

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

January 25, 2022

10:00 AM 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 638 988 766#

Consent Items

#1 - Regular Session Minutes, January 18, 2022

#2 - Liquor Minutes, January 18, 2022

Special Class C Licenses

Rock Hall Volunteer Fire Company, Beer, Wine, and Liquor, Multiple Event License

Recognition

Kiersten Lancaster, 911 Specialist, Office of Emergency Services

Certificate of Recognition

Lauretta M. Freeman, Commission on Aging

Certificate of Appreciation

Appointments

Muriel Cole, Co-Chair, and Carolyn Sorge, Co-Chair, Commission on Aging

2021 Annual Report

William Gale

Homelessness in Kent County

Departmental Appointments

Bill Mackey, Director, Planning, Housing, and Zoning

Planning Commission By-Laws Update - Informational Only

Carla Gerber, Deputy Director, Planning, Housing, and Zoning

Maryland Agricultural Land Preservation Foundation (MALPF) Matching Funds
Program

Human Resources Director

Detention Center

Correctional Officer Vacancy

Emergency Services - Paramedic

Full-Time Paramedic Vacancies

Planning, Housing, and Zoning - Administrative Specialist II

Administrative Specialist II Vacancy
Planning, Housing, and Zoning - Enforcement Officer
Enforcement Officer Vacancy
Grants Manager Position
Discussion of Grants Manager Position
Public Works - Deputy Director Position
Deputy Director Position
Public Works and Office of Finance
Position Restructure

County Administrator

Jamie Williams, Director, Economic and Tourism Development
Economic and Tourism Development Appointment Recommendation
Shelly Neal-Edwards, Director, Kent County Department of Social Services
Letter of Resignation

Public Comment/Media Review

Procedures for Public Comment

Contingency Fund

Contingency and Use of Fund Balance Report

Closed Session

Bill Mackey, Director, Planning, Housing, and Zoning

Personnel

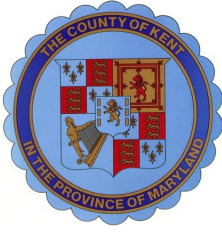
The meeting was closed under the Annotated Code of Maryland, General Provisions Article § 3-305(b) (1) To discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom this public body has jurisdiction; or any other personnel matter that affects one or more specific individuals.

Marty Hale, Director, Human Resources

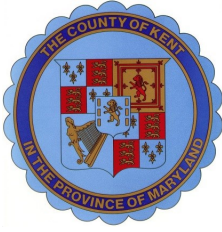
Personnel

The meeting was closed under the Annotated Code of Maryland, General Provisions Article § 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; or 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.)



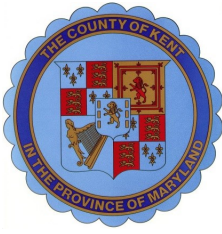
**Building is Open for In-Person Attendance, for Remote Participation
Dial 1-872-239-8359, Conference ID 638 988 766#
1/25/2022
County Commissioners Meeting**



**#1 - Regular Session Minutes, January 18, 2022
1/25/2022
County Commissioners Meeting**

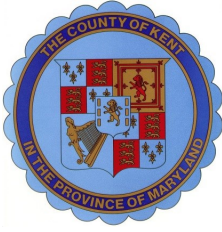
ATTACHMENTS:

Description



**#2 - Liquor Minutes, January 18, 2022
1/25/2022
County Commissioners Meeting**

ATTACHMENTS:
Description



**Rock Hall Volunteer Fire Company, Beer, Wine, and Liquor, Multiple
Event License
1/25/2022
County Commissioners Meeting**

ATTACHMENTS:

Description

4744 Rock Hall Volunteer Fire Company, Application

01.18.22 Rock Hall VFC Special Class C Multiple Event Education Completed

4744

FIRE COMPANY APPLICATION FOR A SPECIAL CLASS "C" (MULTIPLE EVENT) LICENSE

Application is made by the undersigned under the provisions of Sections 4-1202, 4-1208, 24-503, 24-1301, 24-1307, 24-1309 and 24-1310 of the Alcoholic Beverage Article, for a Special Class C (Multiple Event) License.

Permit includes: Beer, Wine, and Liquor Sales

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

1. The Fire Department/Company on behalf of which the license is desired:

Rock Hall Vol Fire Co

Address 21500 Rock Hall Ave, Rock Hall Md 21661

Select **One** and Initial your choice:

Twelve (12) Events per Year (\$200.00) Lg.

Initial selection: _____

Twenty-four (24) Events per Year (\$400.00) _____

Initial selection: _____

2. This function is operated on Fire Department/Company grounds and is exclusively for the Fire Department/Company.

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.

Please Select One:

☒ **Pick Up**

☐ **Mail Permit (will be mailed to above address)**

8. Applicants

(1) Kenneth W. Sutton 5754 Cherry St, Rock Hall, MD
Name Residence
71 Treasurer 410-708-7263 Kenneth W. Sutton 25661
Length of Residence in Kent Co. Committee Title Phone No. (Signature of Applicant)

STATE OF MARYLAND

This certifies, that on the 18 day of January, 2022, before the subscriber, a Notary of the State of Maryland, personally appeared Kenneth W. Sutton 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.

WITNESS my hand and official seal.

Linda M. George

(SEAL)

(2) Annie Bigelow 9058 Fairlee RD Chestertown, MD. 21620
Name Residence
52 yrs Board 410-778-4792 Annie Bigelow
Length of Residence in Kent Co. Committee Title Phone No. (Signature of Applicant)

STATE OF MARYLAND

This certifies, that on the 18 day of January, 2022, before the subscriber, a Notary of the State of Maryland, personally appeared Annie Bigelow 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.

WITNESS my hand and official seal.

Linda M. George

(SEAL)

(3) Carol Kendall 5328 Crosby Rd. Rock Hall MD
Name Residence
75 yrs. Asst. Secretary 410-708-2407 Carol Kendall
Length of Residence in Kent Co. Committee Title Phone No. (Signature of Applicant)

STATE OF MARYLAND

This certifies, that on the 18 day of January, 2022, before the subscriber, a Notary of the State of Maryland, personally appeared X Carol Kendall 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.

WITNESS my hand and official seal.

Linda M. George

(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.

Robert A. Glenn Signature (s)

R Andy Glenn Print Name

STATE OF MARYLAND, Kent:

THIS CERTIFIES, that on the 18 day of January, 2022,
before the subscriber, a Notary of the State of Maryland, personally appeared _____
Robert A. Glenn and acknowledged the execution of the foregoing
statement to be a true act.

WITNESS my hand and official seal.

Lindala M. George

(SEAL)

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" (MULTIPLE EVENT) LICENSE AFFIDAVIT

In applying for this Special Class "C" (Multiple Event) License it is important that you realize the responsibility that goes with the issuance of the license. All persons using this license as authorized under Sections 4-1202, 4-1208, 24-503, 24-1301, 24-1307, 24-1309 and 24-1310 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 **ONLY** be issued to a Fire Department/Company. This license shall not be transferred or reassigned.

Cost of a Special Class "C" Multiple Event License is: Twelve (12) Events per Year \$200.00 OR Twenty-four (24) Events per Year \$400.00 Make checks payable to: **The County Commissioners of Kent County**, along with the completed application.

Name of Fire Department/Company Rock Hall Vol Fire Co.

Address 21500 Rock Hall Ave

Name Linda M. George Phone # 443-480-0675

(Please Print)

Linda M George Date 1-18-22

(Signature)



Dates I'll used Bar.

May 7th - Rocky Mt. Elk.

June 12 - Fishing Tournament

July - 23rd Pauls-Wedding

July - 30th Gun Bash.

Sept - 3rd Scrapple Festival

Oct 1st NWTF

Dec 31st - NYE Dance?

STATE OF MARYLAND, ALCOHOLIC BEVERAGE DIVISION
Kent County, Local Licensing Authority

SPECIAL CLASS "C" (MULTIPLE EVENT) LICENSE EDUCATION

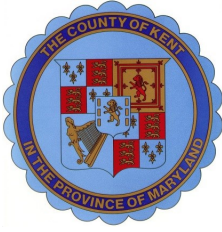
1. All persons must be 21 years of age or older to sell, purchase, to consume an alcoholic beverage.
2. A server who is certified by an approved alcohol awareness program shall be on the premises for which a multiple event license is issued when alcoholic beverages are served.
3. All sales and the consumption of alcohol must stop promptly at 2:00 a.m.
4. No intoxicated person shall be served any alcoholic beverages.
5. No unnecessary noise or disturbance that could be a nuisance to the community shall occur.
6. The person(s) responsible for the function must see that order and decorum are kept at all times.
7. License must be prominently displayed at the location where alcohol is being served.
8. This function is operated on Fire Department/Company grounds and is exclusively for the Fire Department/Company.
9. The number of days for which a multiple event license may be used by a single applicant may not exceed 24 per calendar year
10. Alcoholic beverages may be stored on the licensed premises between individual licensed events if the alcoholic beverages:
 - a. are in a specifically identified locked and secured locations
 - b. are not sold or consumed except during licensed event hours for event purposes
11. A license holder shall keep complete and accurate records of all alcoholic beverages purchased and sold on the licensed premises. The records shall include pre and post inventory of all alcoholic beverages for each individual event. The records have a 2-year retention period and are subject to inspection.
12. The granting of the license authorizes the Comptroller, his duly authorized deputies, inspectors and clerks, the Board of License Commissioners for Kent County, its duly authorized agents and employees, and any peace officer of Kent County, to inspect and search, without warrant, the premises upon which the business is to be conducted at any and all hours.

Linda M. George Linda M. George
Name of Individual Trained, Signature – Fire Department Affiliation
B. McFarland 8/23/21 Rock Hall VFD
Alcoholic Beverage and Tobacco Inspector, Date
Linda M. George 1/18/22
Braden McFarland 1/18/22

08/02/21

NOTIFICATION OF DATES

It is your responsibility, as the license holder, to notify the Alcoholic Beverage and Tobacco Inspector of event dates you will be using your Special Class "C" (Multiple Event) license for. You must e-mail kate@kentgov.org to inform the Inspector of any and all event dates that you will be utilizing your license for. If you are unsure of all the event dates that you may be using your Special Class "C" (Multiple Event) license for please send an e-mail as soon as possible informing the Inspector of the upcoming event(s) date(s).



**Kiersten Lancaster, 911 Specialist, Office of Emergency Services
1/25/2022
County Commissioners Meeting**

Item Summary:

Certificate of Recognition

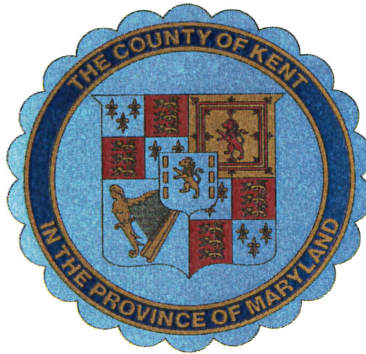
ATTACHMENTS:

Description

01.25.22 Kiersten Lancaster, 911 Specialist, Certificate of Recognition

12.10.21 James B. Russum, Chief of Communications, Office of Emergency Services, Kiersten Lancaster
Stork Award

Kiersten Lancaster, Stork Award



Certificate of Recognition

This is to certify that

Kiersten Lancaster

is hereby recognized

for her quick thinking and confidence to talk 911 callers through childbirth. On the evening of December 10, 2021, Ms. Lancaster received a 911 call from a young man requesting an ambulance for his girlfriend as she was in labor and about to give birth. Ms. Lancaster quickly processed the call and began to assist the caller in childbirth. Within minutes, well before the arrival of EMS help, a healthy baby girl was delivered. With the arrival of EMS, the mother and child were transported for follow-up care. Ms. Lancaster recently obtained her 911 training certificate two-weeks prior to this situation. Ms. Lancaster handled this call with a confidence and skill that would assume years of experience. Ms. Lancaster has been awarded the Stork Award within the Office of Emergency Services (OES). We, the County Commissioners of Kent County, Maryland, thank you for your efforts, continued devotion, and dedication, to Kent County and the community.

THE COUNTY COMMISSIONERS
OF KENT COUNTY, MARYLAND

P. Thomas Mason

P. Thomas Mason, President

Ronnie Fithian

Ronald H. Fithian, Member

Robert N. Jacob, Jr.

Robert N. Jacob, Jr., Member

January 25, 2022

Kent County Office of Emergency Services

WAYNE DARRELL
DIRECTOR
410-778-7458



JAMES RUSSUM
CHIEF OF COMMUNICATIONS
410-778-3758

December 10, 2021

9-1-1 Specialist Kiersten Lancaster
Communications Division

Friday, December 10, 2021, started like most days, with people going about their normal routine. Ms. Kiersten Lancaster, one of our county 9-1-1 Specialists, had volunteered to work, as there had been an illness call out. Ms. Lancaster is a relatively new employee with this agency. Showing aptitude for the knowledge and skills required by a Public Safety Dispatcher, she has also demonstrated natural ability for remaining calm during crisis situations. These attributes are vital and necessary for all dispatch personnel.

Ms. Lancaster recently completed entry-level training. During training, she learned the hardware and software we use to provide emergency communications for our community and First Responders. During the training regimen, she learned our policies and procedures, so vital in this type of operation. As part of Ms. Lancaster's training, which is required of all Public Safety Dispatchers almost everywhere, she attended requisite training to become a certified Emergency Medical Dispatcher. This program is offered through the National Academy of Priority Dispatch - Emergency Medical Dispatch, based in Utah.

The Emergency Medical Dispatch program, EMD in brief, uses standardized questioning with scripted questions. The program teaches and stresses techniques for calming frantic callers. The program covers every conceivable medical emergency with questions to narrow down and identify the situation. The second part of the program provides card-based instructions for the 9-1-1 Specialist to use, coaching the 9-1-1 caller on staying calm and providing beneficial pre-arrival first aid measures. The pre-arrival cards cover situations such as providing CPR for non-breathing patients, bleeding control, childbirth, etc.

