



**County Commissioners:**

- James J. Moran, At Large
- Jack N. Wilson, Jr., District 1
- Stephen Wilson, District 2
- Philip L. Dumenil, District 3
- Christopher M. Corchiarino, District 4

**ACTION ITEM**

TO: Queen Anne's County Commissioners

FROM: Michael Clark, Chief of Housing & Family Services 

RE: CDBG – CV-1-8 EMERGENCY RENTAL ASSISTANCE &  
QUARANTINE SHELTERING  
Grant Agreement and Program Forms

DATE: July 16, 2020

Attached are two originals of the Grant Agreement and Authorized Signature Forms for the above-named projects. Funds for Emergency Rental Assistance will be used to provide three months of rental assistance to Queen Anne's County households whose income has been negatively impacted by loss of employment or reduction in hours as a result of the COVID-19 crisis. Funds for Quarantine Sheltering will be used to pay for necessary sheltering at hotels for low- and moderate-income Queen Anne's County residents who must be quarantined due to the COVID-19 crisis.

The Authorized Signature Form must have ALL Commissioners Signatures on file with DHCD. There is a letter of explanation attached from the Maryland Department of Housing and Community Development.

In addition, we are required to complete and sign the attached Certificate of Exempt or Categorical Exclusion for our Environmental Review records, which indicates that our program is exempt from the environmental review requirements for CDBG funds.

**MOTION: I MOVE TO APPROVE AND SIGN THE CV-1-8 EMERGENCY RENTAL ASSISTANCE & QUARANTINE SHELTERING GRANT AGREEMENT AND PROGRAM FORMS**



**MARYLAND COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM  
COVID – ROUND 1  
GRANT AGREEMENT**

This Maryland Community Development Block Grant Program (CDBG) Grant Agreement (this "Agreement") by and between the Maryland Department of Housing and Community Development, a principal department of the State of Maryland ("DHCD"), and the **COUNTY COMMISSIONERS OF QUEEN ANNE'S COUNTY**, a political subdivision of the State of Maryland ("Grantee"), is entered into as of the date it is executed by DHCD (the "Effective Date").

WHEREAS, the federal Department of Housing and Urban Development ("HUD") has authorized the State of Maryland (the "State") to distribute and administer supplemental federal Maryland Community Development Block Grant ("CDBG") funds received under the Coronavirus Aid Relief, and Economic Security Act signed into law on March 27, 2020, which is subject to the Housing and Community Development Act of 1974, as amended, for the purpose of preventing, preparing for and responding to coronavirus;

WHEREAS, the Maryland General Assembly has appropriated federal CDBG funds to DHCD in order to establish and administer the Maryland CDBG Program, which program is more fully described in the Substantial Amendment to the Consolidated Plan-Action Plan dated **SFY20/FFY19** (the "Consolidated Plan") issued by DHCD; and

WHEREAS, the Grantee has applied to the State for CDBG funds for the project(s) described in Grantee's application (the "Project") and the Project(s) has been selected for CDBG funding on the basis of the Consolidated Plan.

NOW, THEREFORE, in consideration of the foregoing, and subject to the conditions contained herein, DHCD and the Grantee agree as follows:

1. Purpose of Agreement. The purpose of this Agreement is to provide the Grantee with funds which will enable the Grantee to carry out the Project(s), the approved scope of work for which is described in the attached Exhibit A. The Project activities are designed to satisfy the CDBG national objectives of **Benefit to Low and Moderate Income Persons – Housing** and **Benefit to Low and Moderate Income Person – Limited Clientele** (the "National Objective").
2. Grant Funds Provided. In consideration of the various obligations to be undertaken by Grantee pursuant to this Agreement, DHCD agrees to provide Grantee with funds in an amount not to exceed **\$90,200** (the "CDBG Grant") subject to the terms and conditions set forth in this Agreement and to the availability of federal funds.

3. Authorized Uses of Grant Funds. Grantee agrees to use the CDBG Grant funds only for the Project(s) activities within the Grantee's jurisdiction, described in Exhibit A.

4. Expenditure of Grant Funds.

a. The Grantee shall use the CDBG Grant funds only in accordance with the Grant budget outlined in Exhibit B (the "Grant Budget"), and shall not expend more than the amount allocated for any project in the Grant Budget without the prior written consent of DHCD. However, the Grantee is permitted to make minor transfers between approved line items in the Grant Budget of the CDBG Grant Agreement of up to 10% total without the prior written consent of DHCD unless the transfer of funds would increase the Project Administrative line item.

b. Grantee must expend and request 25% of grant funds within 180 days of the award approval date. If Grantee fails to meet this requirement, DHCD shall have the right to evaluate performance and recapture funds from the CDBG grant.

c. Grantee must expend and request 50% of grant funds within 365 days of the award approval date. If Grantee fails to meet this requirement, DHCD shall have the right to evaluate performance and recapture funds from the CDBG grant.

d. If the application was submitted on behalf of eligible Subrecipients (as set forth in Exhibit A), the Grantee shall either distribute the CDBG funds to such Subrecipients to implement the Project(s) or the Grantee may implement the Project(s) on behalf of the Subrecipients.

e. Grantee may incur costs for the Project(s) to be charged against the CDBG Grant funds as of the date of the award. Notwithstanding the foregoing, in the event that emergency rental assistance is identified as an approved Project and is set forth in Exhibit A and Exhibit B, Grantee may seek reimbursement for rental arrearage beginning with May 1, 2020.

f. If, upon completion of the Project(s), there are cost savings, such amounts shall revert to DHCD and other funding sources unless DHCD has determined, in its sole determination, that the Grantee may retain a portion of the savings. Unless superseded by federal program requirements, DHCD's determination of whether to permit Grantee's retention of a portion of the cost savings will be based upon the relative proportion of investment in the Project(s) by the Grantee, DHCD and other parties providing funding.

5. Compliance with Certain Federal Requirements.

a. The Grantee shall undertake the Project(s) in accordance with regulations adopted by HUD contained in 24 CFR Part 570 governing the CDBG Program, a copy of which previously has been or will be provided to Grantee, the regulations set forth in 53 FR 22569 (June 16, 1988) related to Restrictions on the Award of Certain Contracts and Subcontracts to Foreign Countries, a copy of which previously has been or will be provided to Grantee, and all directives, policies, and procedures as adopted from time to time by HUD.

b. The Grantee also agrees to be bound by the certifications and covenants set forth in Exhibit E and, if applicable, Exhibits E-1 and E-2.

c. The Grantee shall conduct and administer the grant in conformity with Title VI of the Civil Rights Act of 1964, 42 USC §§2000d et seq and the Fair Housing Act, 42 USC §§3601-20, in addition to other regulations identified in Exhibit E.

d. The Grantee hereby certifies that it has or will adopt, within a reasonable time after the date of this Agreement, and enforce a policy, satisfactory to the Department that prohibits the use of excessive force by law enforcement agencies within their jurisdiction against any individuals engaged in nonviolent civil rights demonstrations.

6. Project Commencement and Completion; Changes.

a. Grantee shall commence the Project activities described in Exhibit A as of the Effective Date unless any special condition set forth in Exhibit A requires that Grantee undertake additional action before proceeding with a certain activity. In such instances, the Grantee shall initiate action in order to satisfy the special condition following the Effective Date.

b. The Grantee shall expend all grant funds for Project activities on or before **July 31, 2022** ("Grant Period"), in accordance with the Grant Implementation Schedule set forth in Exhibit C.

c. In the following instances, it shall be necessary for DHCD and Grantee to execute an amendment of this Agreement:

(i) Grantee is proposing the addition or deletion of a Project activity or the alteration of existing approved Project activities;

(ii) Grantee is proposing a budget revision resulting in a transfer in the Grant Budget (Exhibit B) of more than 10% of the CDBG Grant between identified CDBG funded activities or any increase to the Project Administration line item.

d. The Grantee shall ensure that all necessary approvals for the commencement of Project activities have been obtained, including all applicable permits and licenses.

e. The Grantee shall endeavor to obtain all certifications, licenses, permits and approvals, and shall otherwise endeavor to satisfy all requirements necessary to operate the Project.

7. Progress of the Project. If the Project(s) is not progressing in a manner satisfactory to DHCD, or the Grantee has violated a provision of this Agreement, prior to declaring a default, DHCD may require the Grantee and/or any Subrecipient to accept technical assistance DHCD feels is necessary for the Project(s) to proceed in a manner acceptable to DHCD.

8. Disbursement of Grant Funds.

a. After the Effective Date, submission of any reports required prior to disbursement as set forth in Exhibit D, and upon the satisfaction of any special conditions to the disbursement of CDBG Grant funds contained in Exhibit A, DHCD will disburse CDBG Grant funds to the Grantee upon DHCD's approval of a properly completed request for payment form signed by two authorized representatives of the Grantee.

b. Requests for payment may seek funds to pay for projected costs anticipated to be incurred as well as costs actually incurred. DHCD shall have the right at any time to request that the Grantee provide additional supporting documentation with any request for payment.

c. Payment procedures are explained in Exhibit F (Maryland CDBG Grant Payment Procedures), the CDBG Guidebook, and the CDBG Monitoring Handbook which has been or will be provided to the Grantee. Information found in Exhibit F will always contain the most current information and instructions to be used by a Grantee.

d. DHCD has the right to withhold disbursement of CDBG Grant funds if at any time DHCD has cause to determine that the Grantee is not performing or completing the Project(s) in accordance with the terms of this Agreement.

9. Records and Reports.

a. Grantee shall maintain accurate financial and management records in a form acceptable to DHCD of all transactions relating to the receipt and expenditure of CDBG Grant funds and administration of the Project. Grantee shall make these records, administrative offices and personnel, whether full-time, part-time consultants or volunteers, available to DHCD upon request. The Grantee shall retain said records for 5 years after the closeout date of the State's grant by HUD.

During the term of this Agreement, DHCD will monitor the Project to ensure that it is being undertaken or has been completed in accordance with the terms of this Agreement. In addition, the Grantee shall monitor the Project(s) in accordance with the requirements of DHCD and all applicable federal and State requirements.

b. Grantee shall provide DHCD with the records, reports and other documentation outlined in Exhibits A and D, the CDBG Guidebook, the CDBG Monitoring Handbook, and any additional reports as may be required by DHCD.

10. Default and Remedies.

a. A default shall consist of the breach of any of Grantee's covenants, agreements or certifications in this Agreement, including failure to satisfy the National Objective, or the expenditure of CDBG Grant funds for any use other than for the purposes itemized in the Grant Budget shown in Exhibit B or in an unauthorized manner.

b. Upon the occurrence of any default, DHCD shall have the right to terminate this Agreement by written notice to the Grantee. Grantee shall have 30 days from the date DHCD's notice was postmarked to cure the default. After the conclusion of this 30 day period, if Grantee has not cured or commenced curing the default to the satisfaction of DHCD, DHCD may at its option immediately terminate this Agreement. In the event of termination by DHCD:

(i) The Grantee's authority to request a disbursement shall cease and the Grantee shall have no right, title or interest in or to any of the CDBG Grant funds not disbursed;

(ii) DHCD may demand repayment from the Grantee of any amounts DHCD determines were not expended in accordance with this Agreement; and

c. In addition to the rights and remedies contained in this Agreement, DHCD may at any time proceed to protect and enforce all rights available to DHCD by suit in equity, action at law, or by any other appropriate proceedings, all of which rights and remedies shall survive the termination of this Agreement.

11. Indemnification. Grantee releases DHCD from, agrees that DHCD shall not have any liability for, and agrees to protect, indemnify and save harmless DHCD from and against any and all liabilities, suits, actions, claims, demands, losses, expenses and costs of every kind and nature, including reasonable attorney's fees, incurred by or asserted or imposed against DHCD as a result of or in connection with the Project. All money expended by DHCD as a result of such liabilities, suits, actions, claims, demands, losses, expenses, or costs, together with interest at a rate not to exceed the maximum interest rate permitted by law, shall be immediately and without notice due and payable by Grantee to DHCD.

12. Conflicts of Interest. Except for approved eligible administrative and personnel costs shown in the Grant Budget, none of the Grantee's designees, agents, members, officers, employees, consultants or members of its governing body or any local governmental authority exercising jurisdiction over the Project(s), and no other public official of the Grantee or such authority or authorities who exercises or has exercised any functions or responsibilities with respect to the Project during such person's tenure, or who is in a position to participate in a decision-making process or gain inside information with regard to the Project(s), has or shall have any interest, direct or indirect, in any contract or subcontract, or the proceeds thereof, for work to be performed in connection with the Project(s) at any time during or after such person's tenure.

13. Applicability to Subrecipients and Contractors. Where performance of the Project(s) is to be carried out by any subrecipient or contractor of the Grantee, the provisions of this Agreement shall be made binding on such subrecipient or contractor by the Grantee. This shall be accomplished by a written agreement or contract between the Grantee and any subrecipient or contractor, which shall include, among other things, the certifications set forth in Exhibit E-2 where the amount a subrecipient or contractor receives exceeds \$100,000. Where the term "Grantee" appears in this Agreement it shall be interpreted to include any subrecipient or contractor of the Grantee. Grantee acknowledges and agrees that Grantee has the ultimate legal responsibility for ensuring compliance with the requirements of this Agreement and for any resolution of findings, concerns or issues including those resulting in repayment.

14. Program Director; Notices.

a. The Program Director of the Maryland CDBG Program shall serve as the representative of DHCD for this Agreement.

b. All notices, requests, approvals and consents of any kind made pursuant to this Agreement shall be in writing. Any such communication, unless otherwise specified, shall be deemed effective as of the date it is mailed, postage prepaid, addressed as follows:

(i) Communications to DHCD shall be mailed to:

**CDBG Program Director  
Division of Neighborhood Revitalization  
Department of Housing and Community Development  
7800 Harkins Road  
Lanham, MD 20706**

(ii) Communications to Grantee shall be mailed to the Chief Elected Official and to:

**Mike Clark  
Director  
Department of Community Services  
Queen Anne's County  
104 Powell Street  
Centreville, MD 21617**

15. Amendment. This Agreement or any part hereof, may be amended from time to time only by a written instrument executed by DHCD and the Grantee.

