

February 23, 2021

A meeting of the County Commissioners of Kent County was called to order at 10:01 a.m. with the following present: P. Thomas Mason, President, Ronald H. Fithian, and Robert N. Jacob, Jr. The meeting convened with the Pledge of Allegiance. Commissioner Mason asked the audience to remain standing for a moment of silence for the families affected by a recent fatal accident in Kent County, and for the passing of Rush Limbaugh.

Shelley L. Heller, County Administrator; and Thomas N. Yeager, County Attorney, were present in person.

The following staff attended the meeting remotely: Marty Hale, Director, Human Resources; Lisa Mazingo, Director, Kent Family Center; Jamie Williams, Director, and Jana Carter, Tourism Manager, Economic and Tourism Development; Bill Mackey, Director, and Carla Gerber, GIS, Specialist, Planning, Housing, and Zoning.

CONSENT ITEMS

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

1. Regular Session Minutes, February 16, 2021
2. Liquor Minutes, February 16, 2021

HUMAN RESOURCES

Marty Hale, Director, Human Resources, on behalf of Mike Moulds, Director, Public Works, presented a request to hire an applicant for a Motor Equipment Operator (MEO) I vacancy in the Roads Division, at the recommended Grade 2 base salary. Mr. Hale summarized the hiring recommendation suggested by staff. On motion by Commissioner Fithian and seconded by Commissioner Jacob, the Commissioners unanimously approved the hiring of the recommended applicant for the vacant MEO I position in the Roads Division, as requested, pending successful completion of County pre-employment requirements.

Mr. Hale, on behalf of Mr. Moulds, presented a request to hire an applicant for the MEO I vacancy in the Roads Division, at the recommended Grade 2 base salary, and once the applicant obtains their Commercial Driver's License (CDL), the salary will increase accordingly. Mr. Hale summarized the hiring recommendation suggested by staff. On motion by Commissioner Fithian and seconded by Commissioner Jacob, the Commissioners unanimously approved the hiring of the recommended applicant for the vacant MEO I position in the Roads Division, as requested.

Mr. Hale, on behalf of Mr. Moulds, presented a request to promote an employee to the Highway Sign Marking Specialist vacancy in the Roads Division, at the recommended Grade 4 base salary. The Commissioners discussed the request. On motion by Commissioner Fithian

and seconded by Commissioner Jacob, the Commissioners unanimously approved promoting the recommended employee to the vacant Highway Sign Marking Specialist position as requested.

Mr. Hale, on behalf of Mr. Moulds, presented for discussion a MEO vacancy in the Roads Division. Dan Voshell, Division Chief, Roads Division, requested advertising for the position. On motion by Commissioner Fithian and seconded by Commissioner Jacob, the Commissioners unanimously approved the advertising for a MEO I/MEO II position in the Roads Division.

KENT FAMILY CENTER

Lisa Mazingo, Director, Kent Family Center (KFC), provided the Commissioners with an update on programs and services. Ms. Mazingo explained KFC's services to families have changed significantly due to the COVID-19 pandemic. The department continues to serve families in the community, both in small groups and individually. Many programs have been made available virtually, and in-person services have been limited to one family at a time, on-site or in the home. The department is continuing to provide referrals to other agencies, working closely with the Department of Social Services, to provide developmental activities for children under the age of four (4). Virtual mental health services are still available to parents. Ms. Mazingo announced KFC is working on plans to re-open for in-person programs in mid-March. Programs will include parent education, virtual adult education, mental health services, and family activities.

ECONOMIC AND TOURISM DEVELOPMENT

Jamie Williams, Director, and Jana Carter, Tourism Manager, Economic and Tourism Development presented the Lodging Grant Round 1 distribution proposal. At their January 12th meeting, the Commissioners approved an agreement with the Maryland Department of Commerce which outlines direct relief to Maryland hotels and lodging providers in the amount of \$108,639.00. Ms. Williams stated nine (9) applications were received and eight (8) of those applications are eligible to receive assistance. Ms. Williams and Ms. Carter proposed awarding \$350.00 per room in Round 1, leaving a balance of \$44,939.00 for distribution during Round 2. On motion by Commissioner Fithian and seconded by Commissioner Jacob, the Commissioners unanimously approved the Lodging Grant Round 1 distribution proposal as submitted.

At their February 2nd meeting, the Commissioners discussed the conditions of the "Welcome to Kent County" signs that sit on the outskirts of the County. Kent County Chamber of Commerce is responsible for the signs. Ms. Williams stated she has been working with the Chamber and plans to report back at a future meeting.