At 10:33 pm on that Friday evening of December 10, a 9-1-1 call comes in from the Millington area. Sitting as a call taker, Ms. Lancaster picked it up. The caller was a young man requesting an ambulance for his girlfriend, as she was in labor and about to give birth. Quickly processing the call, Ms. Lancaster obtained and verified the address. Initially, because cell phone reception was spotty where the caller was, he had made the call outside. Ms. Lancaster informed the caller that to assist his wife, he would have to go inside and get next to her. Fortunately, the call remained intact, and contact was not broken.

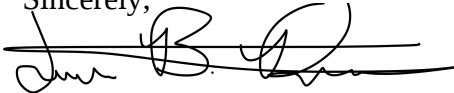
Working through the EMD childbirth card, Ms. Lancaster coached the caller step-by-step on what to do. Within minutes, and well before the arrival of help, a healthy baby girl was delivered. The card-based childbirth instructions do not stop once the baby has delivered. They go on to assist the caller with caring for the newborn and post-natal instructions to care for the mother. With the arrival of EMS, mother and child were transported for follow-up care.

At one time, childbirth in the home was commonplace, as that was the norm. Today, most children are born in a medical facility. The OB/Gyn is usually able to identify the due date with relative accuracy,

enabling to mother to go to the hospital in a timely manner. Occasionally, the baby has other ideas, and they arrive early. That's when the 9-1-1 system and our call takers are needed.

Ms. Lancaster handled this call with a confidence and skill that would assume years of experience. It's remarkable that she had only been released from training about two weeks previous. On behalf of the community and the staff of Kent County Emergency Services, it's my great honor to present Ms. Kiersten Lancaster with the Stork Award. This is a Stork pin 9-1-1 Specialists are entitled to wear on their uniform, denoting they have provided childbirth instructions to 9-1-1 callers. Some Public Safety Dispatchers work their entire career and are never afforded this opportunity. Congratulations to Ms. Lancaster and Best Wishes and Congratulations to the new parents.

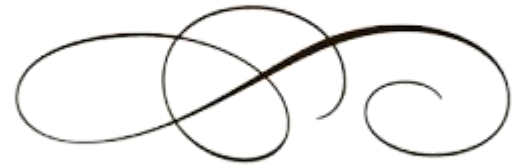
Sincerely,

A handwritten signature in black ink, appearing to read 'James B. Russum', with a stylized flourish at the end.

James B. Russum – Chief of Communications

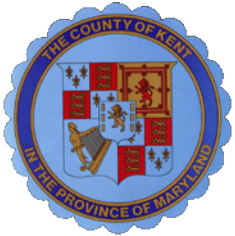
Cc/ Wayne Darrell – Director of Emergency Services
Martin Hale – Director of Human Resources

Kent County Emergency Services



STORK AWARD

Kiersten Lancaster

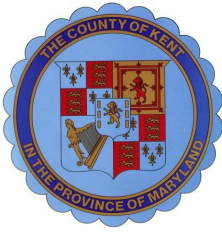


In recognition of their outstanding performance, assisting in the delivery of a baby girl through the use of established Emergency Medical Dispatch protocols of the Kent County Office of Emergency Services, on December 10, 2021.

Wayne Darrell
Director



James B. Russum
Chief of Communications



**Lauretta M. Freeman, Commission on Aging
1/25/2022
County Commissioners Meeting**

Item Summary:

Certificate of Appreciation

ATTACHMENTS:

Description

01.25.22 Lauretta M. Freeman, Commission on Aging, Certificate of Appreciation



Certificate of Appreciation

This is to certify that

Lauretta M. Freeman

is hereby recognized

for twenty-seven (27) years of service as a Member of the Commission on Aging and for a lifetime of active support and advocacy for the seniors of Kent County. Such commitment and loyalty are admired and well respected by all those who have had the honor of serving as a member with her. We, the County Commissioners of Kent County, Maryland, thank you for your continued devotion, dedication, and public service to Kent County and the community.

THE COUNTY COMMISSIONERS
OF KENT COUNTY, MARYLAND

P. Thomas Mason

P. Thomas Mason, President

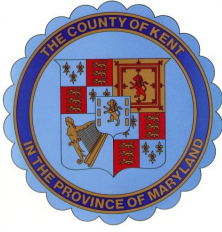
Ronnie Fithian

Ronald H. Fithian, Member

Robert N. Jacob, Jr.

Robert N. Jacob, Jr., Member

January 25, 2022



**Muriel Cole, Co-Chair, and Carolyn Sorge, Co-Chair, Commission on
Aging
1/25/2022
County Commissioners Meeting**

Item Summary:

2021 Annual Report

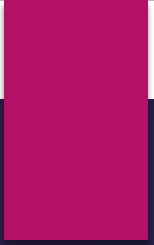
ATTACHMENTS:

Description

Commission on Aging Annual Report 2021

Kent County Commission on Aging Annual Report

Kent County Commission on Aging Senior Needs Assessment 2021



Commission on Aging Annual Report 2021

JAN. 25, 2022

2021 Members

- ▶ **Muriel Cole, Co-Chair (Chestertown) (Commissioners' Representative)**
 - ▶ Carolyn Sorge, Co-Chair (Betterton)
 - ▶ Wayne Benjamin, Treasurer (Chestertown)
 - ▶ Vacant, Secretary (Chestertown)
 - ▶ Margie R. Baker (Chestertown)
 - ▶ Phil Cicconi (Rock Hall)
 - ▶ Nancy Connolly (Kennedyville)
- ▶ **Dal Holmes (Chestertown: Heron Point Retirement Community)**
 - ▶ Olythea B. Hunley (Still Pond)
 - ▶ Samuel W. Johnston (Galena)
 - ▶ Erlena Linthicum (Georgetown/Fairlee)
 - ▶ Bill Trainor (Rock Hall)

2021 Highlights

- ▶ **COVID Vaccine Registration Assistance**
- ▶ **Senior Needs Survey**
- ▶ **Safety and quality of care in local nursing homes**
- ▶ **Property Tax Credit Assistance- Training**

2022 Foci

- ▶ Assistance with Homeowners Tax Credit Applications
- ▶ COVID Booster Registrations
- ▶ Nursing Home Oversight
- ▶ Social Isolation



ANNUAL REPORT
January- December 2021



COMMISSION MEMBERS

Muriel Cole, Co-Chair (Chestertown) (Commissioners' Representative)
Carolyn Sorge, Co-Chair (Betterton)
Wayne Benjamin (Chestertown), Treasurer
Marilyn Snowden (Millington) Secretary*
Margie R. Baker (Chestertown)
Phil Cicconi (Rock Hall)
Nancy Connolly (Kennedyville)#
Barbara Fancher (Chestertown: Heron Point Retirement Community) *
Lauretta M. Freeman (Worton)
Olythea B. Hunley (Still Pond)
Samuel W. Johnston (Galena)
Ray Long (Galena)*
Mary Etta Reedy (Rock Hall)
Kathy Sanderson (Chestertown)*
Bill Trainor (Rock Hall)#

*Resigned during 2021
#Appoinetd during 2021



Cover illustration by Deb Brown, The Finishing Touch, Chestertown

Background

The Kent County Commission on Aging, established in 1969, is made up of representatives having an interest in seniors' issues and in alleviating problems faced by older citizens in Kent County.

Meetings are held at 10:30 a.m. the third Friday of each month, nine times per year, at Upper Shore Aging, 100 Schaubert Road, Chestertown. Meetings are open to the public.

The purposes of the Commission, as listed in the by-laws approved by the Kent County Commissioners on January 13, 2015, are:

1. To advocate for the senior citizens of Kent County, Maryland.
2. Provide information, guidance, advice, and recommendations to the County Commissioners of Kent County ("County Commissioners") pertaining to senior citizens.
3. Obtain, develop, and provide information concerning programs and services, available funds, and other resources at the local, state, and federal levels regarding the concerns and needs of senior citizens.
4. Plan, initiate, and implement projects or activities for the benefit of senior citizens as authorized by any applicable budget.
5. Support programs offered by organizations that provide services to help elderly persons to be independent and stay in their homes as long as possible.
6. Generally, to do all things necessary or proper to promote the interests, well-being, and quality of life for senior citizens in Kent County, Maryland.

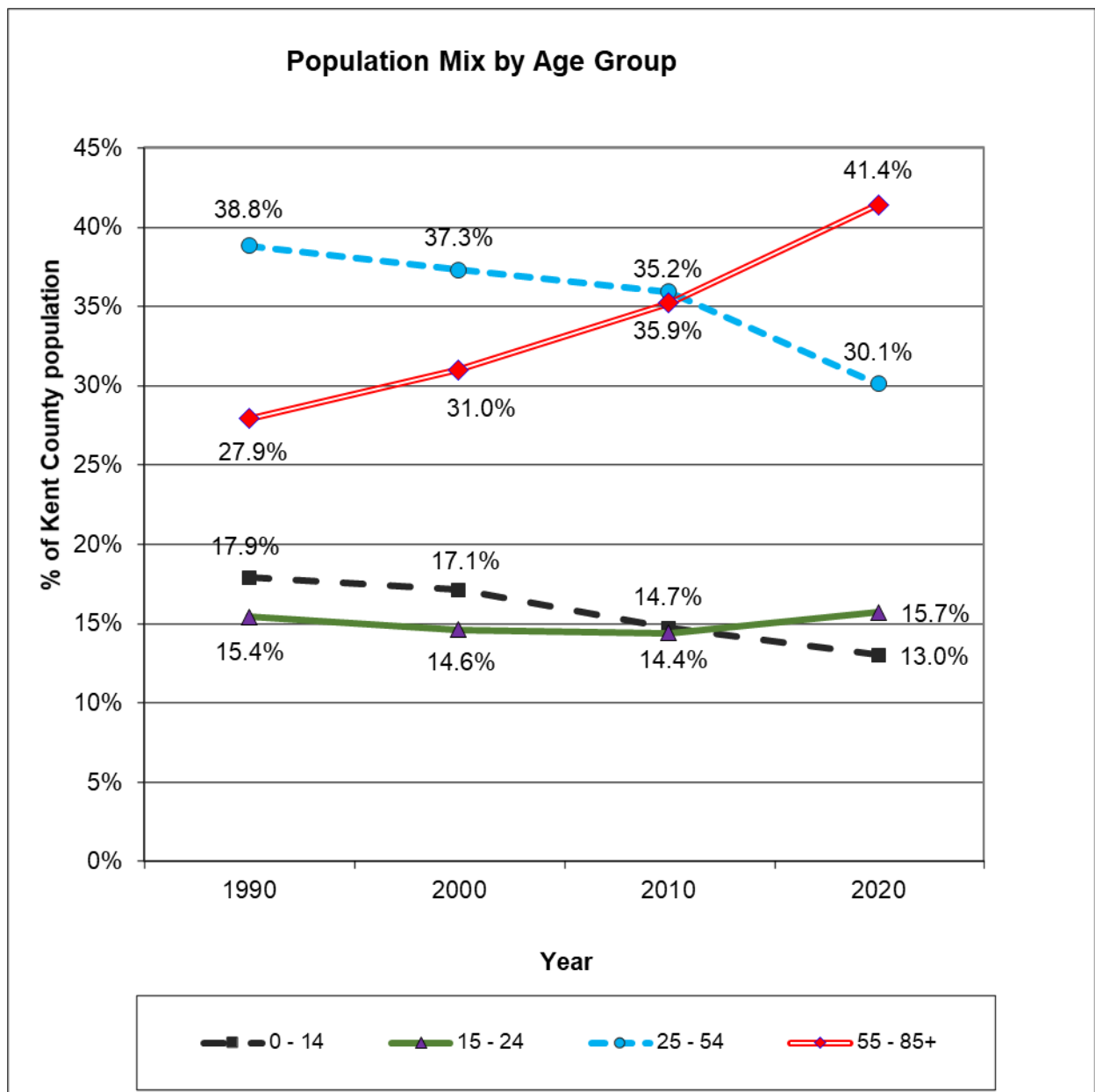
Demographics and Trends

The ratio of seniors to Kent County's overall population continues to increase, and officials can expect to see that trend intensified. Kent County is a beckoning destination for retirees for many reasons. Everyone acknowledges the need for a mix of residents of all ages, but we cannot deny the current situation and the consequent need to put a priority on senior services and programs.

	1990	2000	2010	2020
Kent County Population	17,842	19,197	20,906	19,422
% change		7.6%	8.9%	-7.1%
Households	6702	7,666	8,508	8,025
% change		14.4%	11.0%	-5.7%
Median age	36.6	41.2	45.1	45.9

(<https://www.census.gov/quickfacts/fact/table/kentcountymaryland/AGE775219#AGE775219>)

The 2020 U.S. Census results indicate that 27.1% of Kent County are 65 or older. On the Eastern Shore, only Talbot County comes close to the percentage of our older adults; 29.7% are 65 or older.



For every child in school here, there are 3.9 people over 65. The cohort of those 85 and over is the fastest growing segment.

Public services for seniors in Kent County are the joint responsibility of the Health Department, the Department of Social Services, and the Area Agency on Aging, which for Kent County (as well as Caroline and Talbot Counties) is Upper Shore Aging, Inc. None are funded adequately to meet the rising needs. All local seniors' programs continue to face challenges due to reduced budgets and increasing demands. Elderly persons are frequently physically unable to be advocates for their needs, which exacerbate these challenges. Cutbacks in resources occur, regardless of the cost-effectiveness of the cutbacks.

“We used to get sick and die. Now we get sick and live, get sick and live, get sick and live. The aging of the Eastern Shore is reaching truly crisis proportions,” Dr. Memo Diriker of Salisbury University warns.