16. Assignment. This Agreement may not be assigned without the prior written approval of DHCD.

17. Entire Agreement. This Agreement constitutes the entire agreement between the parties and supersedes all prior oral and written agreements between the parties hereto with respect to the CDBG Grant funds.

18. Governing Law. This Agreement shall be construed, interpreted and enforced in accordance with the laws of the State without regard to its conflict of laws and provisions.

19. Effective Date of Agreement. Two original copies of this Agreement shall be presented to Grantee for acceptance and execution. After execution by Grantee, they will be executed and dated by DHCD. The Effective Date of this Agreement will be the date of DHCD's execution.

20. Term of Agreement. Unless sooner terminated pursuant to Section 10 of this Agreement or by the mutual consent of Grantee and DHCD, this Agreement shall remain in effect until Grantee's Project(s) has been completed, the National Objective has been met, the final amounts of the CDBG Grant have been disbursed, all reports and records due by the Grantee to DHCD have been submitted and approved by DHCD, the Project(s) has been monitored and all findings, concerns

and/or issues have been successfully resolved, and DHCD has issued an official letter closing the grant.

21. Further Assurances and Corrective Instruments. The Grantee agrees that it will, from time to time, execute and deliver, or cause to be executed and delivered, such amendment hereto and such further instruments as may be required by DHCD or HUD to comply with any existing or future State or federal regulations, directives, policies, procedures, and other requirements, or to further the general purposes of this Agreement.

22. Delay Does Not Constitute Waiver. No failure or delay of DHCD to exercise any right, power or remedy consequent upon default shall constitute a waiver of any such term, condition, covenant, certification or agreement of any such default or preclude DHCD from exercising any such default or preclude DHCD from exercising any such right, power or remedy at any later time or times.

23. Execution. This Agreement and any amendments thereto may be executed in one or more counterparts, each of which will be deemed to be an original copy of this Agreement or amendment and all of which, when taken together, will be deemed to constitute one and the same agreement. The exchange of copies of this Agreement or amendment and of signature pages by facsimile or by electronic transmission shall constitute effective execution and delivery of this Agreement or amendment as to the parties and may be used in lieu of the original Agreement or amendment for all purposes. Signatures of the parties transmitted by facsimile or electronic transmission shall be deemed to be their original signatures for all purposes.

[Remainder of page intentionally left blank]

Witness our hands and seals.

ATTEST

**COUNTY COMMISSIONERS  
OF QUEEN ANNE'S COUNTY**

\_\_\_\_\_  
(Typed Name and Title)

By: \_\_\_\_\_ (SEAL)  
James J. Moran  
President

WITNESS:

**DEPARTMENT OF HOUSING AND  
COMMUNITY DEVELOPMENT**  
A principal department of the State  
of Maryland

\_\_\_\_\_

By: \_\_\_\_\_ (SEAL)  
Kenneth C. Holt  
Secretary

EFFECTIVE DATE: \_\_\_\_\_

APPROVED:

By: \_\_\_\_\_  
Carol Gilbert,  
Assistant Secretary and Director,  
Division of Neighborhood Revitalization

Approved for form and legal sufficiency this \_\_\_\_ day of \_\_\_\_\_, 2020.

\_\_\_\_\_  
Assistant Attorney General

- Exhibit A: Scope of Services and Special Terms and Conditions
- Exhibit B: Grant Budget
- Exhibit C: Grant Implementation Schedule
- Exhibit D: Grant Reporting Schedule and Monitoring Documentation Requirements
- Exhibit E: General Certification
- Exhibit E-1: Restrictions on the Award of Certain Contracts and Subcontracts to Foreign Countries
- Exhibit E-2: Certification for Grants in Excess of \$100,000
- Exhibit F: Grant Payment Procedures
- Exhibit G: Federal Award Information

**EXHIBIT A**

**PROJECT A**

**MARYLAND CDBG CV ROUND 1 PROJECT SCOPE OF SERVICES**  
as more fully described in Grantee's application for CDBG funds submitted June 12, 2020.

**GRANTEE:** COUNTY COMMISSIONERS OF QUEEN ANNE'S COUNTY

**PROJECT NAME  
AND LOCATION:** EMERGENCY RENTAL ASSISTANCE  
Countywide, Queen Anne's County

**PROJECT  
DESCRIPTION:** Funds will be used to provide three months of rental assistance to households whose income has been negatively impacted by loss of employment or reduction in hours as a result of the COVID 19 crisis.

**NATIONAL  
OBJECTIVE:** Benefit to Low and Moderate Income Persons – Housing

**ESTIMATED NUMBER  
BENEFICIARIES:** 22 Households

**NUMBER LMI  
BENEFICIARIES:** 22 Households

**% OF LMI  
BENEFICIARIES:** 100%

**SPECIAL TERMS AND CONDITIONS:**

**This section highlights Special Terms and Conditions specific to this grant and activities but does not identify all compliance regulations and requirements.**

1. **National Objective Records - LMI - Housing:**  
The grantee is to document the total amount of household income of each assisted household using the amended PART 5 income calculation process. The grantee is to document and provide data showing race, ethnicity and gender of the head of household. All records must be in a form and contain documentation, information or data satisfactory to DHCD.
2. **Audit**  
The Grantee shall obtain the services of an independent, certified public accountant to perform an organizational-wide Single Audit of the Grantee in accordance with the *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* found in 2 CFR Part 200 (the "Audit"). Copies of the Audit are due to the DEPARTMENT and to the CDBG PROGRAM DIRECTOR within 9 months after the end of the Grantee's fiscal year. This applies to all projects under grant.
3. **Environmental Review**  
The Grantee submitted required environmental review forms with the application. There are no additional requirements. This applies to all projects under grant.
4. **Recordkeeping**  
The Grantee is required to maintain hard copy (not digital) files until the grant has been monitored and a close out letter has been issued by DHCD.
5. **Required Second Public Hearing**  
Grantees are to conduct a second public hearing which must take place in conjunction with a regularly scheduled meeting of the elected public officials. The second hearing should provide a review of program performance and status of grant activities. It must be held prior to the grant end date. The notice of the hearing must be published in a local newspaper at least five (5) days prior to the hearing. This applies to all projects under grant.
6. **Required Plans**  
The Grantee must ensure that all required plans have been adopted or updated and maintained throughout the life of the grant. This applies to all projects under grant.
7. **Duplication of Benefits**  
The Grantee is to ensure that there is no duplication of benefits and that funds for this project are in addition to other available funds.
8. **Approval to Pre-Incur Costs**  
The Grantee may begin to incur costs as of July 1, 2020 provided the subrecipient agreement has been executed. This applies to all projects under grant.
9. **Emergency Rental Assistance Requirements**  
Specific information related to qualifying households was provided to the Grantee on

July 2, 2020. Failure to comply with these requirements will result in repayment of funds. The Grantee is to obtain copies of all documents used by the Subrecipient to qualify households for assistance.

10. **In-Kind Costs**

The Grantee must track and report on in-kind costs supporting grant oversight and administration. This applies to all projects under grant.

**EXHIBIT A**

**PROJECT B**

**MARYLAND CDBG CV ROUND 1 PROJECT SCOPE OF SERVICES**  
as more fully described in Grantee's application for CDBG funds submitted June 12, 2020.

**GRANTEE:** COUNTY COMMISSIONERS OF QUEEN ANNE'S COUNTY

**PROJECT NAME  
AND LOCATION:** QUARANTINE SHELTERING  
Countywide, Queen Anne's County

**PROJECT  
DESCRIPTION:** Funds will be used to pay for necessary sheltering at hotels for low and moderate income persons who must be quarantined due to the COVID crisis.

**NATIONAL  
OBJECTIVE:** Benefit to Low and Moderate Income Persons – Limited Clientele

**ESTIMATED NUMBER  
BENEFICIARIES:** 7 Persons

**NUMBER LMI  
BENEFICIARIES:** 7 Persons

**% OF LMI  
BENEFICIARIES:** 100%

**SPECIAL TERMS AND CONDITIONS:**

**This section highlights Special Terms and Conditions specific to this grant and activities but does not identify all compliance regulations and requirements.**

1. **National Objective Records - LMI - Limited Clientele:**

Persons assisted under this grant are either presumed to be of low and moderate income or must be income qualified and determined to be of low and moderate income. For those that are income qualified, the Grantee may use a self-certification form to determine if the person's family is income eligible using income limits provided by the CDBG Program.

The grantee is to document and provide data showing race, ethnicity and gender of the head of household. All records must be in a form and contain documentation, information or data satisfactory to DHCD.

2. **Recordkeeping**

The Grantee is required to maintain hard copy (not digital) files until the grant has been monitored and a close out letter has been issued by DHCD.

3. **Duplication of Benefits**

The Grantee is to ensure that there is no duplication of benefits and that funds for this project are in addition to other available funds.

4. **Procurement**

The Grantee must comply with the CDBG procurement requirements.

## MARYLAND COMMUNITY DEVELOPMENT BLOCK GRANT PROJECT BUDGET

PROJECT	CDBG FUNDS	OTHER FUNDS	TOTAL COSTS	SOURCE OF OTHER FUNDS
A. Emergency Rental Assistance	\$80,000		\$80,000	
B. Quarantine Sheltering	\$10,200	\$2,675	\$12,875	County
TOTAL GRANT COSTS	\$90,200	\$2,675	\$92,875	

**EXHIBIT C**

**MARYLAND CDBG PROJECT IMPLEMENTATION SCHEDULE**

Grant Approval  
Date: July 1, 2020

Implementation of  
Activities: On-going until completed

180 Day  
Expenditure  
Deadline: A minimum of 25% of grant funds must be expended by  
December 27, 2020

365 Day  
Expenditure  
Deadline: A minimum of 50% of grant funds must be expended by June 30, 2021

Grant End Date: July 31, 2022

## EXHIBIT D

### CDBG GRANT REPORTING SCHEDULE AND MONITORING DOCUMENTATION REQUIREMENTS

Reports and documents shall be submitted to the address shown in Section 16(b)(i) of the Agreement. Reports shall be submitted on any applicable forms provided by DHCD and contain any information specifically requested by the CDBG Program Director.

TYPE OF REPORT	DUE DATE
Quarterly Status Report	Due January 5, April 5, July 5 and October 5 for the preceding three months
Annual Single Audit Report	To Program Director within 9 months of the end of the grantee's fiscal year if applicable
Final Progress Report	To Project Manager when notified to complete

Documents to be in local files and available for review during grant monitoring includes but is not limited to:

- Citizen Participation Plan
- Residential Anti-Displacement and Relocation Assistance Plan
- Conflict of Interest Policy
- Personnel Policies
- Fair Housing and Equal Opportunity Plan
- Section 3 Plan
- Minority Business Plan
- Section 504 Self Evaluation

Additional documentation is identified in Exhibit A of the grant agreement, the CDBG Guidebook and the CDBG Monitoring Handbook which are provided to grantees.

7/1/20

**EXHIBIT E**  
**GENERAL CERTIFICATION**

The Grantee certifies and agrees that:

- (1) The grant will be administered in accordance with the CDBG Citizen Participation Plan which was adopted by the elected officials of the jurisdiction prior to submission of an application for funding.
- (2) Its chief executive officer or other officer of applicant approved by the Department of Housing and Community Development:
  - (a) Consents to assume the status of a responsible Federal official under the National Environmental Policy Act of 1969 (NEPA) and other provisions of Federal law, as specified at 24 CFR 58.1, which further the purposes of NEPA insofar as the provisions of such Federal law apply to the Maryland Community Development Block Grant Program; and
  - (b) Is authorized and consents on behalf of the applicant and himself/herself to accept the jurisdiction of the Federal courts for the purpose of enforcement of his/her responsibilities as such an official.
- (3) It will comply with the regulations, policies, guidelines and requirements found in 2 CFR Part 200, Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards, as they relate to the application, acceptance, and use of Federal funds under this Part.
- (4) It will comply with:
  - (a) Section 110 of the Housing and Community Development Act of 1974, as amended, 24 CFR 570.603, and State regulations regarding the administration and enforcement of labor standards;
  - (b) The provisions of the Davis-Bacon Act (40 U.S.C. 276a) with respect to prevailing wage rates (except for projects for the rehabilitation of residential properties of fewer than eight units);
  - (c) Contract Work Hours and Safety Standards Act of 1962, 40 U.S.C. 327-333, requiring that mechanics and laborers (including watchmen and guards) employed on federally assisted contracts be paid wages of not less than one and one-half times their basic wage rates for all hours worked in excess of eight in a calendar day or forty in a work-week, whichever is greater; and
  - (d) Federal Fair Labor Standards Act of 1938, 29 U.S.C. 201 *et seq.*, requiring that covered employees be paid at least the minimum prescribed wage, and also that they be paid one and one-half times their basic wage rate for all hours worked in excess of the prescribed work-week.
- (5) Assessment Provision

It will not attempt to recover any capital costs of public improvements assisted in whole or part with CDBG funds by assessing any amount against properties owned and occupied by persons of low and moderate income including any fee charged or assessment made as a condition of obtaining access to such public improvements, unless (i) CDBG funds received are used to pay the proportion of such fee or assessment that relates to the capital costs of such public improvements that are financed from revenue sources other than CDBG funds; or

- (ii) for purposes of assessing any amount against properties owned and occupied by persons of low an moderate income who are not persons of very low income, the grantee certifies to the Secretary or such State, as the case may be, that it lacks sufficient funds received from CDBG Program to comply with the requirements of clause (i).
- (6) It will comply with all requirements imposed by the State concerning special requirements of law, program requirements, and other administrative requirements approved in accordance with 2 CFR Part 200,
- (7) It will require every building or facility (other than a privately owned residential structure) designed, constructed, or altered with funds provided under this Part to comply with the Requirements of the Americans With Disabilities Act. The applicant will be responsible for conducting inspections to insure compliance with these specifications by the contractor.
- (8) It will comply with the following fair housing and equal opportunity regulations and requirements:
- (a) Title VI of the Civil Rights Act of 1964 (Public Law 88-352), and the regulations issued pursuant thereto (24 CFR Part 1);
  - (b) Title VIII of the Civil Rights Act of 1968 (Public Law 90-284), as amended;
  - (c) Section 106 (d)(5)(B) of Title I of the Housing and Community Development Act of 1974, as amended;
  - (d) Executive Order 11259;
  - (e) Section 109 of Title 1 of the Housing and Community Development Act of 1974, and the regulations issued pursuant thereto (24 CFR Part 570.601);
  - (f) Executive Order 11063 on equal opportunity;
  - (g) Executive Order 11246, as amended by Executive Order 13672;
  - (h) The Fair Housing Amendment Act of 1988;
  - (i) The Housing for Older Persons Act of 1995;
  - (j) The Age Discrimination Act of 1975;
  - (k) Section 504 of the Rehabilitation Act of 1973;
  - (l) The Americans with Disabilities Act of 1990;
  - (m) The Equal Employment Opportunity Act;
  - (n) The Immigration Reform and Control Act of 1986; and
  - (o) The Vietnam Era Veteran's Readjustment Act of 1974 (revised Jobs for Veterans Act of 2002);
- (9) It will comply with Section 3 of the Housing and Urban Development Act of 1968, as amended, for projects with contracts for work in excess of \$100,000, to the greatest extent feasible, provide opportunities for training and employment to lower income residents of the county or award contracts to eligible business concerns which are located in, or owned in substantial part by, persons residing within the county of the grantee.
- (10) It will minimize displacement of persons and provide for services and benefits to any person or business involuntarily and permanently displaced as a result of activities associated with program funds as outlined in

the CDBG Residential Anti-Displacement and Relocation Assistance Plan which was adopted by the elected officials of the jurisdiction prior to submission of the application.

