

April 16, 2024

A meeting of the County Commissioners of Kent County was called to order at 6:00 p.m., with the following present: Ronald H. Fithian, President, and Albert H. Nickerson. The meeting convened with the Pledge of Allegiance. Commissioner Fithian asked everyone to remain standing for a moment of silence for everyone to enjoy the beautiful weather we are expecting and to stay safe while doing so.

Shelley L. Heller, County Administrator, was also present.

CONSENT ITEMS

On a motion by Commissioner Nickerson and seconded by Commissioner Fithian, the Commissioners, by a majority vote, approved the following items:

1. Regular Session Minutes, April 9, 2024
2. Liquor Minutes, April 9, 2024
3. Cat Colloquium and National Music Festival, Raffle Only, June 9, 2024
4. Verizon Wireless GSA Multiple Award Schedule Purchase Order
Contract Number 47QTCA20D00B5; the term is for twelve months

APPOINTMENTS

Kent County Public Library (KCPL): Arnessa Dowell, Director of KCPL gave an overview of the organization's FY2025 budget request. Ms. Dowell advised that \$200,000.00 was requested in FY2025 to repair the Yellow House/Hearse House and will now be removed from the budget due to the grant approval by the Maryland Historical Trust. Ms. Dowell also advised there is a Maryland State Library Capital Project Grant available that will pay 50% of the cost of replacing the roof at the Chestertown Branch. The application is due by May 24, 2024, and if approved, the monies will be available in FY2026. Discussion took place. KCPL will in time need a letter confirming the County's position regarding the roof replacement project.

Kent County Public Schools (KCPS): Joseph Wheeler, Supervisor of Operations and Transportation, KCPS requested the Board's approval to purchase a 2024 Ford Explorer via Enterprise Fleet Management Open-End (Equity) Lease Rate Quote No. 7909561 on a piggyback contract, the County has with Enterprise. Discussion took place. On a motion made by Commissioner Nickerson and seconded by Commissioner Fithian, the Commissioners by a majority vote approved Kent County Public School's lease of a Ford Explorer.

HUMAN RESOURCES

Jim Miller, Director, Human Resources presented hiring requests to fill the following vacancies:

1. Emergency Services - Emergency Medical Technician (Full-Time)
2. Emergency Services - Emergency Medical Technician Basic (Part-Time)

3. Emergency Services - 911 Specialist I (Full-Time)
4. Public Works – Maintenance Division_Maintenance Worker I
5. Public Works – Water and Wastewater Division_Utility Technician

Discussion took place. On a motion made by Commissioner Nickerson and seconded by Commissioner Price, the Commissioners by a majority vote approved a conditional offer of employment for all five recommended candidates.

COUNTY ADMINISTRATOR

Shelley L. Heller, County Administrator advised the Board of a request to remove/waive interest accrued to property taxes. The property owner submitted a request to remove the interest accrued on one of the property tax accounts that are jointly owned. The ask is to have \$207.34 removed/waived from Lot 35 Griffith Drive, Galena, MD. The letter requesting the removal of interest was available for review, along with the supporting documents provided by the Finance Office. According to staff correspondence, the County is only responsible for approving a waiver of fees for a total amount of \$193.12, which was assessed by the County. The County cannot return/waive fees the State has assessed to this account. Staff advised approval is not normally given for a request to waive fees unless the error was made by County staff. The error in this instance was not made by County Staff. Discussion took place. On a motion made by Commissioner Nickerson and seconded by Commissioner Fithian, the Commissioners, by a majority vote, approved the request to remove the interest accrued to the property taxes for Lot 35 Griffith Drive, Galena, MD.

PUBLIC COMMENT

The procedures for public comment were in effect. Comments were not offered by the public.

FOR YOUR INFORMATION

The Kent County Board of Elections gave notification of dates for the 2024 Presidential Primary Election activities. The notification was available for review.

A notice of a permit application was received on April 11, 2024. As a contiguous property owner, the County Commissioners received a letter regarding Bill Dewey, Duck Puddle Farming Enterprises, LLC applied for a permit to Appropriate and Use Waters of the State, which has been assigned permit application number KE1999G014/04. The letter was available for review.

A notice of a permit application was received on April 12, 2024, from Mark Carper Associate Planner, Planning, Housing, and Zoning. As a contiguous property owner, the County Commissioners received a letter regarding MDL 153 Mason Solar, LLC. MDL 153 Mason Solar, LLC requested a concept site plan review and special exception to construct a five-acre, utility-scale solar energy system in the Agricultural Zoning District (AZD). The property is

located at 9425 Fairlee Road, Chestertown, in the Sixth Election District. The Planning Commission will review the application on Thursday, May 2, 2024, at 1:30 p.m., and the Board of Appeals will review the application on May 20, 2024, at 5:00 p.m. The letter was available for review.