As we become older, we are more likely to fall at home, become ill, and/or incur setbacks. Many on the Eastern Shore are especially isolated and live alone in our later years. Younger relatives are less and less available to help the elders.

Members

Members are appointed by the County Commissioners for a term of three years. Every effort is made to recruit individuals who reflect the racial, gender, and socio-economic mix in the County as well as representation from the various towns and villages.



During 2021 there was significant turnover in membership due to terms ending and members moving away. Current members are leaders in a wide variety of local civic and church activities, setting examples for volunteer service. Among other roles, Margie Baker is a volunteer and former Board member with the Kent County Food Pantry and is active in local social justice work. Wayne Benjamin is the Immediate Past District Governor for the 22B of the Lions Club International which includes the nine counties of the eastern shore. He is also a Board member of the Animal Care Shelter for Kent County

and a board Member of the Kent and Queen Anne County Guardianship Program. Phil Cicconi is currently the Vice President and co-founder of the Kent County Learning Center and formerly Vice-President of the Friends of Eastern Neck Wildlife Refuge. Muriel Cole is Past-President of HomePorts, Inc., and is a member of the Board of Directors of United Way Kent County. Lea Hunley is on the Advisory Board of the Department of Social Services and a liaison between the Board of HomePorts and the Chestertown Lions Club. Sam Johnston is past President of the Millington Lions Club and past member of the Millington Planning Commission. Erlena Linthicum is a volunteer at Asbury United Methodist Church and volunteer tutor at Rock Hall Elementary School. Marilyn Snowden is President of Classleaders for Bethel AME Church and volunteers with the Samaritan House Shelter in Chestertown. Carolyn Sorge serves on the Board of KART (Kent Association of Riding Therapy), and chairs the Betterton Community Development Corp. and the Betterton Heritage Museum. She is also a Trustee for the Betterton United Methodist Church. Mary Etta Reedy is President and co-founder of the Kent County Learning Center, Treasurer of Wesley Chapel, Treasurer of Rock Hall Senior Citizens, secretary of the Rock Hall Garden Club, and a member of the Character Counts Steering Committee and Character Coach. Bill Trainor is on the Board of Directors at RiverArts.

“I want to encourage the people of age to continue to do for themselves as long as possible. I was taught to help people in my church and community. I still help my older members of my family (a sister 105 years old).”

Comment by new member Erlena Linthicum

FY21 Commission on Aging Funding

The Commission on Aging requests and receives a small annual budget allocation for administration. In FY21 the Commission requested from the Kent County Commissioners and received \$3870, the same amount as in FY20. The majority of the budget is earmarked for reimbursement to members for expenses. The remainder is used for administrative expenses such as advertisements, publications, sponsorships, and facility and travel costs for events.

A 1978 County rule requires that members of all county commissions be reimbursed for expenses incurred. The county has interpreted this rule as a standard policy of paying members \$25 per meeting

attended, but in 2010 reduced the reimbursement to \$25 per quarter. Co-chairs receive \$30 per quarter. Although the County Commissioners proposed decreasing the number of meetings per year for the Commission on Aging to reduce costs, the Commission on Aging voted in 2010 to continue to meet nine times annually and members continue to accept one reimbursement per quarter regardless of expenses incurred. In 2021 the group met ten times, the majority being virtual meetings due to the COVID pandemic.

SUMMARY OF 2021 ACTIVITIES

Coordination with Upper Shore Aging, Inc.

The Commission regularly learned about and commented on programs and services for Kent County seniors supported by Upper Shore Aging, Inc., which serves as the Area Agency on Aging for Kent, Caroline, and Talbot Counties. A member also serves as a liaison with the Upper Shore Aging Board of Directors.

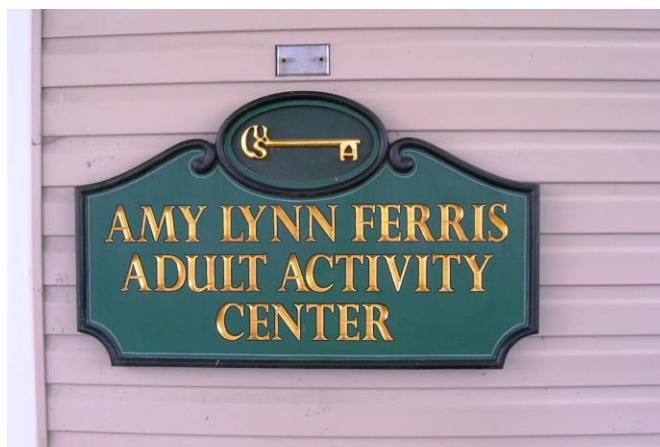
The Executive Director of Upper Shore Aging gave monthly updates to the Commission on the FY21-FY22 Upper Shore Aging budgets and projected changes. Funding is received from the federal, state, and local (Kent, Caroline, and Talbot) governments. Federal funds are distributed based on a population formula. Results of the 2020 U.S. Census will likely change the funding formulae, on which funding allocations are made to each county. Kent County receives the lowest in the State. Upper Shore Aging Inc requested \$ \$179,082 in the FY 2022 budget request from Kent County, which was the amount approved. Federal funds for nutrition-related activities were received under American Rescue Plan.

Upper Shore Aging was awarded a three-year grant to establish a Retired Senior Volunteer Program for those 55 and older. This initiative is seen as a very valuable addition, both for strengthening the volunteer base for local non-profits and for engaging seniors in important and satisfying activities.

Members continue to be concerned that *the overall level of funding does not meet the rapidly increasing need for local senior services and programs* that support healthy and safe aging. This situation is exacerbated by the situation of multiple funding sources, with each depending on the others.

At each month's Commission meeting, Rosemarie Curlett, Director of the Center, reports on upcoming special events, trips, and classes offered at the center. The Commission encourages that this information be shared. Unfortunately, a state-mandated closure of the Center continued until May of 2021, and many who regularly participated have not returned. Although efforts were made to continue some exercise classes on line, many attendees do not have ready access to Internet.

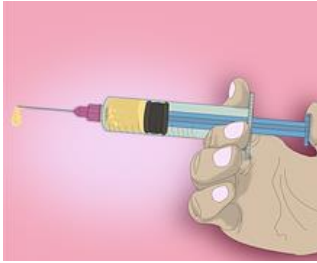
Meals-on-Wheels deliveries were made twice a week to 70-75 households, with one additional meal provided most months by a local restaurant as well as fresh fruits and vegetables in season. An initiative through the CARES Act provided "Grab 'n Go" meals once a week. There was no reported food shortage among local seniors.



COVID Vaccine Registration Assistance

The Commission partnered with the Kent County Health Department to register seniors for the two COVID vaccines and booster shots, with special attention to those who do not have Internet access. Appointments could be made only on line, leaving many older adults unable to register, and extremely concerned.

The Commission identified and supported seniors in both sign-ups and transportation, along with the Chestertown Lions Club. The Commission purchased a special phone for this purpose and also agreed to pay for ads to publicize this assistance, which ran weekly in the Tidewater Trader.



This was a significant undertaking with close to 2000 residents contacted by phone; 83% of those accepted appointments and were vaccinated. Callers received an extraordinary amount of appreciation from those served. The Commission was specially recognized at a Kent County Commissioners' meeting on Feb. 16, with a letter saying "Kent County is a better place to live because of the Commission's commitment to tirelessly advocate for Kent County's senior citizens." And the Commission received a

Certificate of Recognition from the Commissioners on Sep. 14 for "outstanding service and commitment to the Kent County community during the COVID-19 response."

"In this greatest nation on Earth, we protect the sick and the most vulnerable. We owe all we have to our mothers and our fathers, to the generations who came before, and we must do all we can now to protect them."
Congresswoman Liz Cheney (R-Wyoming),
March 27, 2021

State Legislative Oversight

The Commission remained active in United Seniors of Maryland (USM), the state coalition of organizations advocating for the well-being of older adults. A Commission representative attended meetings remotely to review and comment on legislative proposals that affect seniors.

Long-Term Care Advocacy



Exacerbated by the pandemic, the quality of care at the two public nursing homes in Kent County became a serious concern in 2021. In January the Commission wrote to the Governor, noting a recent front-page story in *The Washington Post* focusing on Peak Healthcare at Chestertown and describing some very disturbing findings. A reply from the Maryland Department of Health (MDH) stated, "MDH understands your concern about the care and treatment of the residents at Peak Healthcare at Chestertown. The Office of Health Care Quality identified the lack of hot water in the dietary area during a complaint investigation in September 2020 and issued efficiencies and sanctions to the facility. A revisit survey has been conducted to determine if the corrective actions have been and continue to be implemented."

The Commission evaluated reports from 2020 prepared by the Office of Health Care Quality for both the Resorts at Chester River Manor (99 beds) and Peak (92 beds). Statistics indicate that staffing levels there fall well below the recommended amounts, for both registered nurses and other health care workers. Their continued reliance on contract workers is an indicator that residents are not getting the continuity of care, informed by permanent staff who are familiar with residents' needs.

Social Engagement

The Commission remained very concerned about social isolation among seniors, but as the pandemic continued, plans for organizing community social events for seniors were put on hold. The Commission intends to pursue this as soon as it is safe to gather.

Community Needs

“The problems are extensive but not uncommon across the United States. Our advantage is that we are small enough to know and care about our neighbors and friends. The good news is that these problems are solvable if we join forces collaboratively and immediately to prevent unnecessary suffering for our senior citizens.”



During phone calls to register residents for the vaccines, members heard of many needs of local seniors. It was decided to take a survey to identify the most pressing needs. Discussion groups were held with small groups as well as phone surveys. Findings were analyzed and summarized in the report given in the Appendix. Notably the top three needs are: 1) Transportation, 2) Assistance accessing available services, and 3) Social opportunities. This report was presented to the Kent County Commissioners at their June 29 meeting and described action steps for the Commission, which have begun and can be more aggressively pursued after the pandemic. In June a member attended the state Department of Aging virtual Town Hall meeting on the Communities for Life concept, and the same three needs, notably, were identified.

Public Transportation

The Commission continues to be very concerned with the very limited bus service available in the County. Members attended the newly-established Basic Needs Working Group and spoke at a public hearing on the next annual Public Transportation Plan on Feb. 23.

Homeowner's Property Tax and Renter's Tax Credit Assistance

A concern of the Commission is financial literacy in Kent County. Following a briefing by Lacey Cox from the Kent County Commissioners' office on the state's Homeowners Tax Credit Program for those with limited incomes, it was decided to begin to address community needs by offering help with applications. This process is challenging for some older adults. The Commission recruited 12 volunteers who were trained in December by the program manager from the Maryland State Department of Assessments and Taxation.

Volunteer Fair

The Commission helped organize and co-sponsor the first annual Kent County Volunteer Fair on Sep. 11. The Commission spent \$60 as a co-sponsor of the Kent County Volunteer Fair. A booklet listing Kent County volunteer opportunities was produced. The event was a success, with 37 groups participating, and will be repeated in the Fall of 2022 under the leadership of the Kent County Chamber of Commerce.



Community Health Expo

The Commission assisted in organizing and was a Bronze Sponsor of the free Community Health and Wellness Expo held at the Kent County Community Center on October 14, organized by HomePorts, Inc., in

partnership with the Kent County Health Department and Kent County Parks and Recreation, The event featured a variety of exhibits with valuable, up-to-date information for families as well as seniors. This year's Expo, "Accessing Good Health", was the only such event in the area and highlighted over 30 community resources offering the latest health, wellness, and safety information. Flu shots and initial COVID vaccines were given by Chester River Pharmacy. Local vision specialists checked eye health.

State and Regional Coordination

In 2011 the Commission began a now annual tradition of an Eastern Shore regional luncheon meeting of Commissions on Aging in June, which has consistently resulted in a valuable exchange of information, strengthened networks, and new knowledge about priorities, concerns, and lessons learned. Due to the pandemic no event was possible in 2021.

Programs

The Commission held nine meetings in 2021, five in person. For those on-line meetings access was limited because several members do not have Internet access. In January Dawson Hunter, newly appointed Transportation and Housing Coordinator, spoke. The Commission was very supportive of his plans to pursue affordable housing and support for building homes for families in the Kent County area. The Commission continues to be very concerned with the inadequacies of the Delmarva Transit service. The County gives \$180,000 to Delmarva Transit annually.

In response to concerns described above about long-term care facilities here, there were two speakers in February: Dr. Fred Delboy, primary care physician in Chestertown and Medical Director of Peak Healthcare, and Lauren Harding, Area Director for Business Development for the four Peak Healthcare facilities on the Eastern Shore. Dr. Delboy told the group that the first local outbreak in the area was at this facility (then Autumn Lake) and quickly increased to 40-50 cases. The situation was extremely stressful. Ms. Harding explained the difficulty in finding trained staff for vacant positions.

In March Wayne Benjamin, MD, reported about Memory Booster/Supplements. The group was given info from the Mayo Clinic's website. The top three drugs identified were Prevagen, Neuriva, and Primal Mind Fuel. There is no clinical proof that any of these are effective. He recommended adjusting food choices and lifestyles, rather than taking a pill.

In May Lacey Cox, Kent County Commissioner's Office, briefed the group on the Homeowner's Property Tax and Renter's Tax Credit, a state program available for all Kent County residents to apply for. Recently the income limit for eligibility was raised from \$30,000 per year to \$35,000. The form can either be done online or by mail in. The group was given a lengthy handout of procedures to follow which might be complicated or hard for seniors who might need this service to apply for the tax assistance. Lacey asked for our help in advising seniors about this tax credit and how to get the word out to them. As a result, the Commission held a training session for volunteers, described above.