- (11) It will, in the event that displacement occurs as a part of a CDBG funded project, comply with the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended, and HUD implementing instructions at 24 CFR Part 42.
- (12) It will establish safeguards to prohibit employees from using positions for a purpose that is or gives the appearance of being motivated by a desire for private gain for themselves or others, particularly those with whom they have family, business or other ties.
- (13) It will comply with the provisions of the Hatch Act of 1939 which limits the political activity of employees.
- (14) It will give State, HUD and the Comptroller General through any authorized representatives access to and the right to examine all records, books, paper, or documents related to the grant.
- (15) It will insure that the facilities under its ownership, lease or supervision which shall be utilized in the accomplishment of the program are not listed on the Environmental Protection Agency (EPA) list of Violating Facilities and that it will notify the State of the receipt of any communications from the Director of the EPA Office of Federal Activities indicating that a facility to be used in the project is under consideration for listing by the EPA.
- (16) It will comply with the flood insurance purchase requirements of the Flood Disaster Protection Act of 1973, where such insurance is available as a condition for the receipt of any Federal financial assistance for construction or acquisition purposes for use in any areas, that has been identified by the Federal Emergency Management Agency as being in a floodplain or in an area having special flood hazards. The phrase "Federal financial assistance" includes any form of loan, grant, guaranty, insurance payment, rebate, subsidy, disaster assistance loan or grant, or any other form of direct or indirect Federal assistance.
- (17) It will in connection with its performance of environmental assessments under the National Environmental Policy Act of 1969, comply with Section 106 of the National Historic Preservation Act of 1966 (16 U.S.C. 470), Executive Order 11593, and the Preservation of Archeological and Historical Data Act of 1974 (16 U.S.C. 469-1, et seq.).
- (18) It will comply with:
  - (a) The National Environmental Policy Act of 1969 (42 U.S.C. Section 4321 et seq.) and 24 CFR Part 58;
  - (b) Executive Order 11988, Floodplain Management;
  - (c) Executive Order 11990, Protection of Wetlands;
  - (d) The Endangered Species Act of 1973, as amended, (16 U.S.C. Section 1531 et seq.);
  - (e) The Fish and Wildlife Coordination Act of 1958, as amended, (16 U.S.C. Section 661 et seq.);
  - (f) The Wild and Scenic Rivers Act of 1968, as amended, (16 U.S.C. Section 1271);
  - (g) The Safe Drinking Water Act of 1974, as amended, (42 U.S.C. Section 300(f) et seq.);
  - (h) The Clean Air Act of 1970, as amended, (42 U.S.C. Section 7401 et seq.);
  - (i) The Federal Water Pollution Control Act of 1972, as amended, (33 U.S.C. Section 1251 et seq.);

- (j) The Clean Water Act of 1977, (Public Law 95-217); and
  - k) The Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act of 1976 (42 U.S.C. Section 6901 et seq.).
- (19) It will comply with the Residential Lead-Based Paint Hazard Reduction Act of 1992, as amended (Title X of the Housing and Community Development Act of 1992) and the EPA's Lead-Based Paint Renovation, Repair and Painting Rule when rehabilitating houses or buildings for residential use.
- (20) It will comply with all parts of Title I of the Housing and Community Development Act of 1974, as amended, which have not been cited previously as well as with other applicable laws.

Revised 9/17

## EXHIBIT E-1

### RESTRICTIONS ON THE AWARD OF CERTAIN CONTRACTS AND SUBCONTRACTS TO FOREIGN COUNTRIES

If the Project constitutes a Public Building or Public Work Project, as those terms are defined in this Exhibit E-1, and pursuant to Section 109 of Public Law 100-202, the Joint Resolution making Further Continuing Appropriations in Fiscal Year 1988 (the "Appropriations Act"). Grantee hereby covenants and agrees as follows:

1. It shall not enter into any contract with a contractor or subcontractor of a country listed by the United States Trade Representatives (the "USTR") in the Federal Register on December 30, 1987, 53 FR 49255, for the construction, alteration, or repair of any Public Building or Public Work Project or any contract for architectural, engineering or other service directly related to the preparation for or performance of the construction, alteration, or repair of any Public Building or Public Work Project in the United States or possession of the United States.
2. Grantee shall not use any product in the construction, alteration or repair of any Public Building or Public Work Project in the United States, including permanently affixed equipment, instruments, utilities, electronic and other devices, but not including vehicles or construction equipment, if more than 50% of the total cost of the product is allocable to production or manufacture in a country listed by USTR.
3. A "Public Building" means a building for which construction, completion, rehabilitation or repair is carried on directly by authority of United States Department of Housing and Urban Development ("HUD") where the building is or will be publicly owned or operated and is intended to serve the interest of the general public.
4. A "Public Work Project" means construction activity, including construction, completing rehabilitation or repair of publicly owned or operated improvements such as bridges, dams, parks, streets, sidewalks, curbs, gutters, parking facilities, tunnels, sewers, mains, powerlines, pumping stations, airports, terminals, docks, piers, wharves, ways, levees, canals, dredging, shoring, rehabilitation or reactivation of public buildings, excavating, clearing, and landscaping, where the work performed is for an improvement intended to serve the interest of the general public. For the purposes of this definition, construction activity does not include manufacturing, furnishing of material, or servicing and maintenance work.
5. The Grantee shall include the following provisions in any material it uses to solicit bids or request proposals related to the construction, alteration or repair of the Project:

(a) Definitions.

"Component," as used in this clause, means those articles, materials, and supplies incorporated directly into the product.

"Contractor or subcontractor of a foreign country," as used in this clause, means any contractor or subcontractor that is a citizen or national of a foreign country or is controlled directly or indirectly by citizens or nationals of a foreign country. A contractor or subcontractor shall be considered to be a citizen or national of a foreign country, or controlled directly or indirectly by citizens or nationals of a foreign country:

- (1) If 50 percent or more of the contractor or subcontractor is owned by a citizen or a national of the foreign country;
- (2) If the title to 50 percent or more of the stock of the contractor or subcontractor is held subject to trust or fiduciary obligation in favor of citizens or nationals of the foreign country;

- (3) If 50 percent or more of the voting power in the contractor or subcontractor is vested in or exercisable on behalf of a citizen or national of the foreign country;
- (4) In the case of a partnership, if any general partner is a citizen of the foreign country;
- (5) In the case of a corporation, if its president or other chief executive officer or the chairman of its board of directors is a citizen of the foreign country or the majority of any number of its directors necessary to constitute a quorum are citizens of the foreign country or the corporation is organized under the laws of the foreign country or any subdivision, territory, or possession thereof; or
- (6) In the case of a contractor or subcontractor who is a joint venture, if any participant firm is a citizen or national of a foreign country or meets any of the criteria in subparagraphs (a)(1) through (5) of this clause.

"Product", as used in this clause, means construction materials-i.e., articles, materials, and supplies brought to the construction site for incorporation into the Public Works Project, including permanently affixed equipment, instruments, utilities, electronic or other devices, but not including vehicles or construction equipment. In determining the origin of a product, the Grantee will consider a product as produced in a foreign country if it has been assembled or manufactured in the foreign country, or if the cost of the components mined, produced, or manufactured in the foreign country exceed 50 percent of the cost of all its components.

- (b) Certification. Except as provided in paragraph (c) of this provision, by submission of its bid or proposal, the offeror certifies that it:
  - (1) Is not a contractor of a foreign country included on the list of countries that discriminate against U.S. firms published by the Office of the United States Trade Representative (USTR) (see paragraph (h) of this provision);
  - (2) Has not or will not enter into any subcontract with a subcontractor of a foreign country included on the list of countries that discriminate against U.S. firms published by the USTR; and
  - (3) Will not provide any product of a country included on the list of foreign countries that discriminate against U.S. firms published by the USTR.
- (c) Inability to certify. An offeror unable to certify in accordance with paragraph (b) of this provision shall submit with its offer a written explanation fully describing the reasons for its inability to make the certification.
- (d) Applicability of 18 U.S.C. 1001. The certification in paragraph (b) of this provision concerns a matter within the jurisdiction of an agency of the United States, and the making of a false, fictitious, or fraudulent certification may render the maker subject to prosecution under Title 18, U.S.C. 1001.
- (e) Notice. The offeror shall provide immediate written notice to the Contracting Officer if, at any time before the contract award, the offeror learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

- (f) Restrictions on contract award. Unless a waiver to these restrictions is granted by the Secretary of Housing and Urban Development, no contract will be awarded to a offeror:
- (1) Who is owned or controlled by a citizen or national of a foreign country included on the list of foreign countries that discriminate against U.S. firms published by the USTR;
  - (2) Whose subcontractors are owned or controlled by citizens or nationals of a foreign country on the USTR list; or
  - (3) Who incorporates any product of a foreign country on the USTR list in the public works project.
- (g) Recordkeeping. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render, in good faith, the certification required by paragraph (b) of this provision. The knowledge and information of an offer or is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
- (h) USTR list. The USTR published an initial list in the Federal Register on December 30, 1987 (53 FR 49244), which identified one country - Japan. The USTR can add countries to the list, and remove countries from it, in accordance with Section 109(c) of Publication L. 100-202."
6. The Grantee shall include the following provisions in any contract for the construction, alteration or repair of the Project:
- (a) Definitions.
- "Component," as used in this clause, means those articles, materials, and supplies incorporated directly into the product.
- "Contractor or subcontractor of a foreign country," as used in this clause, means any contractor or subcontractor that is a citizen or national of a foreign country or is controlled directly or indirectly by citizens or nationals of a foreign country. A contractor or subcontractor shall be considered to be a citizen or national of a foreign country, or controlled directly or indirectly by citizens or nationals of a foreign country:
- (1) If 50 percent or more of the contractor or subcontractor is owned by a citizen or a national of the foreign country;
  - (2) If the title to 50 percent or more of the stock of the contractor or subcontractor is held subject to trust or fiduciary obligation in favor of citizens or nationals of the foreign country;
  - (3) If 50 percent or more of the voting power in the contractor or subcontractor is vested in or exercisable on behalf of a citizen or national of the foreign country;
  - (4) In the case of a partnership, if any general partner is a citizen of the foreign country;
  - (5) In the case of a corporation, if its president or other chief executive officer or the chairman of its board of directors is a citizen of the foreign country or the majority of any number of its directors necessary to constitute a quorum are citizens of the foreign country or the corporation is organized under the laws of the foreign country or any subdivision, territory, or possession thereof; or

- (6) In the case of a contractor or subcontractor who is a joint venture, if any participant firm is a citizen or national of a foreign country or meets any of the criteria in subparagraphs (a)(1) through (5) of this clause.

"Product", as used in this clause, means construction materials-i.e., articles, materials, and supplies brought to the construction site for incorporation into the public works project, including permanently affixed equipment, instruments, utilities, electronic or other devices, but not including vehicles or construction equipment. In determining the origin of a product, the Grantee, will consider a product as produced in a foreign country if it has been assembled or manufactured in the foreign country, or if the cost of the components mined, produced, or manufactured in Section 109(c) of Pub. L 100-202.

- (b) Certification. The contractor may rely upon the certification of a prospective subcontractor that it is not a subcontractor of a foreign country included on the list of countries that discriminate against U.S. firms published by the USTR and that products supplied by such subcontractor for use on the Federal public works project under this contract are not products of a foreign country included on the list of foreign countries that discriminate against U.S. firms published by the USTR, unless such contractor has knowledge that the certification is erroneous.
- (c) Subcontracts. The contractor shall incorporate this clause, modified only for the purpose of properly identifying the parties, in all subcontracts. This paragraph (c) shall also be incorporated in all subcontracts.

