent County Office
709 Morgnec Road, Suite 202
Chestertown, MD 21620
TEL 410-778-1661
FAX 410-778-9075

February 15, 2022

YOU ARE INVITED!



You and your family are cordially invited to attend the 2021 4-H Achievement and Recognition Awards Program at the Millington Fire House, 185 Sassafras Street, Millington, Maryland on Sunday, March 6, 2022, at 1:00 p.m.

Please join us in recognizing Kent County 4-H'ers for their 2021 record books and achievements, as well as adult volunteers and community members for their outstanding service to the 4-H program.

A silent Cake Auction will be held before and during the awards program to benefit 4-H activities. In conjunction with the Kent 4-H Have a Heart Food Drive, we invite everyone attending the Award Program to bring canned goods. The Achievement and Recognition Awards Program will cap off the month-long 4-H Have a Heart Food Drive. All non-perishable foods are accepted and much appreciated. We cannot accept food that has already met its expiration date. Thank you!

Please RSVP by Wednesday, March 2, 2022 by contacting our office at 410-778-1661. We look forward to seeing you there!

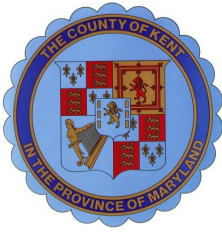
Sincerely,

Elizabeth M.S. Hill
Principal Agent Associate, 4-H Youth Development

EMSH/ass

County Commissioners
Office

Date 2-22-22 LLC



Contingency and Use of Fund Balance Report 3/1/2022 County Commissioners Meeting

ATTACHMENTS:

Description

2-22-2022 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		-
8/3/21	Buildings/Grounds-Court House		24,940		Water/Sewer allocation fees waiver for Kent County Society project in Worton (12/1/2020)
11/30/21	Kent County Health Department (KCHD)	(227,000)			Asbestos Abatement - Court House, replacement of tiles, Clerk of Courts
12/21/21	Information Technology		29,294		Move funding source to ARPA from Contingency Hiring of staff for vaccination & testing clinic
1/18/22	Legal Counsel		20,000		Replace Uninterrupted Power Supply (UPS)
1/25/22	Social Services		5,500		-
2/15/22	Kent Ag Center, Inc		41,710		Moranec Road Solar Litigation expenses
			-		Lodging at Driftwood Inn to help the homeless during the month of February
			-		Complete Pavilion Project
			-		-
			-		-
			-		-
			-		-
			-		-
			-		-
			-		-
			-		-
TOTAL			<u>\$ 332,851</u>		
BEGINNING CONTINGENCY BUDGET			\$ 400,000		
ENDING CONTINGENCY BALANCE			<u>\$ 67,149</u>		
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			<u>\$ 73,201</u>		
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.					



Marty Hale, Director, Human Resources
3/1/2022
County Commissioners Meeting

Item Summary:

Personnel

Statutory authority to close session under the provision from General Provisions Art. § 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; any other personnel matter that affects one or more specific individuals.