In October Mavis Jones, the newly hired Project Director for Kent County Retired Senior Volunteer Program (RSVP), described this activity. RSVP is a part of the Americorps program funded by a 3-year grant. The goals of the program are to improve the health and well-being of seniors by encouraging and matching volunteers over 55 to the needs of other seniors. All volunteers will be vetted and then matched with the organization that best meets their interests. Areas of focus for the grant are:

- Addressing food insecurity
- Access to Medical Care
- Isolation and Social Support

- Diabetes Prevention

In November Gary Gunther and Kim Porter gave an informal presentation on the myriad of services performed by Upper Shore Aging and answered many questions.



PLANS FOR 2022

- The Commission will continue to educate, advocate, and organize for the best future possible for our seniors.
- The Commission remains available to assist the Kent County Health Department with facilitating any preventive COVID measures available to seniors. This help includes identifying those who do not have the means to register, contacting them for the required information and if necessary, providing transportation.
- The Commission will formally offer help to those needing assistance with applications for Homeowner's Property Tax and Renter's Tax Credit. An effort will be made to widely publicize this service in early 2022.
- The Commission will continue to work with the Kent County Long-Term Care Ombudsman Program to support protecting the rights and promoting the well-being of residents in long-term care facilities.
- The Commission will continue its advocacy for better local transportation service.
- When community gatherings are again safe, the Commission will pursue the project to provide social opportunities for seniors in various communities, modeled on the successful monthly programs in Rock Hall.
- Recognizing more and more demands on the very limited resources, the Commission will continue to support the efforts of Upper Shore Aging to increase fund-raising activities.
- The Commission will maintain its involvement as an advocate locally and State-wide for adequate funding for senior programs and services.



Kent County
MARYLAND

KENT COUNTY COMMISSION ON AGING SENIOR NEEDS ASSESSMENT

2021

Abstract

Seniors face a myriad of problems including transportation, affordable housing, and activities of daily living. These problems are common across the United States. Our advantage is that we are small enough to know and care about our neighbors and friends. These problems are solvable if we work collaboratively and remain focused on specific goals identified.

Mary Etta Reedy

June 1, 2021

Kent County Commission on Aging Senior Needs Assessment 2021

Introduction:

Upon the completion of the COVID senior vaccination registration project, the Commission on Aging (COA) surveyed seniors to identify the most pressing needs of Kent County seniors. In seeking solutions, the COA will hold discussions with representatives from agencies serving Kent County seniors, service organizations, churches, colleges, public and private schools, Scout groups, and community volunteers, to identify the services currently provided and those not currently available. By acting as a catalyst, the COA plans to coordinate and expand senior services to avoid overlaps and identify gaps in services by coordinating and connecting existing and potential service providers. The goal is to improve the quality of life for Kent County seniors.

Methodology:

After confirming that the senior needs are still the same as reported in the COA March 2016 survey, we decided to talk intensively with a smaller number of seniors to get an in-depth understanding of their needs. A more detailed appreciation of senior needs is required to address the issues facing seniors. Global issues needed to be broken down into more finite parts. COA members conducted phone surveys speaking at length with seniors randomly selected from the COVID call list. Additionally, a focus group was held to encourage synergistic interaction among seniors.

The COA selected a small sample of seniors (35) aged 70 plus to complete a phone survey of senior needs. The survey questions asked were:

1. Which of the following services do you think seniors most urgently need: transportation, help with household chores, medical assistance, nutritional assistance, assistance obtaining available services, and social opportunities?
2. What specific comments do you have about the priority that you selected?
3. What is the second most important service needed by Kent County seniors: transportation, help with household chores, medical assistance, nutritional assistance, assistance obtaining available services, and social opportunities?
3. What specific comments do you have about the second priority that you selected?
5. Which of the following senior services would be your third priority: transportation, help with household chores, medical assistance, nutritional assistance, assistance obtaining available services, and social opportunities?
6. Discuss specifically why you believe your third priority is important. provided for seniors in Kent County?
8. What changes would you suggest to the services provided to seniors?
9. Which town is closest to your home?

10. How old are you?
11. What is your gender?
12. Do you have any additional comments or suggestions?

Additionally, the COA conducted a focus group session of 10 participants to allow a discussion of a range of senior needs. Participants were aged 65-80 with the majority in their 70's. The questions were open ended to solicit a broad range of ideas and suggestions. The questions asked were:

1. Do you know the senior services that are available in Kent County? How would you access information about available services?
2. As a senior, how do you think your church and community could be more helpful to you?
3. What do you think about the idea of seniors helping seniors?
4. How do you currently access maintenance services or other help with your apartment, house and/or yard?
5. If you had a magic wand, what one service would make your life better?
6. How do you define "quality of life" and what single aspect of your life would you change to make your quality of life better? What help do you need to make that happen?
7. Finish the sentence: In my current situation I wish ...
8. Do you agree that the quality of retirement could be vastly improved with a good understanding of financial literacy in youth?
9. Do you have any additional suggestions of services that we could provide to improve your quality of life?

Findings:

Three facts became evident as we analyzed the data received. First, the senior needs identified in the COA March 2016 Survey continue to be major concerns today. Secondly, the needs identified are inextricably connected and cannot be addressed in isolation. Finally, there is a need to centralize access to information and available services.

The major senior needs identified were similar for both those surveyed and those participating in the focus group. They are:

1. **Seniors do not know the services that are available or who to call to access those services** They were familiar with meals on wheels and the activities offered at Amy Lynn Ferris but had no idea how to access transportation, handyman services, help with getting medicine or groceries, financial help, nursing services or property tax credits. They did not know how to access information about the services they needed and did not have the technology or technology skills to seek out options. Aligned is the fact that agencies and communities do not have a full understanding of the changing needs of local senior citizens.

- 2. Lack of transportation:** Transportation continues to be a major concern. Transportation is needed for local doctor appointments, prescription pick up, trips for groceries and other shopping needs, attendance at church and social or exercise opportunities. Additionally, transportation is needed for out of county medical appointments. It was also noted that when taken to the hospital via ambulance, the senior must provide return transportation home. The senior is also responsible for the ambulance cost unless they are admitted to the hospital.
- 3. Lack of social interaction and loneliness:** Social interaction was a recurring concern. When asked what would improve quality of life, the response was connections and knowing that you are not alone. Repeatedly, seniors said they would like to have people visit to just talk, share lunch, manage medicine, and check their wellbeing. Seniors wanted opportunities to meet new people and to be able to attend community social events. They wanted someone to take them to church or out to lunch once a week. They felt that their quality of life would improve if their lives were more predictable, for example, a friend visiting each Thursday. People who live alone and have no family in the area need socialization. Seniors deteriorate if they do not have social interaction.
- 4. Help with household chores and minor repairs:** Numerous requests were made for help with minor home repairs, yard maintenance, and pet care. Seniors said that as they become older and more fragile, they cannot lift much, climb ladders, clean under things, or even walk their dogs. Things as simple as changing a light bulb cannot be done without standing on something. Seniors were concerned about how to get references for quality repairmen. They also expressed concerns about the cost of just minor repairs.
- 5. Medical assistance:** Concerns about medical assistance were wide ranging from helping sort pills weekly to helping get a loved one or themselves into a long-term care facility. Most commonly people needed transportation to get medications or attend doctors' appointments. Another repeated request was for someone to serve as an advocate who would attend doctors' appointments to ask questions and record what the doctor said. They said that they often do not think of questions to ask or remember what the doctor said. Seniors also needed help obtaining therapy and prescription medication. Several people said it would help to have a volunteer visit each week to give their caregiver a respite and to increase social interaction. Having the same person visit weekly develops a new trusting relationship and an enhanced level of caring.
- 6. Nutritional Assistance:** The food banks seem to be doing a good job of making food available to seniors. Once again, transportation and getting information about what is available were concerns. It was felt that information about all of food banks should be under a central coordinator. There were concerns expressed about needing help preparing dinners because of mobility issues and an inability to stand for prolonged periods of time. Others noted that it would be really nice to eat with another person.

Commission on Aging Action Steps:

1. Meet individually with the following groups to determine the services they currently provide, the gaps they see, needs that they cannot fully cover, and how they communicate their services to Kent County seniors.
 - State and county agencies serving senior citizens.
 - Service organizations including the Rotary, Lions, Legion, and Kent County Rebuilding Together. Include other agencies as identified.
 - School personnel for service-learning volunteers
 - Churches
 - Volunteer organizations
 - Chester River Hospital
 - Scout and church youth groups
2. Conduct a meeting and invite representatives from each agency or group to share what we see as current service gaps and needs. Collaboratively review and revise as needed the goals listed below. Jointly, develop a 5-year plan to accomplish the goals selected. The plan should include action steps and measurable outcomes.

Goals to meet identified Kent County Senior Needs:

1. To have all agencies serving seniors, service organizations, churches, and volunteer groups collaboratively coordinate services to provide seniors with a comprehensive menu of services that eliminates overlaps and gaps in services.
2. Enlist volunteers, churches, scouts, college and secondary students to provide services such as pet walking, yard work, house cleaning, etc.
3. Seek a cadre of retired nurses to serve as patient advocates. These volunteers could sort medications, attend doctor appointments as requested, and provide a respite for caregivers.
4. Utilize the grant writer to hire a Volunteer and Senior Needs Coordinator who would develop a database of senior needs and willing volunteers. These databases would include a list of willing volunteers including their locations, skills and days available. The coordinator would also develop a service provider database that would include all agencies and groups providing senior services and include their location, contact information and services provided. These databases would be updated regularly.
5. Develop an online information center that would serve as a clearing house for senior services. It would include vetted repairmen/handyman who give senior discounts, transportation options, social opportunities, help obtaining information about senior tax credits, help with getting prescriptions, services offered by churches, agencies and service organizations.

6. Provide a senior hotline that can be called to get information and help seniors access all available services regardless of the providing agency. This number will serve as a central location to receive information about all available services for Kent County seniors. The line could be manned by trained senior volunteers.
7. Convince the high school to make a semester long financial literacy course mandatory for seniors.

Summary:

The concerns expressed by Kent County seniors remain much the same as in 2016. According to the 2010 Census 21.7 percent of Kent County's 20,197 citizens are over age 65. The percentage of seniors is projected to increase each year for the foreseeable future. Consequently, it is imperative that we address these problems collaboratively and immediately to prevent unnecessary suffering for our senior citizens.

The Older Americans Act, passed in 1965, established Area Agencies on Aging, to operate critical services to keep seniors healthy and independent—services like meals, senior centers, health promotion, benefits enrollment, and caregiver support. Kent County's agency is part of the regional non-profit, government-funded Upper Shore Aging, Inc. While this organization provides many services, it is poorly funded, and demand far exceeds the resources currently allocated. Those knowledgeable agree that its services are not well-known. Part of this weakness is due to the lack of funding for promotion and outreach. Part of the problem is also the fact that seniors tend to be isolated and unlikely to learn of or seek out services until the need them. The State of Maryland began Maryland Access Point a few years ago to better communicate available services, but many Kent County seniors do not have Internet access or smartphones to take advantage of such information.

The problems facing Kent County seniors are extensive but not uncommon across the United States. Our advantage is that we are small enough to know and care about our neighbors and friends. The good news is that these problems are solvable if we join forces and remain focused on identified outcomes. Five years from now, let us resolve to have measurable improvements to long term issues now facing of our seniors.