## **Exhibit E-2**

### **FOR CDBG GRANTS IN EXCESS OF \$100,000**

The Grantee certifies, to the best of its knowledge and belief, that:

- (1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the Grantee, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- (2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an office or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL "Disclosure Form to Report Lobbying," in accordance with its instructions.
- (3) The Grantee shall require that the language of this certification be included in the agreements between the Grantee and a subrecipient, contractor, or borrower where the amount a subrecipient, contractor, or borrower receives exceeds \$100,000 and the subrecipient, contractor, or borrower shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

## EXHIBIT F

### GRANT PAYMENT PROCEDURES

#### PART I. INTRODUCTION

1. **PURPOSE** - The Grant Payment procedures outlined herein are designed to expedite the transfer of Maryland Community Development Block Grant (CDBG) funds from the State of Maryland Department of Housing and Community Development (DHCD) to an approved grantee.
2. **OUTLINE OF SYSTEM** - The following is an outline of the procedures necessary to process a CDBG grant payment request under the State of Maryland's CDBG Program.
  - a. The State of Maryland makes a determination that a local government will receive funds from the Maryland CDBG Program and announces the award. The Maryland CDBG Program in the Division of Neighborhood Revitalization of DHCD sends the local government two copies of the Grant Agreement, which includes Grant Payment Procedures (Exhibit F), Vendor Electronic Funds Transfer (EFT) Registration Request Form (Exhibit 1) and the Authorized Signatures Form (Exhibit 2).
  - b. The grantee executes the Grant Agreement, which includes two sets of required grant payment procedures and forms. The grant agreement and all forms are returned to the Maryland CDBG Director, Division of Neighborhood Revitalization, DHCD, 7800 Harkins Place, Lanham, MD 20706. The grant agreement should be sent back immediately upon signing and the grant payment forms (Exhibits 1 & 2) must be signed and returned prior to first request for payment. *NOTE: The name of the grantee should appear as it is listed in the CDBG Grant Agreement on all forms and accounts.*
  - c. The Maryland CDBG Program approves the completed forms and the grantee's account in the amount of its CDBG award is established in the State's STARS financial management system.
  - d. The Maryland CDBG Program furnishes the grantee a copy of Request for Payment Form (Exhibit 3).
  - e. Following the effective date of the Grant Agreement and the completion of the Environmental Review Record which results in the grantee receiving a completed Notice of Release of Funds Form (Exhibit 4), the grantee may request funds by completing the Request for Payment Form (Exhibit 3) and the Expenditure Tracking Form (Exhibit 3A) and submitting one original to the Maryland CDBG Program in order to meet the grantees' current cash disbursement needs.
  - f. The Maryland CDBG Program will review grantee's Request for Payment. The review will:
    - verify authorized signatures;
    - verify mathematical computations;
    - for appropriate activities, verify that the environmental clearance has been obtained and the notification of release of funds issued;
    - verify that sufficient grant funds are available;
    - verify that request will not exceed amount budgeted for the appropriate project activity;
    - determine that other applicable special conditions have been met; and

- verify that the CDBG Project Manager assigned to the grantee has not put a hold on grant payments.

The Maryland CDBG Program then forwards approved Request for Payment to the Department's Finance Division which processes and submits to the Comptroller's Office for payment.

- g. The State Treasurer's Office disburses the grant payment and electronically transfers funds directly to the grantee's designated depository for credit to its account.

## PART II. POLICY

1. The grantee will establish a separate, non-interest bearing depository account in a financial institution insured by FDIC or FSLIC if funds will requested from the State on an advance basis.
2. The grantee shall inform the State on the Request for Payment and Status of Funds Form (Exhibit 3) as to whether it is using an advance or reimbursement system. The system selected must be followed throughout grant implementation.

ADVANCE SYSTEM - An advance is a payment made to a grantee upon its request before cash outlays are made by the grantee.

REIMBURSEMENT SYSTEM - A reimbursement is a payment made to a grantee upon request after cash outlays have been made by the grantee.

3. A grantee that invoices on a reimbursement basis exclusively may earn interest on its depository account.
4. Any interest earned on CDBG monies requested on an advance basis will be collected by the Maryland CDBG Program and returned to the U.S. Treasury.
5. Grant payments cannot be made for any project until the the Grant Agreement is executed by all parties and the CDBG Program has determined that all other possible conditions have been met.
6. The Request for Payment form (Exhibit 3) must be accurately completed or it will not be processed. If there are questions, please contact your CDBG Project Manager prior to request being made.
7. A request should be made allowing approximately thirty days to receive the CDBG grant funds. The payment will be electronically transferred by the Treasurer's Office following receipt and approval of a completed Request for Payment form (Exhibit 3) by the Maryland CDBG Program and DHCD Finance Division.
8. A grantee that submits a request for payment on an advanced basis may keep up to \$5,000 on-hand. Additional requests should be in an amount to meet current disbursement needs (defined as the funds to be expended within five working days of receipt). If a CDBG check is deposited on Friday, checks totaling the entire amount must be written by close of business the following Friday. Grantee's that request payment on a reimbursement basis are not subject to the five working day rule. All grant funds must be expended from grantee's account by the grant end date and any funds remaining on-hand will be recaptured.
9. A grantee may request a grant payment from DHCD as often as needed. Except for the final payment, the minimum amount that may be requested is \$5,000.

10. Any eligible project income, such as principal and interest payments from residential or commercial rehabilitation loan, deposited to the grantee's general CDBG account or to a subsidiary account for revolving loan purposes must, to the extent feasible, be disbursed by the grantee prior to a request for additional funds.

### PART III. GRANTEE REQUIREMENTS

1. DESIGNATION OF DEPOSITORY - State of Maryland funds will be electronically transferred directly to the depository designated and authorized by the grantee for credit to the grantee's bank account. The grantee shall complete Vendor Electronic Funds Transfer (EFT) Registration Request Form (Exhibit 1) and the Authorized Signatures Form (Exhibit 2).

After the forms are completed by the grantee, send two originals to the Maryland CDBG Program, Division of Neighborhood Revitalization, Department of Housing and Community Development, 7800 Harkins Road, Lanham, MD 20706. The grantee shall retain a copy for your file. The Grantee shall execute a new Vendor Electronic Funds Transfer (EFT) Registration Request Form (Exhibit 1) whenever changes in the depository are made.

2. AUTHORIZED SIGNATURE FORM - The form for Authorized Signatures for Request for Payment on CDBG Account (Exhibit 2) must contain signatures identical to the typed names of the four individuals authorized by the grantee to co-sign the Request for Payment. The written and typed names must be identical on each form. The grantee shall submit the original forms to the Maryland CDBG Program at the address listed above and retain one set for local files. The person certifying the authorized signatures can not be listed as an authorized signature.

When the grantee submits a Request for Payment, the Maryland CDBG Program will accept only the signatures of persons named on the current signature form on file. A grantee therefore shall submit new signature forms whenever there is a change, including additions or deletions of the persons authorized to sign a Request for Payment. A change in the title or position of a person so authorized does not require another signature form if the person's authority to sign a Request for Payment remains unchanged.

3. REQUEST FOR PAYMENT FORM - The grantee shall execute one original of Request for Payment Form (Exhibit 3) each time it is determined that funds are required to meet current disbursement needs or to reimburse the grantee's advance of funds from another source.

The executed original form shall be mailed to the Maryland CDBG Program, Division of Neighborhood Revitalization, Department of Housing and Community Development, 7800 Harkins Road, Lanham, MD 20706. A copy is to be retained by the grantee for its records.

4. EXPENDITURE FORM - The Grantee is required to submit form Exhibit 3A - Expenditure Tracking Form when they submit each Request for Payment Form. This form is required at this stage rather than actual copies of bills to identify the specific expenses to be paid with the CDBG funds.
5. EXPENDITURE TRACKING FORM - LOCAL USE - The grantee is required to use and maintain form Exhibit 3B - Expenditure Tracking Form - Local Use. The purpose of this form when completed will assist the State in monitoring the grant and to assist the grantee with tracking expenditures.

EXHIBIT 2

MARYLAND COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM  
AUTHORIZED SIGNATURES FOR CDBG REQUESTS FOR PAYMENT

1. Name and Address of Grantee: Queen Anne's County Commissioners  
107 North Liberty Street  
Centreville, MD 21617

2. Grant Agreement Number CV-1-8

3. The individuals named below are authorized to sign Requests for Payment

TYPE NAME	TITLE	SIGNATURE EXACTLY AS IT APPEARS IN TYPED FORM
<u>James J. Moran, President</u>	<u>Commissioner</u>	_____
<u>Jack N. Wilson, District 1</u>	<u>Commissioner</u>	_____
<u>Stephen Wilson, District 2</u>	<u>Commissioner</u>	_____
<u>Philip L. Dumenil, District 3</u>	<u>Commissioner</u>	_____
<u>Christopher M Corchiarino, District 4</u>	<u>Commissioner</u>	_____

5. Certification

*I certify that the signatures above are of the individuals authorized to co-sign Requests for Payment for CDBG funds on behalf of the identified grantee. I further understand that, as the person certifying, I am not eligible to sign Requests for Payment.*

\_\_\_\_\_   
Date

\_\_\_\_\_   
Title

\_\_\_\_\_   
Signature

### EXHIBIT 3

## MARYLAND COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM REQUEST FOR PAYMENT

### SECTION I: REQUEST FOR PAYMENT

GRANT AGREEMENT NUMBER	PAYMENT SYSTEM	REQUEST NUMBER	AMOUNT REQUESTED
CV-1-	<input type="checkbox"/> ADVANCE <input type="checkbox"/> REIMBURSEMENT		
GRANTEE NAME AND ADDRESS		NAME & TELEPHONE NUMBER OF GRANTEE CONTACT PERSON	FEDERAL ID NUMBER
DEPOSITORY BANK AND ACCOUNT NUMBER			

### SECTION II: USE OF FUNDS (CDBG FUNDS ONLY)

BUDGET ACTIVITY LINE	TOTAL CDBG BUDGET AMOUNT(S)	REQUESTED AMOUNT

### SECTION III: CERTIFICATION BY GRANTEE

We certify that this request in accordance with the terms and conditions of the grant agreement with the Maryland Department of Housing and Community Development and the amount requested accurately reflects the expenses, as reported on this request, and that the amount is supported by documentation in our files.

AUTHORIZED SIGNATURE	TITLE	DATE
AUTHORIZED SIGNATURE	TITLE	DATE

### SECTION IV: STATE USE

DATE RECEIVED	AMOUNT APPROVED	PAYMENT REVIEWED BY	PAYMENT APPROVED BY	APPROPRIATION CODE





**In-Kind Costs**

*Please calculate all in-kind costs related to this project that used match to the CDBG funds. For staff costs, please indicate the person and the number of hours in addition to the costs.*

Amount	Specific Use/Hours	Source/Staff Person

## EXHIBIT G

## FEDERAL AWARD INFORMATION

(i)	Community Development Block Grant – COVID – Round 1	
(ii)	Name of Federal Awarding Agency	U.S. Department of Housing and Urban Development
(iii)	Catalog of Federal Assistance Number	14.228
(iv)	Federal Program Year	2020
(v)	Start Date of Federal Program Year for Program	July 1, 2020
(vi)	Total Amount of Federal Award for Program Year	\$4,691,887
(vii)	Federal Award Identification Number (FAIN)	*
(viii)	DHCD Unique Entity Identifier	028492598
(ix)	Grantee Name	County Commissioners of Queen Anne's County
(x)	Grantee Unique Entity Identifier/DUNS Number	079675152
(xi)	Grantee Federal Identification Number	52-1011271
(xii)	Date of Award to Grantee	July 1, 2020
(xiii)	Amount of Federal Fiscal Year 2020 Funds Obligated/Committed by this Agreement to the Grantee by DHCD	\$90,200
(xiv)	Total Amount of Federal Fiscal Year 2020 Funds Obligated/Committed to the Grantee by DHCD to date (Including the current Obligation) for Federal Fiscal Year	\$90,200

\*Federal Grant Number not available at time grant agreement was prepared



**Queen  
Anne's  
County**

**THE COUNTY COMMISSIONERS OF  
QUEEN ANNE'S COUNTY**

The Liberty Building  
107 North Liberty Street  
Centreville, MD 21617

Telephone: (410) 758-4098  
Fax: (410) 758-1170

e-mail: [QACCommissioners&Administrator@qac.org](mailto:QACCommissioners&Administrator@qac.org)

**County Commissioners:**

James J. Moran, At Large  
Jack N. Wilson, Jr., District 1  
Stephen Wilson, District 2  
Philip L. Dumenil, District 3  
Christopher M. Corchiarino, District 4

*County Administrator: Todd R. Mohn, PE*  
*Executive Assistant to County Commissioners: Margie A. Houck*  
*County Attorney: Patrick Thompson, Esquire*

**To:** County Commissioners  
**From:** Vivian Swinson, Zoning Administrator  
**Subject:** Property Lien's  
**Date:** July 28, 2020

**ACTION ITEM**

- Map 58I, Grid 22, Parcel 791, 114 Robinson Lane, Grasonville (\$590.00)
- Map 63, Grid 2, Parcel 102, 100 Annapolis View Road, Stevensville (\$280.00)
- Map 76, Grid 00, Parcel 42, 117 Howard Road, Stevensville (\$235.00)
- Map 58E, Grid 4, Parcel 568, 938 Chester River Drive, Grasonville (\$240.00)
- Map 58D, Grid 24, Parcel 120, 3809 Main Street, Grasonville (\$240.00)
- Map 58H, Grid 12, Parcel 281, 120 Collier Road, Grasonville (\$240.00)
- Map 58H, Grid 18, Parcel 287, 203 Gravel Run Road, Grasonville (\$260.00)

An independent contractor hired by the Zoning Office to cut grass at the above referenced addresses after the property owner ignored repeated attempts by the Zoning Inspector to get the site to comply with Queen Anne's County Code Chapter 19 Article II §19-2 L. (2) which states: A person may not allow any vegetation to grow higher than 12 inches on any lot or parcel that is: (a) Less than three acres in size; and (b) located in an approved or recorded residential subdivision or any part of which is within 200 feet of a neighboring residence.

**Recommended Action:**

**I move to approve Resolutions 20-17 through 20-23 to place a lien on each of the properties listed in the County Zoning Administrator's memorandum dated July 28, 2020 for nuisance violations.**

**RESOLUTION** 20-17

WHEREAS, The County Commissioners of Queen Anne's County are authorized under Section 1-104(p) of the Code of Public Laws of Queen Anne's County (Article 18 of the Code of Public Local Laws of Maryland) "to provide that any valid charges or assessments made against real property within the County shall be liens upon such property to be collected in the same manner as County taxes are collected",

AND WHEREAS, Queen Anne's County Ordinance No. 94-04 ("The Nuisance Ordinance") provides, inter alia, that "The County Commissioners of Queen Anne's County shall have the full power and authority to abate any nuisance as set forth herein by an appropriate means and to assess the property owner for the costs thereof. Any damage or assessments made hereunder shall be a lien against the real property benefitted and may be collected in the same manner as County real estate taxes.