COUNTY ADMINISTRATOR

Shelley L. Heller, County Administrator, on behalf of Kim Dixon, Office Manager, Sheriff's Office, presented an Enterprise Lease Agreement for a patrol vehicle. Ms. Heller stated patrol vehicle K-15 was involved in an accident on February 10th, the vehicle has been

considered totaled and will need to be replaced. The monthly lease amount for a replacement patrol vehicle is \$816.52, this cost will be covered by the Sheriff's budget factoring in the payment received by the insurance company. The lease agreement is considered to be a capital purchase and requires the Board's approval. The Enterprise Fleet Management Open-End (Equity) Lease Rate Quote No. 4918014 for a 2021 Ford Police Interceptor Utility Vehicle with law enforcement modifications as itemized on BlueTech, LLC Estimate No. 1191 were formally presented for approval and signature. On motion by Commissioner Fithian and seconded by Commissioner Jacob, the Commissioners unanimously approved the Enterprise Lease Agreement and the BlueTech, LLC Estimate No. 1191 for the replacement of Patrol Vehicle K-15.

Ms. Heller on behalf of John Schratwieser, Director, Kent Cultural Alliance (KCA), presented a request for a letter of support for a grant application. If awarded, the grant funds would be used to help save and preserve the Mansfield/Eliasson House at 101 Spring Avenue, Chestertown. The structure will serve as a center for arts and humanities for the upper Eastern Shore, serving residents and visitors alike. On motion by Commissioner Jacob and seconded by Commissioner Fithian, the Commissioners unanimously approved the letter of support as submitted. The Commissioners signed a letter addressed to Elizabeth Hughes, Director, Maryland Historic Trust - Stories of the Chesapeake Heritage Area conveying the County's support of KCA's grant application.

LETTERS FOR SIGNATURE

A citizen interest form was received and forwarded to the appropriate Board and/or Committee. The Commissioners expressed their appreciation by letter, acknowledging the receipt of the applicant interest form.

KENT COUNTY GOVERNMENT OPERATIONS AND PUBLIC COMMENT

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

CONTINGENCY FUND

The FY2021 Contingency Fund balance as of February 2, 2021 is \$565,750.00 and the use of fund balance total is \$13,112.00.

CLOSED SESSION

At 10:36 a.m., a motion was made by Commissioner Fithian, seconded by Commissioner Jacob, and carried unanimously to go into closed session. The meeting was closed under the Annotated Code of Maryland, General Provisions Article § 3-305(b) (7) To consult with counsel to obtain legal advice; and (8) To consult with staff, consultants, or other individuals about pending or potential litigation. After technical difficulties, the closed session began at 10:47 a.m.

Shelley L. Heller, County Administrator; Thomas N. Yeager, County Attorney; Bill Mackey, Director, Planning, Housing, and Zoning; Sondra M. Blackiston, Clerk/KATE Manager; Sallie Watson, Deputy Clerk II; and Lacey T. Cox, Deputy Clerk I, were in attendance.

The following staff attended the closed session remotely: Carla Gerber, GIS Specialist, Planning, Housing, and Zoning.

LEGAL AND PENDING OR POTENTIAL LITIGATION

Topics to be discussed: To discuss the legal opinion of County Attorney concerning a potential litigation matter.

Reasons for closing: Legal advice from the County Attorney is private to the public, and to shield specific details of potential/ongoing litigation.

Mr. Yeager and Mr. Mackey shared confidential attorney communications dated December 22, 2020 and January 28, 2021, respectively. As directed at the January 12, 2021 meeting, staff presented a draft counteroffer per counsel's advice. Mr. Mackey, Mr. Yeager, and the Commissioners engaged in a discussion, and Mr. Yeager provided legal advice and a response on the matter.

At 11:07 p.m., a motion was made by Commissioner Jacob, seconded by Commissioner Fithian, and carried unanimously to adjourn the closed session and reconvene in open session.

OPEN SESSION

Commissioner Mason summarized the closed session discussion regarding settlement to litigation. The Commissioners consulted with counsel and staff, and received legal advice concerning pending or potential litigation. The Commissioners directed staff to continue to proceed as previously discussed.

Ms. Heller announced that Ken Kozel, President and CEO, University of Maryland Shore Regional Health will provide an update on the health system on March 30, 2021.

There being no further business to claim their attention, a motion was made by Commissioner Jacob, seconded by Commissioner Fithian, and the Board unanimously agreed to adjourn the meeting at 11:12 a.m. The Board is scheduled to meet again on Tuesday, March 2, 2021, at 6:00 p.m.

Respectfully submitted,

Sondra M. Blackiston

Approved:

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

February 23, 2021

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

Shelley L. Heller, County Administrator; and Thomas N. Yeager, County Attorney were also in attendance.

CONSENT ITEM

On motion by Commissioner Fithian and seconded by Commissioner Jacob, the Commissioners unanimously approved Consent Item #2 - Liquor Minutes, February 16, 2021.

There being no further business to claim their attention, the Board adjourned and agreed to meet again on Tuesday, March 2, 2021 at 6:00 p.m.

THE BOARD OF LICENSE COMMISSIONERS
OF KENT COUNTY, MARYLAND

Sondra M. Blackiston
Clerk/KATE Manager

Approved:

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