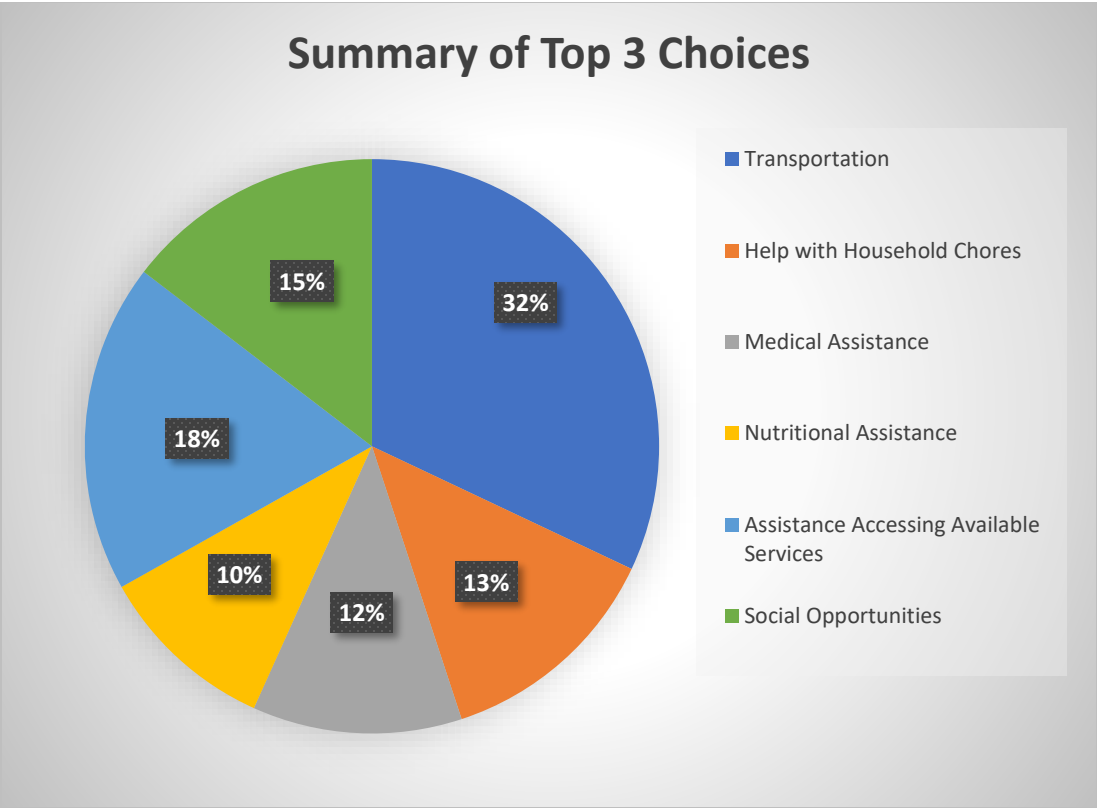
Appendix I

June 1, 2021

Senior Needs Survey Results - 2021

Total of top three selections of all surveyed Seniors

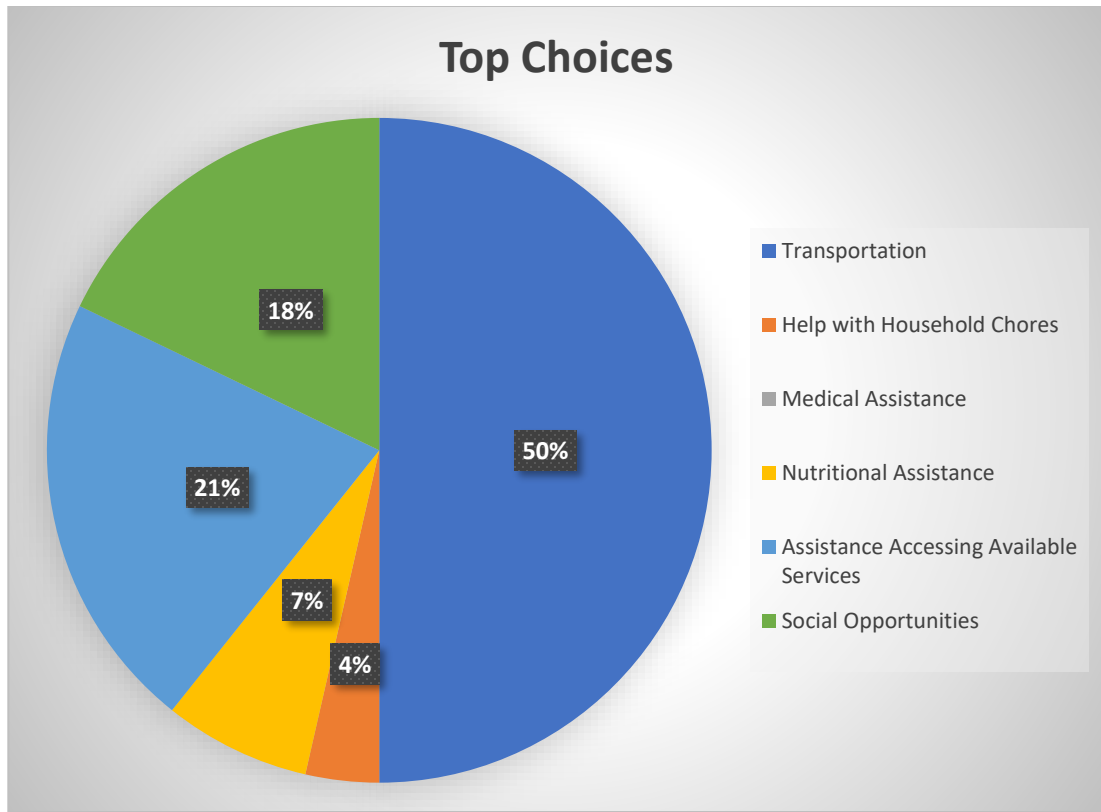
Three (3) points were awarded for each top choice, two (2) for each second choice and one (1) for each third choice selection. The three results were added to determine an overall ranking of senior needs.



Choices:

Transportation	56
Help with household chores	23
Medical Assistance	21
Nutritional Assistance	18
Assistance obtaining available services	33
Social Opportunities	26

1. Which of the following services do you think seniors most urgently need?



Choices:

Transportation	14
Help with household chores	1
Medical Assistance	0
Nutritional Assistance	2
Assistance obtaining available services	6
Social Opportunities	5

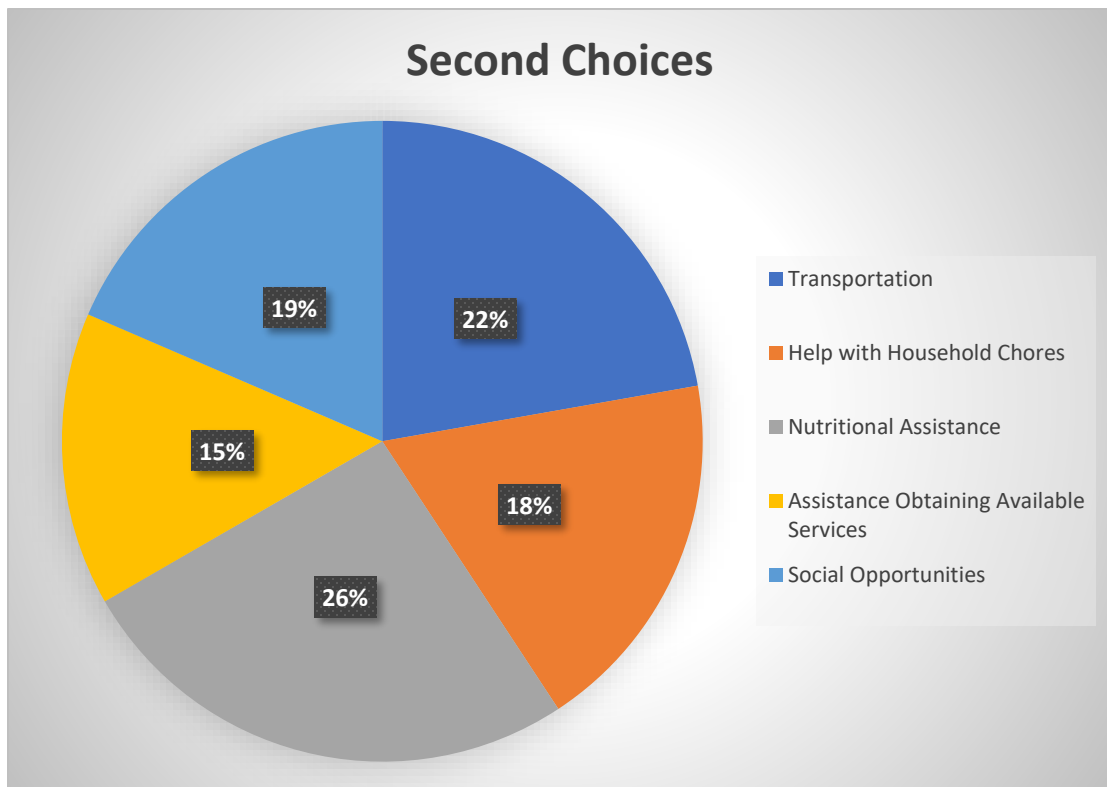
2. What specific comments do you have about the priority that you selected?

Essay

Answers

- Not ambulatory. Need help picking up medicines and getting groceries. Transportation to doctors, pick up glasses and prescriptions. Need a wheelchair on the other end. Use crutches for short distances.
- Need someone to just sit with the senior to allow the caregiver a respite to shop, relax, etc.
- My kids are in Pennsylvania. Is a member of the senior center, plays bingo and has lunch there. Goes out with friends for lunch each Wednesday and have breakfast on Sunday also. But, I am still lonely. Provide opportunities to join senior centers to meet people and have a lunch. Need opportunities to meet people.
- He is currently able to drive but sees difficulties ahead because of emerging health problems.
- He is very independent and does not require transportation or other assistance now.
- Needs transportation for shopping needs.
- She would like transportation to do weekly shopping chores. Misses going to church.
- No assistance needed. She and her husband are doing well together. Thank us for the help with the vaccine.
- As I become less mobile, I am realizing that transportation is more of an issue.
- She needs a Stair Lift

3. What is the second most important service needed by Kent County seniors?



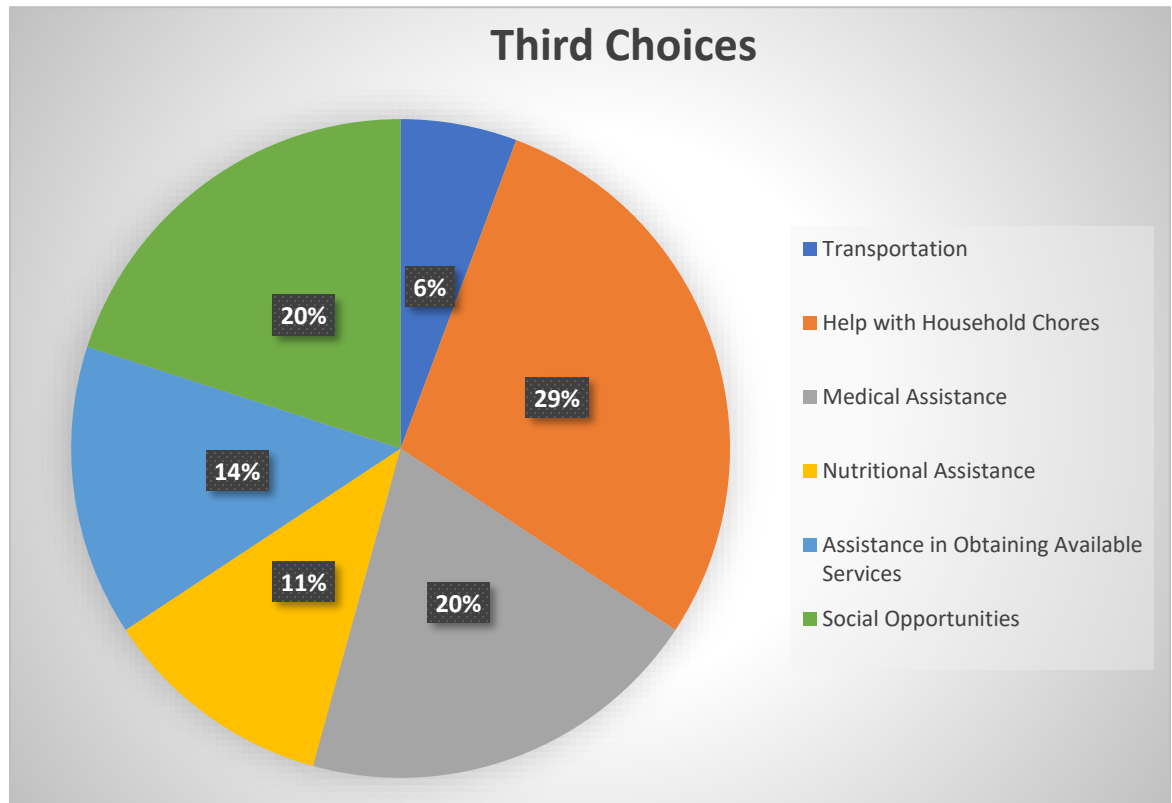
Choice	Total
Transportation	6
Help with household chores	5
Medical assistance	7
Nutritional assistance	4
Assistance in obtaining available services	5
Social opportunities	2

4. What specific comments do you have about the second priority that you selected?

Answers

- Need someone to attend doctors' meetings to act as an advocate. Help asking questions and recording what the doctor says. At doctors' sessions, often cannot remember what the doctor says because often emotional if problems.
- Need information to help get someone into a facility. She has become too ill to live on her own even with visiting nurses and a live-in caregiver.
- A lot of people need help with organizing pills and taking them at the right time. People may need assistance with prescription costs.
- Currently does not know what services are available to him.
- Has no needs.
- She needs help with nightly dinners.
- Has difficulty obtaining dinners.
- Ageing does require more medical help than my prior life.
- Her most pressing need is a stair lift.
- Medical assistance has always been a priority.

5. What is the third most important service needed by Kent County seniors?



Choice	Total
Transportation	2
Help with household chores	10
Medical assistance	7
Nutritional assistance	4
Assistance in obtaining available services	5
Social opportunities	7

6. Discuss specifically why you believe your third priority is important.

- What is available? Need someone to research the information. I cannot get to places where service questions might be answered. Live on social security and need help with household chores but I need volunteers. Sometimes need help filling out forms because get confused due to medications. Need to know what is available. For example, need an EpiPen but cannot afford one. Insurance covers less all the time.
- Needed help obtaining therapy, medication medicine.
- Right now, I do not need assistance with household chores and driving but don't know how to obtain trusted services. Would like to have a number to call to get information.
- This requirement will be more necessary as health fails and mobility decreases.
- I am currently is very independent.
- She cannot perform chores because she lacks energy.
- She is too fragile to do household chores.
- Lack of mobility makes working around the house more difficult.
- She was a Bus Driver for years and seems to have everything the way she wants it. She is in a program called Telephone Reassurance and get some of her social needs satisfied through this.
- As mobility decreases, there is less ability to do household chores.

7. Are there currently any gaps in services provided for seniors in Kent County?

- Need help with walking pets. I cannot live without a pet because I live alone. Need someone to take them to the vet also. Not aware of the services that are available in Kent County.
- Know that there are home health nurses that provide therapeutic help and household help such as laundry, cooking, cleaning. Found information from the doctor that was paid for by Medicare.
- Is familiar with the activities at the Amy Lynn activities, meals on wheels. Not familiar with other current services that are available.
- He is not aware of any in-home nursing or assistance that is available to seniors in the area.
- Protection from SCAMS that target seniors using scare tactics would be a welcome service.
- I need help with paperwork.
- Ability to have cooked meals delivered to my home.
- There are no means for me to socialize.
- Socialization opportunities.
- I would like more delivery services and curbside pick from the local stores.

8. What changes would you suggest to the services provided to seniors?

- Help with cleaning and yard work as well as minor repairs needed in house. Still lives in her own home and does not have to pay taxes but still needs to have repairs made--a light socket, kitchen faucet leaks. Still must live in own home because it is the most inexpensive place to live.
- More volunteers to just come in and provide a respite for the caregiver or to get medicines, etc.
- Not familiar with current services. Building a new YMCA and she will join.
- No suggestions.
- More help with tax and financial issues.
- More access to handyman services.
- Information on how to receive what help is available.
- Bring back the senior's meetings at church.
- Curbside pickup and home delivery.
- Waiting for the services to open after the pandemic.