AND WHEREAS, pursuant to the authority set forth above, The County Commissioners have abated to have caused to be abated a nuisance on the property described below and have determined that the costs thereof are fair and reasonable and are valid charges and assessments.

NOW THEREFORE IT IS RESOLVED, by The County Commissioners of Queen Anne's County that the amount shown below be assessed as a lien against the property described below and that the same be collected in the same manner as County real estate taxes.

PROPERTY: 114 Robinson Ln.  
Grasonville, MD 21638

TAX MAP: 058I GRID: 0022 PARCEL: 0791 LOT: 2 TAX ID#: 1805039487

OWNER: NAME Alfred W. Cole

AMOUNT OF ASSESSMENT: \$490.00  
ADMINISTRATIVE FEE: \$100.00

WITNESS, the hands and seals of the County Commissioners of Queen Anne's County this 28<sup>th</sup>  
day of July, 2020.

ATTEST:

THE COUNTY COMMISSIONERS  
OF QUEEN ANNE'S COUNTY

\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

DEPARTMENT OF PLANNING & ZONING



Queen  
Anne's  
County

110 Vincit St., Suite 104  
Centreville, MD 21617

Telephone Planning: (410) 758-1255  
Fax Planning: (410) 758-2905  
Telephone Permits: (410) 758-4088  
Fax Permits: (410) 758-3972

**County Commissioners:**

James J. Moran, At Large  
Jack N. Wilson, Jr., District 1  
Stephen Wilson, District 2  
Philip L. Dumenil, District 3  
Christopher M. Corchiarino, District 4

To: County Commissioners

**ACTION ITEM**

From: Vivian Swinson  
Zoning Administrator *VJS*

Date: July 8, 2020

RE: Map 058I Grid 0022 Parcel 0791 Lot #2 114 Robinson Ln. Grasonville, MD 21638

On June 13, 2020, an independent contractor hired by the Zoning Office cut the grass at the above referenced address after the property owner ignored repeated attempts by the Zoning Inspector to get the site to comply with Queen Anne's County Code *Chapter 19 Article II §19-2.L.(2)* which states: *A person may not allow any vegetation to grow higher than 12 inches on any lot or parcel that is : (a) Less than three acres in size; and (b) located in an approved or recorded residential subdivision or any part of which is within 200 feet of a neighboring residence.*

Attached is the Resolution to place a lien on the subject property so the County can be reimbursed for the cost of the grass cutting.

**Recommended Action:**

I move that we approve the Resolution to place a lien on the property located at 114 Robinson Ln. in the amount of \$590.00



*Queen  
Anne's  
County*

**DEPARTMENT OF PLANNING & ZONING**

110 Vincit St., Suite 104  
Centreville, MD 21617

**County Commissioners:**

James J. Moran, At Large  
Jack N. Wilson, Jr., District 1  
Stephen Wilson, District 2  
Philip L. Dumenil, District 3  
Christopher M. Corchiarino, District 4

Telephone Planning: (410) 758-1255  
Fax Planning: (410) 758-2905  
Telephone Permits: (410) 758-4088  
Fax Permits: (410) 758-3972

June 18, 2020

Alfred W. Cole  
C/O Aszaine Cole  
1409 Heron Dr.  
Denton, MD 21629

RE: Tax Map 58I Parcel 791 (114 Robinson Ln. Grasonville, MD 21638)

Dear Mr. Cole:

Queen Anne's County hired an independent contractor to cut the grass on the property referenced above. Attached is a copy of the bill.

Therefore, you have twenty (20) days from the date of this letter to pay the \$490.00 bill plus an administrative fee of \$100.00 for a total of \$590.00. Failure to pay the full amount will result in a lien being placed against your property. Please make the check payable to the Queen Anne's County Commissioners and mail it to the above address. If payment has not been made in the twenty (20) day period the payment then must be sent to Queen Anne's County Finance Office at 107 North Liberty Street Centreville MD 21617.

I can be reached at 410-758-4088 Monday through Friday from 8:00am to 10:00 am if you need to contact me.

Sincerely,

Harold L. Veasel  
Nuisance Inspector

Attachments: Invoice: B & K Plant Farm & Landscaping LLC

B & K Plant Farm & Landscaping, LLC

520 John Powell Road  
Church Hill, MD 21623  
410-778-4445

# Invoice

Date	Invoice #
6/13/2020	4586

Bill To  
Queen Anne's Co  
110 Vincit St.  
Suite 104  
Centreville, MD 21617

Description	Amount
6/12 Bush hogged & trimmed tall grass & brush @ 114 Robinson Rd. Grasonville	490.00

Thank you for your business. Payment due 10 days from billing date.

**Total** \$490.00



Queen  
Anne's  
County

DEPARTMENT OF PLANNING & ZONING

110 Vincit St., Suite 104  
Centreville, MD 21617

Telephone Planning: (410) 758-1255  
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Telephone Permits: (410) 758-4088  
Fax Permits: (410) 758-3972

County Commissioners:

James J. Moran, At Large  
Jack N. Wilson, Jr., District 1  
Stephen Wilson, District 2  
Philip L. Dumenil, District 3  
Christopher M. Corchiarino, District 4

May 12, 2020

Alfred W. Cole  
C/O Aszaine Cole  
155 Quinn Circle  
Denton, MD 21629

**RE: Tax Map- 581, Parcel- 791, Lot- 2, (114 Robinson Lane, Grasonville MD 21638) Uncut Grass**

To Whom It May Concern:

During an investigation of a nuisance complaint on your property, I have determined that you are in violation of Queen Anne's County Code *Chapter 19 Article II §19-2 L. (2)* which states: *A person may not allow any vegetation to grow higher than 12 inches on any lot or parcel that is: (a) Less than three acres in size; and (b) located in an approved or recorded residential subdivision or any part of which is within 200 feet of a neighboring residence.*

You have seven (7) days from the date of this letter to address the violation. You must mow the entire yard. If the grass is not cut, you may be issued a \$500.00 civil citation or Queen Anne's County may hire an independent contractor to cut the grass. Failure to pay the cost of the grass cutting within fifteen (15) days will result in a lien being placed against your property.

I can be reached at 410-758-4088 Monday thru Friday from 8am to 10am if you need to contact me.

Sincerely,

Ken Southard  
Zoning and Nuisance Inspector

Sent letter 5-11-20  
check status on 5-20-20  
SEND CONTRACTOR 5/22/20

Search Result for QUEEN ANNE'S COUNTY

[View Map](#)

[View GroundRent Redemption](#)

[View GroundRent Registration](#)

Special Tax Recapture: None

**Account Identifier:** District - 05 Account Number - 039487

**Owner Name:** COLE ALFRED W  
**Use:** RESIDENTIAL  
**Principal Residence:** NO  
**Mailing Address:** C/O ASZAIN COLE  
 155 QUINN CIR  
 DENTON MD 21629-  
**Deed Reference:** /00741/ 00563

**Premises Address:** 114 ROBINSON LN  
 GRASONVILLE 21638-0000  
**Legal Description:** LOT 2 - .665 ACRES  
 N/CEMETERY LANE  
 S/E GRASONVILLE

Map:	Grid:	Parcel:	Neighborhood:	Subdivision:	Section:	Block:	Lot:	Assessment Year:	Plat No:
0581	0022	0791	5400001.18	0000			2	2019	
									Plat Ref:

Town: None

Primary Structure Built	Above Grade Living Area	Finished Basement Area	Property Land Area	County Use
1985	1,120 SF		28,967 SF	

Stories	Basement	Type	Exterior	Quality	Full/Half Bath	Garage	Last Notice of Major Improvements
1	NO	MANUFACTURED HOME	SIDING/	3	2 full		

	Base Value	Phase-in Assessments		
		Value As of 01/01/2019	As of 07/01/2019	As of 07/01/2020
Land:	90,900	100,900		
Improvements	22,400	38,300		
<b>Total:</b>	<b>113,300</b>	<b>139,200</b>	<b>121,933</b>	<b>130,567</b>
Preferential Land:	0			0

<b>Seller:</b> INTERFAITH HOUSING DEVELOPMENT	<b>Date:</b> 06/29/2000	<b>Price:</b> \$15,000
<b>Type:</b> NON-ARMS LENGTH OTHER	<b>Deed1:</b> SM /00741/ 00563	<b>Deed2:</b>
<b>Seller:</b> INTERFAITH HOUSING DEVELOPMENT	<b>Date:</b> 04/10/1997	<b>Price:</b> \$6,000
<b>Type:</b> NON-ARMS LENGTH OTHER	<b>Deed1:</b> SM /00566/ 00055	<b>Deed2:</b>
<b>Seller:</b> TAYLOR, LENWOOD E & ANNE R	<b>Date:</b> 05/31/1990	<b>Price:</b> \$16,000
<b>Type:</b> ARMS LENGTH IMPROVED	<b>Deed1:</b> MWM /00350/ 00609	<b>Deed2:</b>

Partial Exempt Assessments:	Class	07/01/2019	07/01/2020
County:	000	0.00	
State:	000	0.00	
Municipal:	000	0.00 0.00	0.00 0.00

Special Tax Recapture: None

**Homestead Application Status:** No Application

**Homeowners' Tax Credit Application Status:** No Application **Date:**

1. This screen allows you to search the Real Property database and display property records.  
 2. Click [here](#) for a glossary of terms.

**RESOLUTION 20-18**

WHEREAS, The County Commissioners of Queen Anne's County are authorized under Section 1-104(p) of the Code of Public Laws of Queen Anne's County (Article 18 of the Code of Public Local Laws of Maryland) "to provide that any valid charges or assessments made against real property within the County shall be liens upon such property to be collected in the same manner as County taxes are collected",

AND WHEREAS, Queen Anne's County Ordinance No. 94-04 ("The Nuisance Ordinance") provides, inter alia, that "The County Commissioners of Queen Anne's County shall have the full power and authority to abate any nuisance as set forth herein by an appropriate means and to assess the property owner for the costs thereof. Any damage or assessments made hereunder shall be a lien against the real property benefitted and may be collected in the same manner as County real estate taxes.

AND WHEREAS, pursuant to the authority set forth above, The County Commissioners have abated to have caused to be abated a nuisance on the property described below and have determined that the costs thereof are fair and reasonable and are valid charges and assessments.

NOW THEREFORE IT IS RESOLVED, by The County Commissioners of Queen Anne's County that the amount shown below be assessed as a lien against the property described below and that the same be collected in the same manner as County real estate taxes.

PROPERTY: 100 Annapolis View Rd.  
Stevensville, MD 21666

TAX MAP: 0063 GRID: 0002 PARCEL: 0102 LOT: 3 TAX ID#: 1804043766

OWNER: Tas S. G. Coroneos

AMOUNT OF ASSESSMENT: \$180.00  
ADMINISTRATIVE FEE: \$100.00

WITNESS, the hands and seals of the County Commissioners of Queen Anne's County this 28<sup>th</sup>  
day of July, 2020.

ATTEST:

THE COUNTY COMMISSIONERS  
OF QUEEN ANNE'S COUNTY

\_\_\_\_\_

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Queen  
Anne's  
County

**County Commissioners:**

James J. Moran, At Large  
Jack N. Wilson, Jr., District 1  
Stephen Wilson, District 2  
Philip L. Dumenil, District 3  
Christopher M. Corchiarino, District 4

**DEPARTMENT OF PLANNING & ZONING**

110 Vincit St., Suite 104  
Centreville, MD 21617

Telephone Planning: (410) 758-1255  
Fax Planning: (410) 758-2905  
Telephone Permits: (410) 758-4088  
Fax Permits: (410) 758-3972

To: County Commissioners

**ACTION ITEM**

From: Vivian Swinson *VJS*  
Zoning Administrator

Date: July 7, 2020

RE: Map 0063 Grid 0002 Parcel 0102 Lot # 3 100 Annapolis View Rd. Stevensville MD 21666

On May 22, 2020, an independent contractor hired by the Zoning Office cut the grass at the above referenced address after the property owner ignored repeated attempts by the Zoning Inspector to get the site to comply with Queen Anne's County Code *Chapter 19 Article II §19-2.L.(2)* which states: *A person may not allow any vegetation to grow higher than 12 inches on any lot or parcel that is : (a) Less than three acres in size; and (b) located in an approved or recorded residential subdivision or any part of which is within 200 feet of a neighboring residence.*

Attached is the Resolution to place a lien on the subject property so the County can be reimbursed for the cost of the grass cutting.

**Recommended Action:**

I move that we approve the Resolution to place a lien on the property located at 100 Annapolis View Rd. in the amount of \$280.00



*Queen  
Anne's  
County*

**DEPARTMENT OF PLANNING & ZONING**

110 Vincit St., Suite 104  
Centreville, MD 21617

***County Commissioners:***

James J. Moran, At Large  
Jack N. Wilson, Jr., District 1  
Stephen Wilson, District 2  
Philip L. Dumenil, District 3  
Christopher M. Corchiarino, District 4

Telephone Planning: (410) 758-1255  
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Telephone Permits: (410) 758-4088  
Fax Permits: (410) 758-3972

June 10, 2020

Tas S. G. Coroneos  
9203 Queensbury Rd.,  
Hyattsville, MD 20781-1435

RE: Tax Map 63 Parcel 102 Lot 3 (100 Annapolis View Rd. Stevensville, MD 21666)

Dear Property Owner:

Queen Anne's County hired an independent contractor to cut the grass on the property referenced above. Attached is a copy of the bill.