AMERICAN RESCUE PLAN ACT (ARPA) FUNDS

A copy of the ARPA Spend Plan outlining the approved expenditures to date was provided to the Commissioners for informational purposes.

CONTINGENCY FUND

The FY2024 Contingency balance as of April 9, 2024, is \$181,772.00. The FY2024 use of Fund Balance is \$128,225.00.

At 6:31 p.m. on a motion made by Commissioner Nickerson and seconded by Commissioner Fithian, the Commissioners, by a majority vote, approved to adjourn the meeting. The Board is scheduled to meet again on Tuesday, April 23, 2024, at 10:00 a.m.

Respectfully submitted,

Sondra M. Blackiston
Clerk

Approved:

Ronald H. Fithian, President
The County Commissioners
of Kent County, Maryland

April 16, 2024

The Board of License Commissioners met today with the following present: Ronald H. Fithian, presiding, and Albert H. Nickerson.

Shelley L. Heller, County Administrator, and Bonnie S. Pearsall, Inspector, Kent Alcohol and Tobacco Enforcement were also present.

CONSENT ITEM

On a motion made by Commissioner Nickerson and seconded by Commissioner Fithian, the Commissioners, by a majority vote, approved Consent Item #2 - Liquor Minutes, April 9, 2024.

SPECIAL CLASS C LICENSES

Eastern Shore Rabbit Rescue and Education Center, Inc., submitted two (2) Special Class C (Per Diem) Liquor License applications. Both applications are for a Running Race event scheduled for May 4, 2024, and September 7, 2024, with plans to serve beer only. Both events are also scheduled to take place at Hopkins Hunting and Sporting Clays, 13003 Turners Creek Road, Kennedyville, MD. On a motion by Commissioner Nickerson and seconded by Commissioner Fithian, the Commissioners, by a majority vote, approved both Special Class C (Per Diem) Liquor License applications for Eastern Shore Rabbit Rescue and Education Center, Inc.

KENT ALCOHOL AND TOBACCO ENFORCEMENT (KATE)

2024 Alcoholic Beverage License Renewals: Bonnie S. Pearsall, Inspector, KATE presented a request to renew the annual alcoholic beverage licenses. All alcoholic beverage licenses will expire on the last day of April. Fifty-nine (59) licensees have submitted renewal applications. Inspector Pearsall and Sondra M. Blackiston, Clerk/KATE Manager jointly submitted a memorandum providing a statement of any license changes. Having met the basic requirements for their applications to be considered by the Board, the staff recommends renewal of all licenses. None of the establishments required conditional approvals. Two (2) establishments not considered for renewal; JJ's Deli and Liquor and Uncle Charlie's Bistro have announced a permanent closure date on or before April 30. On a motion by Commissioner Nickerson and seconded by Commissioner Fithian, the Commissioners, by a majority vote, approved the fifty-nine (59) renewal applications with any necessary changes required.

Quarterly Report: Inspector Pearsall presented her Third Quarter report, which is for January, February, and March. Inspector Pearsall conducted routine inspections for fifty-five (55) establishments for Quarter Three (3). A fine was issued to an establishment for not complying with MD. Alcoholic Beverages Annotated Code Section 24-1903 for not having staff trained with an alcohol awareness program. Inspector Pearsall has issued about half of the 2024 ID Guidebooks and will issue the remaining half in the next month or two, 2024 Age of Purchase Calendars, and additional education materials to both alcoholic beverage establishments and tobacco establishments. Inspector Pearsall conducted twenty-nine (29) compliance checks for tobacco establishments with a 100% compliance rate. The KATE team is looking for responsible 18 to 20 ½-year-olds for compliance checks on tobacco retailers. The KATE team is also looking for

responsible 21 to 27-year-olds to be “Mystery Shoppers” who will use the yellow and green cards to check alcohol establishments for compliance, making sure they are asking for Identification from their patrons. A memorandum was submitted by Inspector Pearsall for the Board’s information.

At 6:31 p.m., a motion was made by Commissioner Nickerson, seconded by Commissioner Fithian, the Commissioners, by a majority vote, approved to adjourn the meeting. The Board is scheduled to meet again on Tuesday, April 23, 2024, at 10:00 a.m.

THE BOARD OF LICENSE COMMISSIONERS
OF KENT COUNTY, MARYLAND

Sondra M. Blackiston
Clerk/KATE Manager

Approved:

Ronald H. Fithian, President
The County Commissioners
of Kent County, Maryland