9. Which town is closest to your home?

Piney Neck by Chesapeake Seafood	Chestertown
Galena	Chestertown
Tolchester	Rock Hall
Rock Hall	Still Pond
Still Pond	
Chestertown	

10. How old are you?

65-70	0
71-75	1
76-80	2
81-85	8
86-90	11
91+	8

11. What is your gender?

Male	8
Female	22

12. Do you have any additional comments or suggestions?

- I will think about this and call you back.
- I cannot think of anything that you have not covered.
- Tapped out.
- Currently independently living male who is facing future health challenges that could confine him to home. He has no desire to move from his bayside home.
- He is independent and currently has no needs.
- She has a daughter who is her caregiver but is concerned that her situation is changing because the caregiver daughter is changing jobs to an in-state location farther away.
- He lives independently and is still driving.
- He is living independently and works part-time in the insurance business. He is healthy and mobile.
- He is a retired engineer who has a different perspective on life. He runs Home Ports and is attuned to problems that befall seniors. He is very

tech-savvy and uses his smartphone extensively. His belief is that money/capital is the grease that can solve many senior problems.

Appendix II

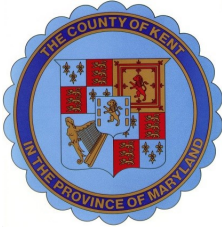
Senior Needs Assessment Focus Group Report - June I, 2021

1. Do you know the senior services that are available in Kent County? How would you access information about available services?
 - Senior property tax credit is a state program. One gentleman knew about it and had completed the form previously. One person tried and stopped.
 - One person suggested social services and asked if we had a Kent County Department of Aging. People know about Amy Lynn Ferris but not Upper Shore Aging. Two representatives have taken exercise classes there.
 - An Amy Lynn representative talked about Medicare choices- which plan and company. She was not able to meet my needs.
 - There are a lot of Medicare advising companies that make suggestions for companies to choose. Go online and look for Medicare advisors.

2. As a senior, how do you think your church and community could be more helpful to you?
 - People did not know where to start to find information about available services.
 - How do you know about Upper Shore Aging? Will restart July 21.
 - Transportation linked to communication and isolation. Representatives were not aware of how the transportation system worked or where to get information about it.
 - Communication is needed to help people know what is available. Computer skills are needed to get information.
 - Transportation to hospital and doctor appointments is needed. This transportation is needed for both in-county and out-of-county appointments. An Ambulance costs several thousand dollars, and it is your responsibility if you are not admitted. People are not aware of the fact that you must be admitted for it to be covered.
 - Computer services are slow in Kent County and many seniors do not have access to the internet.
 - The Chestertown food bank is available to all, but you must go through social services. Chestertown American Legion is housing a new company that is delivering meals (Feed the Elderly). Upper shore aging has a shopping service for seniors. There is a food bank in Rock Hall. The Church of God has a new food bank.
 - There is a need to centralize services or at least a central point of contact to get information about senior services. For example, we need to list all of the food banks in the county. Recommend a central coordinator maintain a common list of patrons and central point to make requests.
 - We need a database of Kent County seniors and their needs.
 - There is a new Wellness Coordinator and assistant at the hospital will work to coordinate all senior services.
 - If you need a specialist, you need to travel for at least one hour. It is a problem of both transportation and physical endurance.

- Essential services are not provided by the hospital in Chestertown. It may become a rural hospital and serve as a national model. More senior hospital services need to be available locally.
3. What do you think about the idea of seniors helping seniors?
 - Seniors prefer being among peers and taught by them rather than college students.
 - Churches could support people for lawn cutting and maintenance.
 - Could we develop a cadre of people to help seniors with minor repairs? People could help walk and care for pets. There are a couple of groups such as Rebuilding together. Much of the material was donated by Lowes.
 - Concern about fixing things in other people's houses is insurance.
 - Could coordinate with the high school to have people come to do yard work for a day. Could count as service learning. Could call the high school counselors. Could also call scouts.
 4. How do you currently access maintenance services or other help with your apartment, house and/or yard?
 - Call my neighbor.
 - How do you get a referral to quality services? Representatives felt that there should be a place to access vetted repair service personnel who would give a senior discount.
 - Village hardware and other such stores will give recommendations for service people.
 - How can we get the information out? Tidewater trader.
 - Is there a hot line?
 5. If you had a magic wand, what one service would make your life better?
 - There is no place that offers decent senior housing with all maintenance and yard work included. Must be a fee attached. Galena has Briscoe Manner and two in Chestertown that are federally funded. Millington trying to build one also. They are rentals.
 - Seniors felt that you need a book or hotline to call to access all of the information that you need because many seniors have no computer or smart phone. Senior services hotline would help. A hotline where someone could access information from a clearinghouse website would be best because it can be updated regularly. If we had a manned hot line that Kent County seniors could call to get needed services, it could be manned by trained seniors, college students or high school students.
 - We need to create a network of volunteers. Seniors are us. Need to have one central computer site where information about all senior services in Kent County are housed.
 - Kent County needs a record keeping system assessing the needs and requests. As seniors call in for information, develop a database of all seniors and their needs.
 6. How do you define "quality of life" and what single aspect of your life would you change to make your quality of life better? What help do you need to make that happen?
 - Connections and knowing that there are people that you can connect with.
 - Confidence that you are not alone.
 - Make our lives more predictable. Someone will be there each Thursday.
 - Need to feel that you are not alone. Need to know that someone cares that you are alive.

- People deteriorate if you do not have social interaction. Church could help with this.
 - Medications are a big problem. Have someone come in to sort meds. Make phone calls seeing if they are ok and what needs they have. It shows that someone cares.
 - Seniors who live alone and have no family in the area need people.
7. Finish the sentence: In my current situation I wish ...
- Would love to have a handyman.
8. Do you agree that the quality of retirement could be vastly improved with a good understanding of financial literacy in youth?
- Generally, agree. Is it taught in high school?
 - Everyone needs financial literacy including use of a credit card, checkbooks, investments.
 - It is all about education.
9. Do you have any additional suggestions of services that we could provide to improve your quality of life?
- Open the municipal building back up.
 - Make community facilities available.
 - Communications-how to get the word out and to get people involved.
 - How to train people. Getting all service organizations and senior agencies to coordinate services, communication, and what services that they provide.
 - The hot line number is a good way to go.
 - How do you distribute information to get to the most seniors? The mail system?
 - May need to get a grant to meet these needs.
 - We could do mass mailings. Include mailings in tax bills. Upper Shore Aging has a mailing list.
 - Might be surprised at how many people are willing to give their time to help other seniors.



William Gale
1/25/2022
County Commissioners Meeting

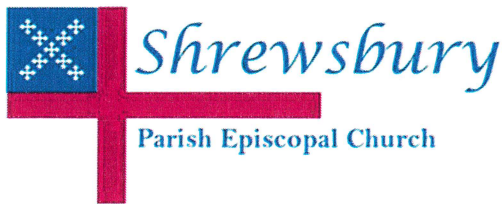
Item Summary:

Homelessness in Kent County

ATTACHMENTS:

Description

01.25.22 Chesapeake Coalition for the Homeless



Chesapeake Coalition For The Homeless

Mission Statement: Create for our folks viable paths off the streets. Such alternatives will be supported by programs which will assist them in living more productive lives. All the time maintaining their dignity and protecting their civil rights.

PART 1 Extraction

- Identify those who fit our criteria.
- Supply those with 24 hour shelter.
- Replace handouts with appropriate meal plans.
- Supply adequate clothing.
- Gain their trust.
- Give those in need of health care, avenues to acquire that care.
- Acquire ID (identification) for those which have none.

PART 2 Individual Case Loads

- Create individual case files to better understand their needs.
- Get those in need of medical care to an appropriate physician.
- Get those in need of rehabilitation, the appropriate care they need.
- Create a personal relationship with the individuals in order to facilitate long term goals.

PART 3 Long Term Financial Alternatives

- Set achievable goals.
- Financial counseling when desired.
- Explore disability or Social Security.
- Supply job training where applicable.
- Create recreational opportunities
- Give individuals purpose through work, either paid or voluntary.

PART 4 Creation of Independence

- Affordable housing.
- Financial stability.
- Develop budget plans to fit each individual need.
- Provide organizational training to maintain lifestyle.
- Assist in banking practices.

Shrewsbury Parish is a caring community of faithful people created by God, redeemed by the Son, and empowered by the Holy Spirit. Our mission is to joyfully radiate God's love and to live in Christ.

www.shrewsburychurch.org



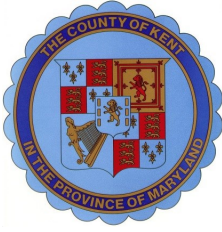
shrewsburychurch@gmail.com

12824 Shrewsbury Church Road
Post Office Box 187
Kennedyville, Maryland 21645
410.348.5944

Shrewsbury Church
Chesapeake Coalition for the Homeless
Monthly Budget

Management:

Directors Salary	weekly - \$1875.00
	Monthly -\$7500.00
Out of pocket expenses	Weekly - \$700.00
	Monthly -\$2800.00
Fuel	monthly -\$400.00
Room and board per candidate	Weekly- \$455.00
	Monthly for 5 candidates -\$5460.00
Monthly aggregate budget-	\$16,160.00
Fund raising goal-	\$1,000,000.00



Bill Mackey, Director, Planning, Housing, and Zoning
1/25/2022
County Commissioners Meeting

Item Summary:

Last year, on March 4, 2021, the Planning Commission revised its bylaws to include provisions that address the date for the annual meeting for election of officers, how to handle tie votes pursuant to Chapter 199-2 of the Public Code, and placing time limits on public comments. A copy of the amended bylaws indicating the changes are attached.

ATTACHMENTS:

Description

Planning Commission bylaws - showing changes

Planning Commission bylaws - final clean copy

Kent County Planning Commission

Bylaws

SECTION 1 ANNUAL MEETING

The annual meeting of the Planning Commission shall be the first regular meeting ~~in the month of March~~ of each calendar year. Such meeting shall be devoted to the election of officers for the ensuing year and such other business as shall be scheduled.

SECTION 2 REGULAR MEETINGS

Regular meetings of the Planning Commission shall be held in the County Commissioners Hearing Room, Kent County Government Center, 400 High Street, Chestertown, MD on the first Thursday of each month and shall be open to the public. At such meetings, the Commission shall consider all matters properly brought before it without the necessity of prior notice thereof to any members. Meetings may be continued if the need arises. A regular meeting may be canceled or rescheduled as deemed appropriate by the Planning Commission. Notice of canceled, relocated or rescheduled meetings shall be published in the local newspaper if time permits and posted on the door or blackboard at the entrance to the Department of Planning, Housing, and Zoning or on the glass doors at the Calvert Street entrance to the building.

SECTION 3 SPECIAL MEETINGS

Special Meetings of the Planning Commission shall be held only by a decision of the majority of the Planning Commission members or by request of the Board of County Commissioners of Kent County. The Planning Commission shall determine the time and place of the special meeting. Notice of such meetings shall be given to all the members and the public not less than forty-eight hours in advance thereof by posting on the door or blackboard at the entrance to the Department of Planning, Housing, and Zoning and if time permits by publication in the local newspaper.

SECTION 4 QUORUM

At any meeting of the Planning Commission, a quorum shall consist of four citizen members of the Commission. No action shall be taken in the absence of a quorum except to adjourn the meeting to a subsequent date.

SECTION 5 VOTING

At all meetings of the Planning Commission, each citizen member attending shall be entitled to cast one vote. An ex-officio member, if any, appointed by the Kent County Commissioners, pursuant to § 199-2 of the Kent County Code, shall vote only in the case of a tie vote by the other citizen members. Voting shall be by voice. In the event that any member shall have a personal interest of any kind that would affect their ability to render a decision of a matter then before the Commission based

solely on the evidence, he shall disclose his interest and be disqualified from voting upon the matter, and the secretary shall so record in the minutes that no vote was cast by such member. The affirmative vote of a majority of those members voting shall be necessary- to pass any motion. A tie vote shall fail passage of a motion.

SECTION 6 PROCEEDINGS

- A. At any regular meeting of the Planning Commission, the following shall be the regular order of business:
- The Chairman will call the meeting to order.
 - The Chairman will state that the members have had an opportunity to review the agenda and will ask if a member has anything to disclose.
 - The minutes will be read; changes noted; and a vote taken on the minutes.
 - Each agenda item will be taken and will be followed in order:
 1. Staff reports will be taken;
 2. Applicant will present case;
 3. Planning Commission will ask questions;
 4. Citizens ask questions or present comments on the proposal;
 5. Applicants make a final statement;
 6. Staff will present any additional recommendations or comments;
 7. Planning Commission will have a general discussion;
 8. Motion will be made and seconded;
 9. Motion will be discussed; and
 10. Vote will be taken by all members.
 - Officers and staff will present reports.
 - General discussion.
 - Adjourn.
- B. Each formal action of the Planning Commission required by law, rule or regulations shall be embodied in a formal motion duly carried and entered in full upon the Minute Book after a vote as provided in Section 5 hereof.
- C. The Planning Commission may permit electronic presentations with advance notice of one week or as approved by the Planning Director. A copy of the presentation shall be provided to the Department of Planning, Housing, and Zoning for inclusion in the project file either before or as a part of the presentation at the meeting.
- D. The Planning Commission may place time limits on presentations-~~and,~~ testimony, and public comments.