Therefore, you have twenty (20) days from the date of this letter to pay the \$180.00 bill plus an administrative fee of \$100.00 for a total of \$280.00. Failure to pay the full amount will result in a lien being placed against your property. Please make the check payable to the Queen Anne's County Commissioners and mail it to the above address. If payment has not been made in the twenty (20) day period the payment then must be sent to Queen Anne's County Finance Office at 107 North Liberty Street Centreville MD 21617.

I can be reached at 410-758-4088 Monday through Friday from 8:00am to 10:00 am if you need to contact me.

Sincerely,

Harold L. Veasel  
Nuisance Inspector

Attachments: Invoice: Callahan's Lawn Care



Queen  
Anne's  
County

**County Commissioners:**

James J. Moran, At Large  
Jack N. Wilson, Jr., District 1  
Stephen Wilson, District 2  
Philip L. Dumenil, District 3  
Christopher M. Corchiarino, District 4

**DEPARTMENT OF PLANNING & ZONING**

110 Vincit St., Suite 104  
Centreville, MD 21617

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Fax Planning: (410) 758-2905  
Telephone Permits: (410) 758-4088  
Fax Permits: (410) 758-3972

5/6/20

Coroneos Tas S G Trustee  
9203 Queensbury Rd.  
Hyattsville, MD 20781-1435

**RE: Tax Map 3, Parcel 102 (100 Annapolis View Rd., Stevensville, MD) Tall Grass**

To Whom It May Concern:

During an investigation of a nuisance complaint on your property, I have determined that you are in violation of Queen Anne's County Code *Chapter 19 Article II §19-2 L. (2)* which states: *A person may not allow any vegetation to grow higher than 12 inches on any lot or parcel that is: (a) Less than three acres in size; and (b) located in an approved or recorded residential subdivision or any part of which is within 200 feet of a neighboring residence.*

You have seven (7) days from the date of this letter to address the violation. You must mow the entire yard. If the grass is not cut, you may be issued a citation or Queen Anne's County may hire an independent contractor to cut the grass. Failure to pay the cost of the grass cutting within fifteen (15) days will result in a lien being placed against your property.

I can be reached at 410-758-4088 Monday thru Friday from 8am to 10am if you need to contact me.

Sincerely,

Joe Pippin  
Zoning and Nuisance Inspector

SENT CONTRACTOR  
5/21/20

**Callahan's Lawn Care**

P.O. Box 241  
Queenstown, MD 21658

**Invoice**

DATE	INVOICE #
6/5/2020	7447

BILL TO
Queen Annes County Att. Vivian Swinson 110 Vincit street Suite 104 Centreville , MD 21617

amount enclosed

--

TERMS

ITEM	DESCRIPTION	SERVICED	AMOUNT
cut	100 Annapolis view cut overgrown lawn	5/21/2020	180.00
Thank you for your business.			<b>Total</b> \$180.00

Real Property Data Search ( w3)

Search Result for QUEEN ANNE'S COUNTY

[View Map](#)      [View GroundRent Redemption](#)      [View GroundRent Registration](#)

Special Tax Recapture: None

**Account Identifier:**      **District - 04 Account Number - 043766**

Owner Information

<b>Owner Name:</b>	CORONEOS TAS S G TRUSTEE	<b>Use:</b>	RESIDENTIAL
		<b>Principal Residence:</b>	NO
<b>Mailing Address:</b>	9203 QUEENSBURY RD HYATTSVILLE MD 20781-1435	<b>Deed Reference:</b>	/02466/ 00010

Location & Structure Information

<b>Premises Address:</b>	100 ANNAPOLIS VIEW RD STEVENSVILLE 21666-0000 Waterfront	<b>Legal Description:</b>	LOT 3 MATAPEAKE ESTS
--------------------------	--	---------------------------	-------------------------

<b>Map:</b> 0063	<b>Grid:</b> 0002	<b>Parcel:</b> 0102	<b>Neighborhood:</b> 4020003 18	<b>Subdivision:</b> 4027	<b>Section:</b>	<b>Block:</b>	<b>Lot:</b> 3	<b>Assessment Year:</b> 2018	<b>Plat No:</b>	<b>Plat Ref:</b>
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Town: None

<b>Primary Structure Built</b>	<b>Above Grade Living Area</b>	<b>Finished Basement Area</b>	<b>Property Land Area</b>	<b>County Use</b>
1971	2,926 SF	836 SF	28,125 SF	

<b>Stories</b>	<b>Basement</b>	<b>Type</b>	<b>Exterior</b>	<b>Quality</b>	<b>Full/Half Bath</b>	<b>Garage</b>	<b>Last Notice of Major Improvements</b>
Split Foyer	YES	SPLIT FOYER	SIDING/	4	2 full/ 1 half	1 Attached	2001

Value Information

	Base Value	Value	Phase-in Assessments	
		As of	As of	As of
		01/01/2018	07/01/2019	07/01/2020
<b>Land:</b>	347,600	371,200		
<b>Improvements</b>	280,400	386,600		
<b>Total:</b>	628,000	757,800	714,533	757,800
<b>Preferential Land:</b>	0			0

Transfer Information

<b>Seller:</b> DEVORE PAUL A &	<b>Date:</b> 10/05/2015	<b>Price:</b> \$0
<b>Type:</b> NON-ARMS LENGTH OTHER	<b>Deed1:</b> /02466/ 00010	<b>Deed2:</b>
<b>Seller:</b> DEVORE PAUL A	<b>Date:</b> 06/11/2003	<b>Price:</b> \$0
<b>Type:</b> NON-ARMS LENGTH OTHER	<b>Deed1:</b> SM /01095/ 00749	<b>Deed2:</b>
<b>Seller:</b> CHAFIN HOYT BAXLEY	<b>Date:</b> 10/16/1996	<b>Price:</b> \$260,000
<b>Type:</b> NON-ARMS LENGTH OTHER	<b>Deed1:</b> SM /00548/ 00569	<b>Deed2:</b>

Exemption Information

<b>Partial Exempt Assessments:</b>	<b>Class</b>	<b>07/01/2019</b>	<b>07/01/2020</b>
<b>County:</b>	000	0.00	
<b>State:</b>	000	0.00	
<b>Municipal:</b>	000	0.00 0.00	0.00 0.00

Special Tax Recapture: None

Homestead Application Information

**Homestead Application Status:** No Application

Homeowners' Tax Credit Application Information

**Homeowners' Tax Credit Application Status:** No Application      **Date:**

DEPARTMENT OF PLANNING & ZONING

110 Vincit St., Suite 104  
Centreville, MD 21617



*Queen  
Anne's  
County*

**County Commissioners:**

James J. Moran, At Large  
Jack N. Wilson, Jr., District 1  
Stephen Wilson, District 2  
Philip L. Dumenil, District 3  
Christopher M. Corchiarino, District 4

Telephone Planning: (410) 758-1255  
Fax Planning: (410) 758-2905  
Telephone Permits: (410) 758-4088  
Fax Permits: (410) 758-3972

June 10, 2020

Tas S. G. Coroneos  
9203 Queensbury Rd.,  
Hyattsville, MD 20781-1435

RE: Tax Map 63 Parcel 102 Lot 3 (100 Annapolis View Rd. Stevensville, MD 21666)

Dear Property Owner:

Queen Anne's County hired an independent contractor to cut the grass on the property referenced above. Attached is a copy of the bill.

Therefore, you have twenty (20) days from the date of this letter to pay the \$180.00 bill plus an administrative fee of \$100.00 for a total of \$280.00. Failure to pay the full amount will result in a lien being placed against your property. Please make the check payable to the Queen Anne's County Commissioners and mail it to the above address. If payment has not been made in the twenty (20) day period the payment then must be sent to Queen Anne's County Finance Office at 107 North Liberty Street Centreville MD 21617.

I can be reached at 410-758-4088 Monday through Friday from 8:00am to 10:00 am if you need to contact me.

Sincerely,

Harold L. Veasel  
Nuisance Inspector

Attachments: Invoice: Callahan's Lawn Care

**Callahan's Lawn Care**

P.O. Box 241  
Queenstown, MD 21658

**Invoice**

DATE	INVOICE #
6/5/2020	7447

<b>BILL TO</b>
Queen Annes County Att. Vivian Swinson 110 Vincit street Suite 104 Centreville , MD 21617

amount enclosed

TERMS

ITEM	DESCRIPTION	SERVICED	AMOUNT
cut	100 Annapolis view cut overgrown lawn	5/21/2020	180.00
Thank you for your business.		<b>Total</b>	<b>\$180.00</b>

**RESOLUTION** 20-19

WHEREAS, The County Commissioners of Queen Anne's County are authorized under Section 1-104(p) of the Code of Public Laws of Queen Anne's County (Article 18 of the Code of Public Local Laws of Maryland) "to provide that any valid charges or assessments made against real property within the County shall be liens upon such property to be collected in the same manner as County taxes are collected",

AND WHEREAS, Queen Anne's County Ordinance No. 94-04 ("The Nuisance Ordinance") provides, inter alia, that "The County Commissioners of Queen Anne's County shall have the full power and authority to abate any nuisance as set forth herein by an appropriate means and to assess the property owner for the costs thereof. Any damage or assessments made hereunder shall be a lien against the real property benefitted and may be collected in the same manner as County real estate taxes.

AND WHEREAS, pursuant to the authority set forth above, The County Commissioners have abated to have caused to be abated a nuisance on the property described below and have determined that the costs thereof are fair and reasonable and are valid charges and assessments.

NOW THEREFORE IT IS RESOLVED, by The County Commissioners of Queen Anne's County that the amount shown below be assessed as a lien against the property described below and that the same be collected in the same manner as County real estate taxes.

PROPERTY: 117 Howard Rd.  
Stevensville, MD 21666

TAX MAP: 0076 GRID: 0000 PARCEL: 0042 LOT: 40 TAX ID#: 1804044479

OWNER: Adell Blankenship

AMOUNT OF ASSESSMENT: \$135.00  
ADMINISTRATIVE FEE: \$100.00

WITNESS, the hands and seals of the County Commissioners of Queen Anne's County this 28<sup>th</sup>  
day of July, 2020.

ATTEST:

THE COUNTY COMMISSIONERS  
OF QUEEN ANNE'S COUNTY

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*Queen  
Anne's  
County*

**County Commissioners:**

James J. Moran, At Large  
Jack N. Wilson, Jr., District 1  
Stephen Wilson, District 2  
Philip L. Dumenil, District 3  
Christopher M. Corchiarino, District 4

**DEPARTMENT OF PLANNING & ZONING**

110 Vincit St., Suite 104  
Centreville, MD 21617

Telephone Planning: (410) 758-1255  
Fax Planning: (410) 758-2905  
Telephone Permits: (410) 758-4088  
Fax Permits: (410) 758-3972

To: County Commissioners

**ACTION ITEM**

From: Vivian Swinson *VJS*  
Zoning Administrator

Date: July 7, 2020

RE: Map 0076 Grid 0000 Parcel 0042 Lot #40 117 Howard Rd. Stevensville, MD 21666

On May 19, 2020, an independent contractor hired by the Zoning Office cut the grass at the above referenced address after the property owner ignored repeated attempts by the Zoning Inspector to get the site to comply with Queen Anne's County Code **Chapter 19 Article II §19-2.L.(2)** which states: *A person may not allow any vegetation to grow higher than 12 inches on any lot or parcel that is : (a) Less than three acres in size; and (b) located in an approved or recorded residential subdivision or any part of which is within 200 feet of a neighboring residence.*

Attached is the Resolution to place a lien on the subject property so the County can be reimbursed for the cost of the grass cutting.

**Recommended Action:**

I move that we approve the Resolution to place a lien on the property located at 117 Howard Rd. in the amount of \$235.00



*Queen  
Anne's  
County*

**DEPARTMENT OF PLANNING & ZONING**

110 Vincit St., Suite 104  
Centreville, MD 21617

**County Commissioners:**

James J. Moran, At Large  
Jack N. Wilson, Jr., District 1  
Stephen Wilson, District 2  
Philip L. Dumenil, District 3  
Christopher M. Corchiarino, District 4

Telephone Planning: (410) 758-1255  
Fax Planning: (410) 758-2905  
Telephone Permits: (410) 758-4088  
Fax Permits: (410) 758-3972

June 10, 2020

Adell Blankenship L/E  
Then to Carolyn B. Saffron  
117 Howard Rd,  
Stevensville, MD 21666

RE: Tax Map 76 Parcel 42 Lot 40

Dear Property Owner:

Queen Anne's County hired an independent contractor to cut the grass on the property referenced above. Attached is a copy of the bill.

Therefore, you have twenty (20) days from the date of this letter to pay the \$135.00 bill plus an administrative fee of \$100.00 for a total of \$235.00. Failure to pay the full amount will result in a lien being placed against your property. Please make the check payable to the Queen Anne's County Commissioners and mail it to the above address. If payment has not been made in the twenty (20) day period the payment then must be sent to Queen Anne's County Finance Office at 107 North Liberty Street Centreville MD 21617.

I can be reached at 410-758-4088 Monday through Friday from 8:00am to 10:00 am if you need to contact me.

Sincerely,

Harold L. Veasel  
Nuisance Inspector

Attachments: Invoice: Callahan's Lawn Care

**Callahan's Lawn Care**

P.O. Box 241  
Queenstown, MD 21658

**Invoice**

DATE	INVOICE #
6/5/2020	7446

<b>BILL TO</b>
Queen Annes County Att. Vivian Swinson 110 Vincit street Suite 104 Centreville , MD 21617

amount enclosed

<b>TERMS</b>

ITEM	DESCRIPTION	SERVICED	AMOUNT
cut	117 Howard cut overgrown lawn	5/19/2020	135.00
Thank you for your business.		<b>Total</b>	\$135.00



Queen  
Anne's  
County

DEPARTMENT OF PLANNING & ZONING

110 Vincit St., Suite 104  
Centreville, MD 21617

Telephone Planning: (410) 758-1255  
Fax Planning: (410) 758-2905  
Telephone Permits: (410) 758-4088  
Fax Permits: (410) 758-3972

County Commissioners:

- James J. Moran, At Large
- Jack N. Wilson, Jr., District 1
- Stephen Wilson, District 2
- Philip L. Dumenil, District 3
- Christopher M. Corchiarino, District 4

May 5, 2020

Adell Blankenship L/E  
Then to Carolyn B. Saffron  
117 Howard Rd.  
Stevensville, MD 21666

RE: Tax Map 76, Parcel 42 (117 Howard Rd. Stevensville, MD) Grass

To Whom It May Concern:

During an investigation of a nuisance complaint on your property, I have determined that you are in violation of Queen Anne's County Code *Chapter 19 Article II §19-2 L. (2)* which states: *A person may not allow any vegetation to grow higher than 12 inches on any lot or parcel that is: (a) Less than three acres in size; and (b) located in an approved or recorded residential subdivision or any part of which is within 200 feet of a neighboring residence.*

You have seven (7) days from the date of this letter to address the violation. You must mow the entire yard. If the grass is not cut, you may be issued a citation or Queen Anne's County may hire an independent contractor to cut the grass. Failure to pay the cost of the grass cutting within fifteen (15) days will result in a lien being placed against your property.