SECTION 7 RULES OF PROCEDURE

All meetings of the Planning Commission shall be conducted in accordance with Robert's Rules of Order and Maryland's Open Meetings Act. Rules of evidence shall be relaxed; however, the burden

of proof shall remain with the applicant. All witnesses (including staff) who are testifying for those cases that are executive functions of the Planning Commission shall testify under oath.

The Commission welcomes testimony from the public at its meetings. If any Person wishes to bring to the Board's attention complex data, reports, or arguments, that Person should submit the material in writing one week before the hearing and the planning staff will note in the staff report that additional information is in the file for review by the Commission. The Commission may limit the time allotted for oral testimony and may leave the record open to receive written testimony. Each Person offering oral testimony should summarize major points that are more fully discussed in written testimony and refrain from repetitious oral testimony. Because hearings conducted under these rules are quasi-judicial in character, those presenting testimony are advised to observe general rules of decorum and address only the issues before the Board.

SECTION 8 CONFLICTS OF INTEREST

To promote confidence and trust in the conduct of public business, members of the Planning Commission and Planning Staff must, at all times and in all respects, observe an affirmative obligation to disclose any actual, apparent or potential conflict of interest pertaining to any application that is subject to the Planning Commission's jurisdiction.

SECTION 9 EX PARTE COMMUNICATIONS

To preserve public confidence in the fairness of Planning Commission deliberations and decisions, the Planning Commission should ensure that the public and interested Persons have the opportunity to know, and respond to, all information that the Planning Commission considers in making its decisions. The Planning Commission should also ensure that all members have the same opportunity to know and consider any relevant evidence provided to any other Planning Commission member. The Commission may take administrative notice of facts in common knowledge and matters falling within any member's experience and expertise, as disclosed by that member, in reaching a decision on a matter.

When considering any matter, all interested parties need the assurance that other interested parties will not have an unfair advantage in presenting their version of the relevant facts or concerns to the Commission. To that end, Commission members must avoid communicating with applicants or any other persons about a pending application except at Commission meetings when the application is considered.

Each Planning Commission member must not communicate with any person, other than planning staff, about the merits or facts of any pending application, except during the Commission meeting when the application is considered. If the Commission finds that any person has intentionally communicated or attempted to communicate with a Commission member, the Commission may impose an appropriate sanction including the exclusion of any testimony by the person from the record of the matter to which the prohibited communication pertained.

If a Planning Commission member receives unsolicited communications about a pending application outside of a Commission meeting, the member must disclose and describe the communications at the earliest opportunity during the Commission's consideration of the proposal.

Subject only to the applicable provisions of the Maryland Open Meetings Act, nothing applies to or otherwise restricts any member of the Planning Commission from communicating with the planning staff, or Commission legal counsel for the purpose of obtaining information or advice. This also does not restrict any Commission member from communicating with any third party in connection with any matter other than an application considered by the Commission.

SECTION 10 OFFICERS

The Officers of the Planning Commission shall consist of a Chairman and Vice Chairman voted upon by the Commission members at the annual meeting for a term of one year. The Ex-Officio cannot hold office. The member who serves in lieu of the Ex-Officio may hold office.

SECTION 11 DUTIES OF OFFICERS

The duties and powers of the Officers of the Planning Commission shall be as follows:

- A. Chairman
 1. Preside at all meetings of the Commission; and
 2. Call special meetings of the Commission in accordance with these bylaws.
- B. Vice Chairman
 1. During the absence of the Chairman, the Vice Chairman shall exercise or perform all the duties and shall be subject to all responsibilities of the Chairman.
 2. During the absence, disability or disqualification of the Chairman and the Vice Chairman, the member who has served on the Commission the longest shall exercise or perform all the duties and be subject to all the responsibilities of the Chairman.
- C. Department of Planning, Housing and Zoning.
 1. Keep the minutes of all meetings of the Commission in an appropriate Minute Book.
 2. Give or serve all notices required by law or these bylaws.
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 4. Be custodian of Commission records, all of which shall be open to the public. Appropriate fees may be charged for copies.
 5. Inform the Commission of correspondence relating to business of the Commission and to attend to such correspondence when directed by the Chairman.
 6. See that all actions of the Commission are properly executed.

-
7. All deed, covenants and restrictions shall be approved and signed by the Planning Commission attorney before recordation.

SECTION 12 RESPONSIBILITIES OF MEMBERS OF THE PLANNING COMMISSION

1. Attend and freely participate in discussions at regular and special meetings.
2. Develop understanding of Article 66 B of the Public General Laws of Maryland; Maryland Open Meetings Act; the Kent County Comprehensive Plan, the Zoning, Subdivision, Floodplain Management, Sediment and Erosion Control, Stormwater Management, and Forest Conservation Ordinances within the spirit and intent of these documents.
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7. Take appropriate actions to demonstrate a vigorous, thoughtful and positive influence of the County's well being within its authority.
8. Make personal inspections, when necessary, of land and other situations that require Commission action.
9. Help the general public to understand and accept the Comprehensive Plan, Zoning Ordinance and Subdivision Ordinance.

SECTION 13 VACANCIES

Should any vacancy occur among the members of the Commission by reason of death, resignation, disability or otherwise, immediate notice thereof shall be given to the County Commissioners by the Department of Planning, Housing and Zoning. Should any vacancy occur among the officers of the Commission, the vacant office shall be filled by election at the next scheduled meeting, in accordance with Section 10 of these bylaws, such officer to serve the unexpired term of the office in which such vacancy shall occur.

SECTION 14 AMENDING BYLAWS

The Planning Commission may amend these bylaws at any meeting of the Commission provided notice of said proposed meeting is given to each member in writing at least five days prior to said meeting and posted on the door or blackboard at the entrance to the Department of Planning, Housing, and Zoning. A copy of these bylaws will be provided to the County Commissioners of Kent County.

These bylaws were adopted by the Planning Commission at its October 28, 1993 meeting and amended at its April 2, 1998, March 2, 2000, ~~and~~ July 3, 2008, and March 4, 2021 meetings.

Kent County Planning Commission

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8. Make personal inspections, when necessary, of land and other situations that require Commission action.
9. Help the general public to understand and accept the Comprehensive Plan, Zoning Ordinance and Subdivision Ordinance.

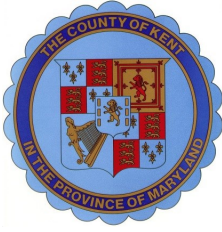
SECTION 13 VACANCIES

Should any vacancy occur among the members of the Commission by reason of death, resignation, disability or otherwise, immediate notice thereof shall be given to the County Commissioners by the Department of Planning, Housing and Zoning. Should any vacancy occur among the officers of the Commission, the vacant office shall be filled by election at the next scheduled meeting, in accordance with Section 10 of these bylaws, such officer to serve the unexpired term of the office in which such vacancy shall occur.

SECTION 14 AMENDING BYLAWS

The Planning Commission may amend these bylaws at any meeting of the Commission provided notice of said proposed meeting is given to each member in writing at least five days prior to said meeting and posted on the door or blackboard at the entrance to the Department of Planning, Housing, and Zoning. A copy of these bylaws will be provided to the County Commissioners of Kent County.

These bylaws were adopted by the Planning Commission at its October 28, 1993 meeting and amended at its April 2, 1998, March 2, 2000, July 3, 2008, and March 4, 2021 meetings.



Carla Gerber, Deputy Director, Planning, Housing, and Zoning
1/25/2022
County Commissioners Meeting

Item Summary:

Every easement cycle, the Maryland Agricultural Land Preservation Foundation requests each county to participate in the Local Matching Funds program for the purchase of agricultural land preservation easements by the Foundation. The matching funds program enables the county to commit retained agricultural transfer taxes or other available funds to acquire easements, which will be matched on a 60% State, 40% County basis, subject to available funding from the Foundation. At this time, the Foundation needs to know the County's total commitment of local matching funds to be dedicated to the FY 2021 Easement Acquisition Cycle. The funds that are committed may only be used within Kent County for the acquisition of agricultural easements.

ATTACHMENTS:

Description

01.25.22 Michelle Cable, Executive Director, Maryland Agricultural Land Preservation Foundation (MALPF), Fiscal Year 2022 Matching Funds Program

The County 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 410-778-4600
E-MAIL kentcounty@kentgov.org
www.kentcounty.com

SHELLEY L. HELLER
COUNTY ADMINISTRATOR

THOMAS N. YEAGER
COUNTY ATTORNEY

January 25, 2022

Michelle Cable, Executive Director
Maryland Agricultural Land Preservation Foundation
50 Harry S. Truman Parkway
Annapolis, MD 21401

Re: Fiscal Year 2022 Matching Funds Program

Dear Ms. Cable:

At the January 25, 2022 meeting, the County Commissioners of Kent County considered available funding for the Fiscal Year 2022 easement acquisition cycle for the Matching Funds Program as requested by the Maryland Agricultural Land Preservation Foundation (MALPF). The Board unanimously agreed to commit \$3,660.00 for the Matching Funds Program. This amount is derived from the Agricultural Transfer Tax as well as other County funds.

Although there is currently limited County funding available for land preservation, Kent County is committed to the preservation of its valuable agricultural land and continued participation in MALPF's Matching Funds Program. If you have any questions, please contact our program administrator Carla Gerber, at 410-778-7474.

Very truly yours,
THE COUNTY COMMISSIONERS
OF KENT COUNTY MARYLAND

P. Thomas Mason

P. Thomas Mason, President

Ronald H. Fithian

Ronald H. Fithian, Member

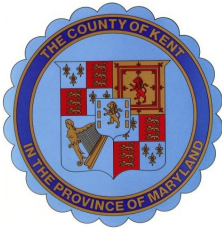
Robert N. Jacob, Jr.

Robert N. Jacob, Jr., Member

KCC/sw

cc: Carla Gerber, Deputy Director, Planning, Housing, and Zoning
William Mackey, Director, Planning, Housing, and Zoning





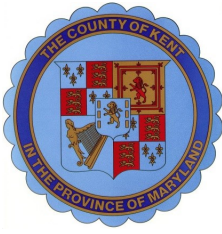
Detention Center
1/25/2022
County Commissioners Meeting

Item Summary:

Correctional Officer Vacancy

ATTACHMENTS:

Description



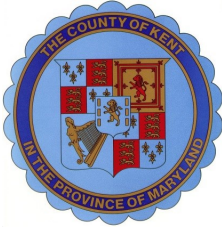
Emergency Services - Paramedic 1/25/2022 County Commissioners Meeting

Item Summary:

Full-Time Paramedic Vacancies

ATTACHMENTS:

Description



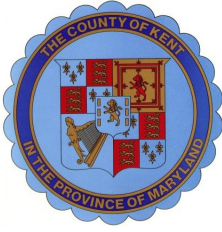
Planning, Housing, and Zoning - Administrative Specialist II
1/25/2022
County Commissioners Meeting

Item Summary:

Administrative Specialist II Vacancy

ATTACHMENTS:

Description



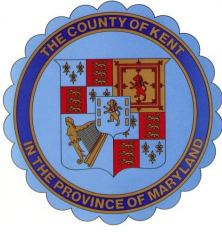
**Planning, Housing, and Zoning - Enforcement Officer
1/25/2022
County Commissioners Meeting**

Item Summary:

Enforcement Officer Vacancy

ATTACHMENTS:

Description



Grants Manager Position 1/25/2022 County Commissioners Meeting

Item Summary:

Discussion of Grants Manager Position

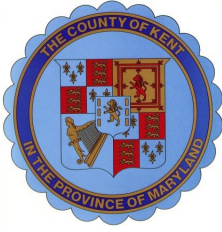
ATTACHMENTS:

Description

Grants Manager Budgeted Funds

NEW POSITION COSTS ESTIMATOR

POSITION	<u>Grants Manager</u>	
GRADE	<u>7</u>	
	Rate	Total
BASE SALARY	27.4769	57,152
EMPLOYER COSTS:		
SOCIAL SECURITY	6.20%	3,543
MEDICARE	1.45%	829
WORKERS COMPENSATION	0.23	131
STATE PENSION	10.57%	6,041
HEALTH (FAMILY)	776.57	18,638
DENTAL (FAMILY)	18.48	444
VISION (FAMILY)	4.49	108
HEALTH DEDUCTIBLE	2400	2,400
	\$ 89,286	
	TOTAL COSTS WITH BENEFITS	
DATE OF ESTIMATE	1/20/2022	



**Public Works - Deputy Director Position
1/25/2022
County Commissioners Meeting**

Item Summary:

Deputy Director Position

ATTACHMENTS:

Description

Engineer Job Spec

Proposed Deputy Director of Public Works

KENT COUNTY GOVERNMENT

Job Description

Job Title: County Engineer	Grade: 10
Department: Public Works Dept / Buildings & Grounds Maintenance Division	FLSA Status: Exempt
Revised Date: 04/12/2021	Approved Date: 07/01/2021

Job Summary: Directs all phases of county construction projects, including public works and private development. The position is responsible for all engineering functions, and manages the Buildings and Grounds Maintenance Division.

Essential Functions

Functions listed are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

- Manages Building Maintenance Department, including establishment of work priorities and responsibility for successful project completion.
- Manages Grounds Maintenance Department, including establishment of work priorities and responsibility for successful project completion.
- Provides storm water management for appropriate county departments and projects.
- Provides effective direction to assigned staff including defining work priorities, monitoring and evaluating job performance, hiring, training, coaching, and modeling expected behaviors.
- Monitors and ensures quality and accounting controls for county projects, including onsite inspections and approval of contractor payments.
- Receives and reviews preliminary and final submission of plans, drawings, specifications and plats from developers and consultants, ensuring compliance with codes and regulations.
- Prepares applications for federal and state permits.
- Administers MD SHA State Aid Program and county bridge inspection program.
- Provides engineering support to local municipalities when requested.
- Serves as the County Commissioners' representative at public meetings and hearings.
- Performs other duties as required.

Supervision: The position reports to the Public Works Director. The position supervises staff in the buildings and grounds division.

Required Knowledge, Skills, and Abilities

The employee is expected to perform or possess the following:

- **Communications Skills:** Ability to build and maintain effective relationships with department staff, county and municipal officials, developers, consultants and county residents. Ability to write clearly and informatively; ability to effectively present information and respond to questions, concerns about competing priorities.
- **Customer Service:** Represents the department professionally and effectively in both internal and external interactions. Manages difficult or challenging situations successfully. Treats others with respect and consideration regardless of cultural background, status, or position. Exhibits objectivity and openness to others' views.
- **Leadership and Management Skills:** Creates and communicates the department's vision. Builds commitment and supports employee growth and success. Sets expectations and monitors activities.

Recognizes the accomplishments of others; demonstrates ability to create and lead in a team-oriented environment. Builds morale and group commitment to goals and objectives. Inspires and motivates others to perform well. Demonstrates effective problem-solving and decision-making abilities.

- Innovation and Change Management Skills: Displays original thinking and creativity. Develops innovative approaches and ideas. Presents ideas and information in a manner that is easily understood. Understands and contributes to evolving processes in response to changing communities and advances in technology.
 - Technical Skills: Effectively utilizes standard office software and specific engineering software to draft plans and specifications.
-

Education and Experience:

1. Bachelor's Degree.
 2. Three to five years' experience.
 3. Or equivalent technical training, education or experience.
 4. Professional Engineer's License required.
 5. Valid Maryland Driver's License and an acceptable motor vehicle record.
 6. Knowledge of standard office software, plus specific experience and use of engineering software. Ability to perform standard Internet searches and effective e-mail communications with staff, officials, businesses and residents.
-

Physical and Environmental Conditions:

Work routinely requires lifting of moderately heavy items and/or very long periods of walking on rough surfaces, and/or standing for long periods of time. There are routine exposures to significant levels of heat, cold, moisture and air pollution. Position requires accessing mechanical rooms with boilers and other machinery. Construction inspection involves close proximity to construction equipment in generally dusty conditions.

Work environment involves everyday risks or discomforts which require normal safety precautions typical of such places as offices or meeting rooms, e.g. use of safe work place practices with office equipment, and/or avoidance of trips and falls and observance of fire regulations.

The above job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job.

This and all County positions are subject to transfer, based on need.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

I have read and understand this job description.

Employee Signature

Date

KENT COUNTY GOVERNMENT

Job Description

Job Title: Deputy Director
Department: Public Works
Revised Date: 1/19/22

Grade: 11
FLSA Status: Exempt
Approved Date:

Job Summary: Under general supervision of the Director of Public Works, assists in the management, planning, organization, and direction of work in the Department of Public Works, which includes County Roads, Environmental Operations (Solid Waste, Recycling, and Public Landings), Buildings & Grounds Maintenance, Water & Wastewater Services, and the County's Noxious Weed Control program. Work requires exercise of considerable professional judgment and initiative within the framework of established regulations, and policies. In the absence of the Director of Public Works, this position may assume the duties of the department director when assigned.

Essential Functions

Functions listed are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

- Assist in the direction of operations, employees, programs, projects, and activities of the Department of Public Works.
- Assist and make recommendations for the preparation and implementation of the department's budget, capital improvement plan, and appropriate master plans consistent with standard operating procedures and department priorities.
- Research and prepare detailed engineering reports and conduct departmental reviews for various purposes including interdepartmental, outside regulatory agencies, contractors, consultants, vendors, and the general public.
- Perform administration, engineering review and inspection of the County stormwater management program.
- Provide management and oversight of County building and grounds maintenance operations and contractors.
- Oversee design of departmental projects, operations, and construction management to continuously address effective and efficient service delivery.
- Develop, recommend, revise, and enforce organizational and departmental standard operating procedures including County policies and safety rules and regulations.
- Participate and make recommendations in personnel matters including, but not limited to, interviewing and selecting employees, appraising productivity and efficiency of employees, reviewing performance evaluations completed by division managers of their subordinates, offering advice and assistance when necessary, and handling employee complaints.
- Administers MD SHA State Aid Program and County bridge Inspection program.
- Keep abreast of problems, circumstances, activities or events which may/will affect the department and keep the Director apprised of concerns.
- Provide ongoing administration and oversight of various County engineering contracts and agreements for which the Public Works Department is responsible.
- Review and respond to questions, comments, complaints and requests for service lodged by the general public and recommend, establish, and implement revisions to departmental rules, regulations, policies, and procedures when deemed appropriate.
- Assist with the development, implementation, administration and enforcement of departmental emergency operations, policies, and procedures.
- Reviews construction plans; oversees project management activities.

- Prepare and assist in making presentations before the County Commissioners and other events on matters pertaining to the Department when assigned.
- Assist the Director and other Staff in the evaluation of programs and projects for grant applications.

Supervision: The position reports to the Director of Public Works. The position directly or indirectly supervises department staff.

Required Knowledge, Skills, and Abilities

The employee is expected to perform or possess the following:

- Be able to contribute to a positive group environment by participating in proactive team efforts to achieve departmental and county-wide goals; assisting other co-workers on special projects as required; and providing leadership to others through example and by sharing knowledge and skills.
- Ability to conduct themselves in a professional and ethical manner.
- Possession of effective leadership skills to efficiently organize, direct, and coordinate the activities, personnel, and equipment of a multi-functional Public Works department, including strong project management skills.
- Ability to handle multiple tasks simultaneously and complete in a timely manner.
Ability to effectively communicate with elected and appointed officials, employees, agencies, other governmental entities, and the public.
Possession of effective negotiations skills in public speaking and conflict resolution.
Ability to promote and support the department's visions and objectives while promoting leadership throughout the Public Works Department Communications Skills: Ability to build and maintain effective relationships with public officials, customers, staff and vendors. Ability to write clearly and informatively; ability to effectively present information and respond to questions from staff, supervisors and stakeholders.
- Customer Service: Represents the department professionally and effectively in both internal and external interactions. Manages difficult or challenging situations successfully. Treats others with respect and consideration regardless of cultural background, status, or position. Exhibits objectivity and openness to others' views.
- Leadership and Management Skills: Creates and communicates the department's vision. Builds commitment and supports employee growth and success. Sets expectations and monitors activities. Recognizes the accomplishments of others; demonstrates ability to create and lead in a team-oriented environment. Builds morale and group commitment to goals and objectives. Inspires and motivates others to perform well. Demonstrates effective problem-solving and decision-making abilities.
- Innovation and Change Management Skills: Displays original thinking and creativity. Develops innovative approaches and ideas. Presents ideas and information in a manner that is easily understood. Understands and contributes to evolving processes in response to changing communities and advances in technology.
- Technical Skills: Uses e-mail to connect and communicate with staff and stakeholders. Effectively uses the Internet to access local, state and federal data and information.

Education and Experience:

1. Bachelor's degree in civil engineering, sanitary, or environmental engineering or related field and five to seven years' experience, including two years of supervisory experience.
2. Or equivalent technical training, education or experience.
3. Experience in Local Government operations preferred.
4. Licensed as a professional engineer desirable.
5. Valid Maryland Class C Driver's License or equivalent and an acceptable motor vehicle record.
6. Knowledge of standard office software.

DEPUTY DIRECTOR – PUBLIC WORKS

Physical and Environmental Conditions:

Work is typically conducted in a normal office setting which provides comfortable lighting, temperature and air conditions. Occasional light lifting, such as three to four reams of paper, four or five books, or other materials (up to 50 pounds) may be required.

Work may require exposure to extreme weather conditions or exposure to hazardous chemicals at treatment facilities.

Work environment involves everyday risks or discomforts which require normal safety precautions typical of such places as offices or meeting rooms, e.g. use of safe workplace practices with office equipment, and/or avoidance of trips and falls and observance of fire regulations.

The above job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job.

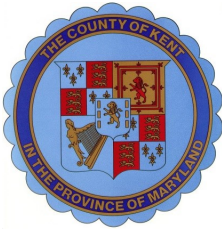
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Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

I have read and understand this job description.

Employee Signature

Date



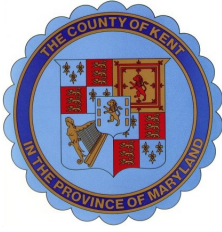
Public Works and Office of Finance
1/25/2022
County Commissioners Meeting

Item Summary:

Position Restructure

ATTACHMENTS:

Description



Jamie Williams, Director, Economic and Tourism Development
1/25/2022
County Commissioners Meeting

Item Summary:

Economic and Tourism Development Appointment Recommendation

ATTACHMENTS:

Description

Nominating Committee Policy & Procedure

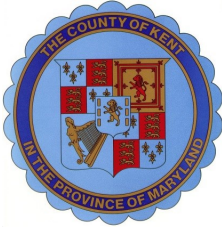
ECONOMIC DEVELOPMENT COMMISSION (EDC) NOMINATING COMMITTEE POLICY & PROCEDURE

Nominating Committee Policy:

1. The Nominating Committee will consist of the Economic Development Director, the EDC Chair, and at least one and no more than two members of the EDC.
2. The Nominating Committee will exercise an inclusive process in the nomination of members for appointment and reappointment to the EDC and to elect officers of the EDC.

Nominating Committee Procedure:

1. It is the responsibility of each EDC member to provide the Economic Development Director with interest forms of potential nominees to the EDC. The County Commissioners and the general public can provide interest forms of potential nominees.
2. The Nominating Committee will contact each potential nominee to identify their interest and ability in fulfilling the duties of an EDC member. The Nominating Committee will vote to determine which person(s) will be recommended to the EDC for appointment or reappointment. This process may include an in-person interview with potential candidates. The EDC will vote on the recommendation(s) and the director will present all interest forms with the recommendation(s) to the County Commissioners for review and appointment.
3. To elect officers, staff will contact each member of the EDC to determine their interest in serving as an officer of the EDC, Chairman, Vice Chairman, and Nominating Committee member(s).
4. Interested EDC members name and the office in which they are interested in serving will be put on a slate of officers and provided to the EDC members at the first meeting of the calendar year. The written votes will be tabulated by staff.
5. The members receiving the highest number of votes for each office will be elected.
6. Interested candidates may be asked to serve on committees to conduct research and provide information on specific projects such as, housing development and strategic plan update.



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

1/25/2022

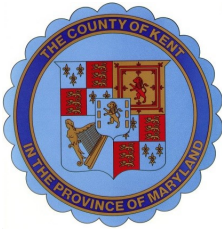
County Commissioners Meeting

Item Summary:

Letter of Resignation

ATTACHMENTS:

Description



Procedures for Public Comment 1/25/2022 County Commissioners Meeting

ATTACHMENTS:

Description

Procedures for Public Comment

01.25.22 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.

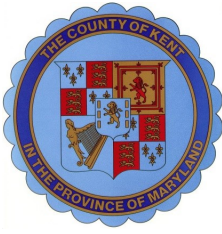
It is our desire that everyone who wishes to comment be given a fair and uninterrupted opportunity to express their views to the County Commissioners during this public comment period.

- 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
January 25, 2022**

NAME (please print)	ADDRESS	TOPIC



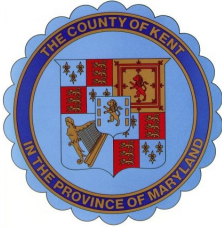
Contingency and Use of Fund Balance Report 1/25/2022 County Commissioners Meeting

ATTACHMENTS:

Description

FY22 Contingency Expense Summary

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. 24909 Lambs Meadow Road	
10/12/21	Buildings/Grounds-Court House		40,852	HVAC split system-Court House	-
10/26/21	Water and Wastewater Fund		129,600	Water/Sewer allocation fees waiver for Kent County Society project in Worton (12/1/2020)	-
8/3/21	Buildings/Grounds-Court House		24,940	Asbestos Abatement - Court House. replacement of tiles, Clerk of Courts	-
11/30/21	Kent County Health Department (KCHD)	(227,000)		Move funding source to ARPA from Contingency	-
12/21/21	Information Technology		29,294	Hiring of staff for vaccination & testing clinic Replace Uninterrupted Power Supply (UPS)	-
			-		-
			-		-
			-		-
			-		-
			-		-
			-		-
			-		-
			-		-
			-		-
			-		-
TOTAL			\$ 265,641		
BEGINNING CONTINGENCY BUDGET		\$	400,000		
ENDING CONTINGENCY BALANCE		\$	134,359		
USE OF FUND BALANCE					
DATE APPROVED	DEPARTMENT		AMOUNT APPROVED	DESCRIPTION	
6/22/2021	Sheriff's Office	\$	54,776	Body Cameras five year agreement	
6/22/2021	University of Maryland Extension Office	\$	15,156	Increase FY22 Allocation-PTK positions salary increase	
10/19/2021	Human Resources	\$	3,269	Transfer of current employee to HR Specialist	
TOTAL			\$ 73,201		
USE OF FUND BALANCE					
Note: If expenses are not reduced or offset by the same amount of fund balance used, this will result in a decrease in fund balance below our 7.5% target.					



Bill Mackey, Director, Planning, Housing, and Zoning
1/25/2022
County Commissioners Meeting

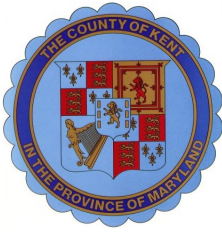
Item Summary:

Personnel

The meeting was closed under the Annotated Code of Maryland, General Provisions Article § 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; or any other personnel matter that affects one or more specific individuals.

ATTACHMENTS:

Description



Marty Hale, Director, Human Resources
1/25/2022
County Commissioners Meeting

Item Summary:

Personnel

The meeting was closed under the Annotated Code of Maryland, General Provisions Article § 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; or any other personnel matter that affects one or more specific individuals.

ATTACHMENTS:

Description