I can be reached at 410-758-4088 Monday thru Friday from 8am to 10am if you need to contact me.

Sincerely,

Joe Pippin  
Zoning and Nuisance Inspector

- ordered mowed by  
Harold . waiting on invoice,  
5/19/20

Real Property Data Search ( w1)

*uncut grass*

Search Result for QUEEN ANNE'S COUNTY

<a href="#">View Map</a>	<a href="#">View GroundRent Redemption</a>	<a href="#">View GroundRent Registration</a>
Special Tax Recapture: None		
<b>Account Identifier:</b> District - 04 Account Number - 044479		
Owner Information		
<b>Owner Name:</b>	BLANKENSHIP ADELL V L/E THEN TO SAFFRON CAROLYN B	<b>Use:</b> RESIDENTIAL <b>Principal Residence:</b> YES
<b>Mailing Address:</b>	117 HOWARD RD STEVENSVILLE MD 21666-3633	<b>Deed Reference:</b> /01351/ 00413
Location & Structure Information		
<b>Premises Address:</b>	117 HOWARD RD STEVENSVILLE 21666-0000	<b>Legal Description:</b> LOTS 40 - BLK G SECTION 2 K I E
<b>Map:</b> 0076	<b>Grid:</b> 0000	<b>Parcel:</b> 0042
<b>Neighborhood:</b> 8010007.18	<b>Subdivision:</b> 4009	<b>Section:</b> 2
<b>Block:</b> G	<b>Lot:</b> 40	<b>Assessment Year:</b> 2018
<b>Town:</b> None	<b>Plat No:</b>	<b>Plat Ref:</b>
<b>Primary Structure Built</b> 1978	<b>Above Grade Living Area</b> 1,344 SF	<b>Finished Basement Area</b>
		<b>Property Land Area</b> 19,500 SF
<b>County Use</b>		
<b>Stories</b> 1	<b>Basement</b> NO	<b>Type</b> STANDARD UNIT
<b>Exterior</b> SIDING/	<b>Quality</b> 3	<b>Full/Half Bath</b> 2 full
<b>Garage</b>		<b>Last Notice of Major Improvements</b>
Value Information		
	<b>Base Value</b>	<b>Value</b>
		<b>As of</b> 01/01/2018
		<b>Phase-In Assessments</b>
		<b>As of</b> 07/01/2019
		<b>As of</b> 07/01/2020
<b>Land:</b>	121,400	131,400
<b>Improvements</b>	112,300	111,100
<b>Total:</b>	233,700	242,500
<b>Preferential Land:</b>	0	0
		239,567
		242,500
		0
Transfer Information		
<b>Seller:</b> BLANKENSHIP, ADELL V & <b>Type:</b> NON-ARMS LENGTH OTHER	<b>Date:</b> 01/12/2005 <b>Deed1:</b> SM /01351/ 00413	<b>Price:</b> \$0 <b>Deed2:</b>
<b>Seller:</b> BLANKENSHIP, WM A, JR & ADELL <b>Type:</b> ARMS LENGTH MULTIPLE	<b>Date:</b> 11/02/1987 <b>Deed1:</b> MWM /00292/ 00469	<b>Price:</b> \$0 <b>Deed2:</b>
<b>Seller:</b>	<b>Date:</b>	<b>Price:</b>
<b>Type:</b>	<b>Deed1:</b>	<b>Deed2:</b>
Exemption Information		
<b>Partial Exempt Assessments:</b>	<b>Class</b>	<b>07/01/2019</b>
<b>County:</b>	000	0.00
<b>State:</b>	000	0.00
<b>Municipal:</b>	000	0.00 0.00
		0.00 0.00
Special Tax Recapture: None		
Homestead Application Information		
<b>Homestead Application Status:</b> Approved 03/30/2010		
Homeowners' Tax Credit Application Information		
<b>Homeowners' Tax Credit Application Status:</b> No Application		
<b>Date:</b>		





Queen  
Anne's  
County

County Commissioners:

James J. Moran, At Large  
Jack N. Wilson, Jr., District 1  
Stephen Wilson, District 2  
Philip L. Dumenil, District 3  
Christopher M. Corchiarino, District 4

DEPARTMENT OF PLANNING & ZONING

110 Vincit St., Suite 104  
Centreville, MD 21617

Telephone Planning: (410) 758-1255  
Fax Planning: (410) 758-2905  
Telephone Permits: (410) 758-4088  
Fax Permits: (410) 758-3972

May 15, 2020

Adell Blankenship  
C/O Carolyn Saffron  
146 Holly Circle  
Essex, MD 21221

**RE: Tax Map- 76, Parcel- 42, Lot 40, (117 Howard Road, Stevensville MD 21666) Uncut Grass**

Dear Mrs. Blankenship:

During routine zoning inspections in your neighborhood, I have determined that you are in violation of Queen Anne's County Code *Chapter 19 Article II §19-2 L. (2) which states: A person may not allow any vegetation to grow higher than 12 inches on any lot or parcel that is: (a) Less than three acres in size; and (b) located in an approved or recorded residential subdivision or any part of which is within 200 feet of a neighboring residence.*

You have seven (7) days from the date of this letter to address the violation. You must mow the entire yard. If the grass is not cut, you may be issued a citation or Queen Anne's County may hire an independent contractor to cut the grass. Failure to pay the cost of the grass cutting within fifteen (15) days will result in a lien being placed against your property.

I can be reached at 410-758-4088 Monday thru Friday from 8am to 10am if you need to contact me.

Sincerely,

Ken Southard  
Zoning and Nuisance Inspector

*sent 5-14-20*



Queen  
Anne's  
County

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May 5, 2020

Adell Blankenship L/E  
Then to Carolyn B. Saffron  
117 Howard Rd.  
Stevensville, MD 21666

RE: Tax Map 76, Parcel 42 (117 Howard Rd. Stevensville, MD) Grass

To Whom It May Concern:

During an investigation of a nuisance complaint on your property, I have determined that you are in violation of Queen Anne's County Code *Chapter 19 Article II §19-2 L. (2)* which states: *A person may not allow any vegetation to grow higher than 12 inches on any lot or parcel that is: (a) Less than three acres in size; and (b) located in an approved or recorded residential subdivision or any part of which is within 200 feet of a neighboring residence.*

You have seven (7) days from the date of this letter to address the violation. You must mow the entire yard. If the grass is not cut, you may be issued a citation or Queen Anne's County may hire an independent contractor to cut the grass. Failure to pay the cost of the grass cutting within fifteen (15) days will result in a lien being placed against your property.

I can be reached at 410-758-4088 Monday thru Friday from 8am to 10am if you need to contact me.

Sincerely,

Joe Pippin  
Zoning and Nuisance Inspector

check May 12th

~~CONFIDENTIAL~~

TEXTED CALLAHAN  
5/19/20



05/19/2020



05/19/2020



Queen  
Anne's  
County

**County Commissioners:**

James J. Moran, At Large  
Jack N. Wilson, Jr., District 1  
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**DEPARTMENT OF PLANNING & ZONING**

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May 5, 2020

Adell Blankenship L/E  
Then to Carolyn B. Saffron  
117 Howard Rd.  
Stevensville, MD 21666

RE: Tax Map 76, Parcel 42 (117 Howard Rd. Stevensville, MD) **Grass**

To Whom It May Concern:

During an investigation of a nuisance complaint on your property, I have determined that you are in violation of Queen Anne's County Code *Chapter 19 Article II §19-2 L. (2)* which states: *A person may not allow any vegetation to grow higher than 12 inches on any lot or parcel that is: (a) Less than three acres in size; and (b) located in an approved or recorded residential subdivision or any part of which is within 200 feet of a neighboring residence.*

You have seven (7) days from the date of this letter to address the violation. You must mow the entire yard. If the grass is not cut, you may be issued a citation or Queen Anne's County may hire an independent contractor to cut the grass. Failure to pay the cost of the grass cutting within fifteen (15) days will result in a lien being placed against your property.

I can be reached at 410-758-4088 Monday thru Friday from 8am to 10am if you need to contact me.

Sincerely,

Joe Pippin  
Zoning and Nuisance Inspector



DEPARTMENT OF PLANNING & ZONING

110 Vincit St., Suite 104  
Centreville, MD 21617



Queen  
Anne's  
County

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Fax Permits: (410) 758-3972

June 10, 2020

Adell Blankenship L/E  
Then to Carolyn B. Saffron  
117 Howard Rd,  
Stevensville, MD 21666

RE: Tax Map 76 Parcel 42 Lot 40

Dear Property Owner:

Queen Anne's County hired an independent contractor to cut the grass on the property referenced above. Attached is a copy of the bill.

Therefore, you have twenty (20) days from the date of this letter to pay the \$135.00 bill plus an administrative fee of \$100.00 for a total of \$235.00. Failure to pay the full amount will result in a lien being placed against your property. Please make the check payable to the Queen Anne's County Commissioners and mail it to the above address. If payment has not been made in the twenty (20) day period the payment then must be sent to Queen Anne's County Finance Office at 107 North Liberty Street Centreville MD 21617.

I can be reached at 410-758-4088 Monday through Friday from 8:00am to 10:00 am if you need to contact me.

Sincerely,

Harold L. Veasel  
Nuisance Inspector

Attachments: Invoice: Callahan's Lawn Care

**Callahan's Lawn Care**

**P.O. Box 241**

**Queenstown, MD 21658**

**Invoice**

DATE	INVOICE #
6/5/2020	7446

<b>BILL TO</b>
Queen Annes County Att. Vivian Swinson 110 Vincit street Suite 104 Centreville , MD 21617

amount enclosed

<b>TERMS</b>

ITEM	DESCRIPTION	SERVICED	AMOUNT
cut	117 Howard cut overgrown lawn	5/19/2020	135.00
Thank you for your business.		<b>Total</b>	<b>\$135.00</b>

**RESOLUTION** 20-20

WHEREAS, The County Commissioners of Queen Anne's County are authorized under Section 1-104(p) of the Code of Public Laws of Queen Anne's County (Article 18 of the Code of Public Local Laws of Maryland) "to provide that any valid charges or assessments made against real property within the County shall be liens upon such property to be collected in the same manner as County taxes are collected",

AND WHEREAS, Queen Anne's County Ordinance No. 94-04 ("The Nuisance Ordinance") provides, *inter alia*, that "The County Commissioners of Queen Anne's County shall have the full power and authority to abate any nuisance as set forth herein by an appropriate means and to assess the property owner for the costs thereof. Any damage or assessments made hereunder shall be a lien against the real property benefitted and may be collected in the same manner as County real estate taxes.

AND WHEREAS, pursuant to the authority set forth above, The County Commissioners have abated to have caused to be abated a nuisance on the property described below and have determined that the costs thereof are fair and reasonable and are valid charges and assessments.

NOW THEREFORE IT IS RESOLVED, by The County Commissioners of Queen Anne's County that the amount shown below be assessed as a lien against the property described below and that the same be collected in the same manner as County real estate taxes.

PROPERTY: 938 Chester River Dr.  
Grasonville, MD 21638

TAX MAP: 058E GRID: 0004 PARCEL: 0568 LOT: 42 TAX ID#: 1805005124

OWNER: Grayson L. & Mary V. Winstead

AMOUNT OF ASSESSMENT: \$140.00  
ADMINISTRATIVE FEE: \$100.00

WITNESS, the hands and seals of the County Commissioners of Queen Anne's County this 28<sup>th</sup>  
day of July, 2020.

ATTEST:

THE COUNTY COMMISSIONERS  
OF QUEEN ANNE'S COUNTY

\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



*Queen  
Anne's  
County*

**County Commissioners:**

James J. Moran, At Large  
Jack N. Wilson, Jr., District 1  
Stephen Wilson, District 2  
Philip L. Dumenil, District 3  
Christopher M. Corchiarino, District 4

**DEPARTMENT OF PLANNING & ZONING**

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Centreville, MD 21617

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Telephone Permits: (410) 758-4088  
Fax Permits: (410) 758-3972

To: County Commissioners

**ACTION ITEM**

From: Vivian Swinson *VJS*  
Zoning Administrator

Date: July 7, 2020

RE: Map 58E Grid 04 Parcel 568 938 Chester River Dr. Grasonville, MD 21638

On May 21, 2020 an independent contractor hired by the Zoning Office cut the grass at the above referenced address after the property owner ignored repeated attempts by the Zoning Inspector to get the site to comply with Queen Anne's County Code *Chapter 19 Article II §19-2.L.(2)* which states: *A person may not allow any vegetation to grow higher than 12 inches on any lot or parcel that is : (a) Less than three acres in size; and (b) located in an approved or recorded residential subdivision or any part of which is within 200 feet of a neighboring residence.*

Attached is the Resolution to place a lien on the subject property so the County can be reimbursed for the cost of the grass cutting.

**Recommended Action:**

I move that we approve the Resolution to place a lien on the property located at 938 Chester River Dr. in the amount of \$240.00



*Queen  
Anne's  
County*

**DEPARTMENT OF PLANNING & ZONING**

110 Vincit St., Suite 104  
Centreville, MD 21617

**County Commissioners:**

James J. Moran, At Large  
Jack N. Wilson, Jr., District 1  
Stephen Wilson, District 2  
Philip L. Dumenil, District 3  
Christopher M. Corchiarino, District 4

Telephone Planning: (410) 758-1255  
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Telephone Permits: (410) 758-4088  
Fax Permits: (410) 758-3972

June 10, 2020

Grayson Winstead  
Mary V. Winstead  
2919 Ruthsburg Rd.  
Centreville, MD 21617-1956

RE: Tax Map 58E Parcel 568 Lot 42 (938 Chester River Dr. Grasonville, MD 21638)

Dear Property Owners:

Queen Anne's County hired an independent contractor to cut the grass on the property referenced above. Attached is a copy of the bill.

Therefore, you have twenty (20) days from the date of this letter to pay the \$140.00 bill plus an administrative fee of \$100.00 for a total of \$240.00. Failure to pay the full amount will result in a lien being placed against your property. Please make the check payable to the Queen Anne's County Commissioners and mail it to the above address. If payment has not been made in the twenty (20) day period the payment then must be sent to Queen Anne's County Finance Office at 107 North Liberty Street Centreville MD 21617.

I can be reached at 410-758-4088 Monday through Friday from 8:00am to 10:00 am if you need to contact me.

Sincerely,

Harold L. Veasel  
Nuisance Inspector

Attachments: Invoice: Callahan's Lawn Care

**Callahan's Lawn Care**

**P.O. Box 241  
Queenstown, MD 21658**

**Invoice**

DATE	INVOICE #
6/5/2020	7449

BILL TO
Queen Annes County Att. Vivian Swinson 110 Vincit street Suite 104 Centreville , MD 21617

amount enclosed

--

			TERMS
ITEM	DESCRIPTION	SERVICED	AMOUNT
cut	Lot on Chester river beach rd. cut overgrown lawn	5/21/2020	140.00
Thank you for your business.		<b>Total</b>	\$140.00

DEPARTMENT OF PLANNING & ZONING

110 Vincit St., Suite 104  
Centreville, MD 21617



Queen  
Anne's  
County

Telephone Planning: (410) 758-1255  
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County Commissioners:

James J. Moran, At Large  
Jack N. Wilson, Jr., District 1  
Stephen Wilson, District 2  
Philip L. Dumenil, District 3  
Christopher M. Corchiarino, District 4

May 19, 2020

Grayson Winstead  
Mary V. Winstead  
2919 Ruthsburg Rd.  
Centreville, MD 21617-1956

RE: Tax Map 58E, Parcel 568 Lot 42 (938 Chester River Dr., Grasonville)

Dear Mr. Winstead:

During routine inspections in your area I noticed your grass has not been cut. I have determined that you are in violation of Queen Anne's County Code **Chapter 19 Article II §19-2 L. (2)** which states: *A person may not allow any vegetation to grow higher than 12 inches on any lot or parcel that is: (a) Less than three acres in size; and (b) located in an approved or recorded residential subdivision or any part of which is within 200 feet of a neighboring residence.*

You have 7 days from the date of this letter to address the violation. If the grass on the entire lot is not cut, you may be issued a citation or Queen Anne's County may hire an independent contractor to cut the grass. Failure to pay the cost of the grass cutting within 15 days will result in a lien being placed against your property.

I can be reached at 410 758-4088 Monday thru Friday from 8am to 10am if you need to contact me.

Sincerely,

Harold L. Veasel  
Zoning Inspector

SEND CONTRACTOR  
5/26/20

Search Result for QUEEN ANNE'S COUNTY

[View Map](#)

[View GroundRent Redemption](#)

[View GroundRent Registration](#)

Special Tax Recapture: None

**Account Identifier:** District - 05 Account Number - 005124

Owner Information

<b>Owner Name:</b>	WINSTEAD GRAYSON L WINSTEAD MARY V	<b>Use:</b>	RESIDENTIAL
<b>Mailing Address:</b>	2919 RUTHSBURG RD CENTREVILLE MD 21617-1956	<b>Principal Residence:</b>	NO
		<b>Deed Reference:</b>	/00682/ 00571

Location & Structure Information

<b>Premises Address:</b>	938 CHESTER RIVER DR GRASONVILLE 21638-0000 Waterfront	<b>Legal Description:</b>	LOT 42 BLK C CHESTER RIVER BEACH
--------------------------	--	---------------------------	-------------------------------------

<b>Map:</b>	<b>Grid:</b>	<b>Parcel:</b>	<b>Neighborhood:</b>	<b>Subdivision:</b>	<b>Section:</b>	<b>Block:</b>	<b>Lot:</b>	<b>Assessment Year:</b>	<b>Plat No:</b>
058E	0004	0568	5010001.18	5008		C	42	2019	
									<b>Plat Ref:</b>

Town: None

<b>Primary Structure Built</b>	<b>Above Grade Living Area</b>	<b>Finished Basement Area</b>	<b>Property Land Area</b>	<b>County Use</b>
			11,500 SF	

<b>Stories</b>	<b>Basement</b>	<b>Type</b>	<b>Exterior</b>	<b>Quality</b>	<b>Full/Half Bath</b>	<b>Garage</b>	<b>Last Notice of Major Improvements</b>
			/				2003

Value Information

	Base Value	Value	Phase-in Assessments	
		As of	As of	As of
		01/01/2019	07/01/2019	07/01/2020
<b>Land:</b>	326,000	306,000		
<b>Improvements</b>	0	0		
<b>Total:</b>	326,000	306,000	306,000	306,000
<b>Preferential Land:</b>	0			0

Transfer Information

<b>Seller:</b> EVELAND, JOHN W & KATHRYN	<b>Date:</b> 06/22/1999	<b>Price:</b> \$0
<b>Type:</b> NON-ARMS LENGTH OTHER	<b>Deed1:</b> SM /00682/ 00571	<b>Deed2:</b>
<b>Seller:</b>	<b>Date:</b>	<b>Price:</b>
<b>Type:</b>	<b>Deed1:</b>	<b>Deed2:</b>
<b>Seller:</b>	<b>Date:</b>	<b>Price:</b>
<b>Type:</b>	<b>Deed1:</b>	<b>Deed2:</b>

Exemption Information

<b>Partial Exempt Assessments:</b>	<b>Class</b>	07/01/2019	07/01/2020
<b>County:</b>	000	0.00	
<b>State:</b>	000	0.00	
<b>Municipal:</b>	000	0.00 0.00	0.00 0.00

Special Tax Recapture: None

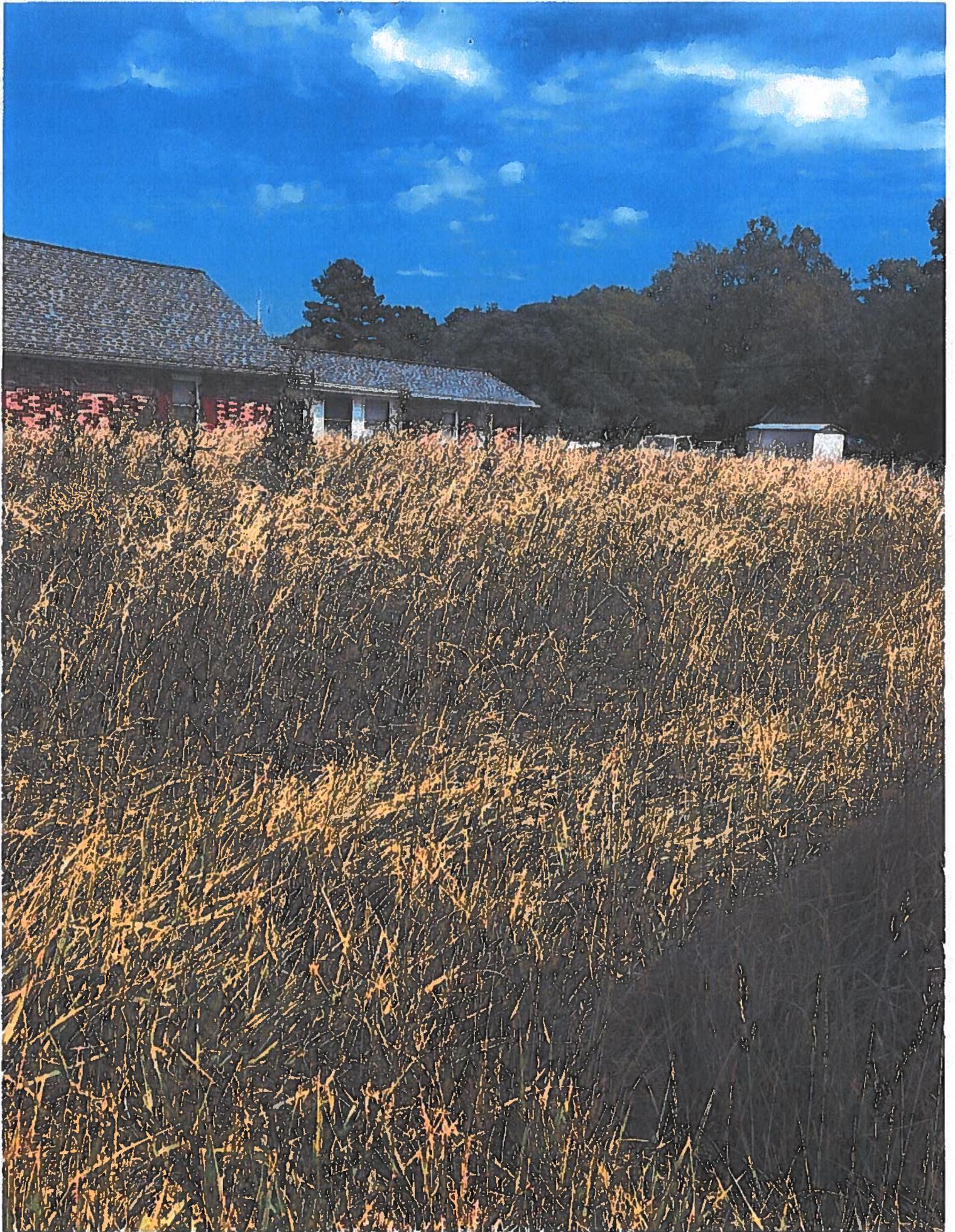
Homestead Application Information

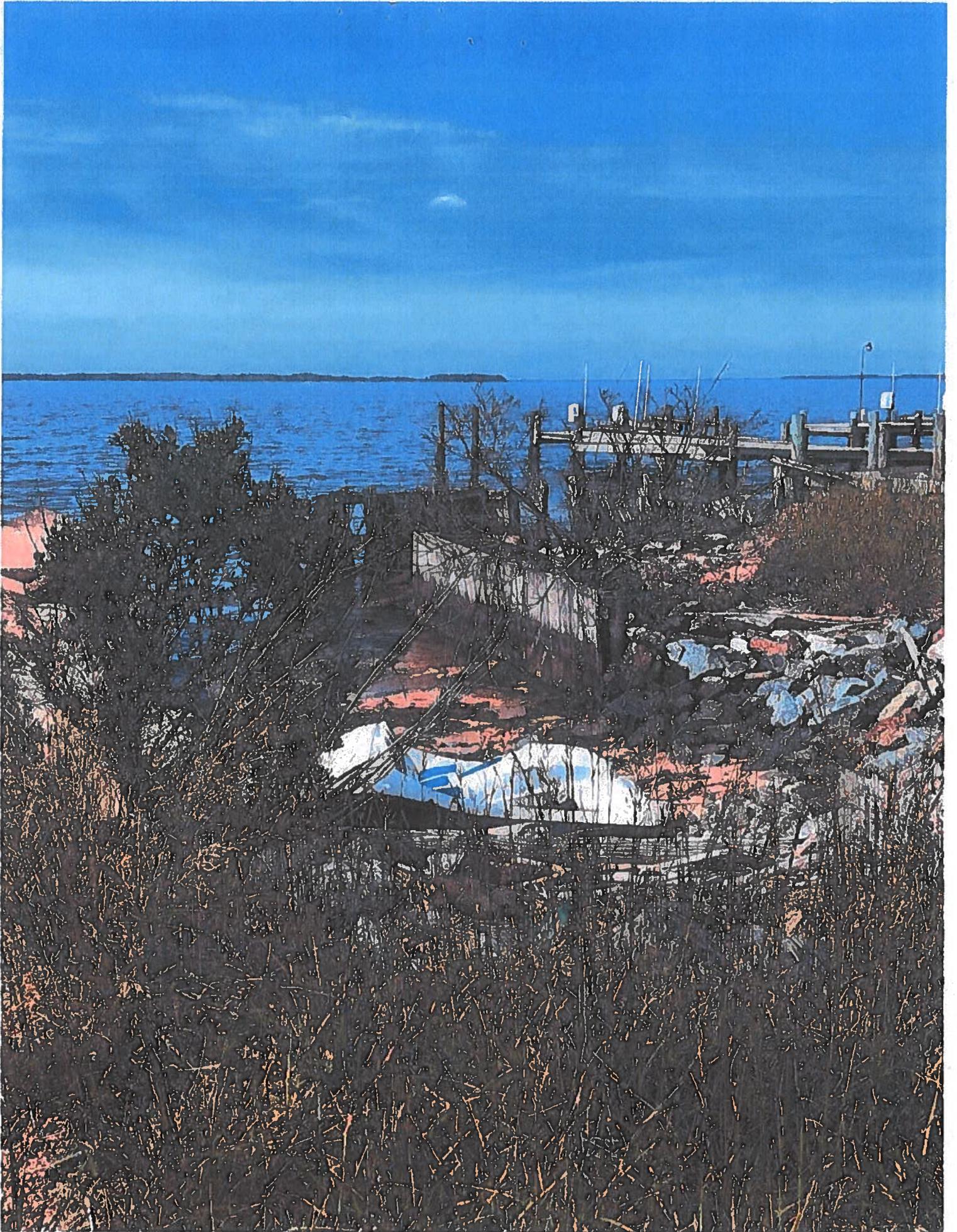
**Homestead Application Status:** No Application

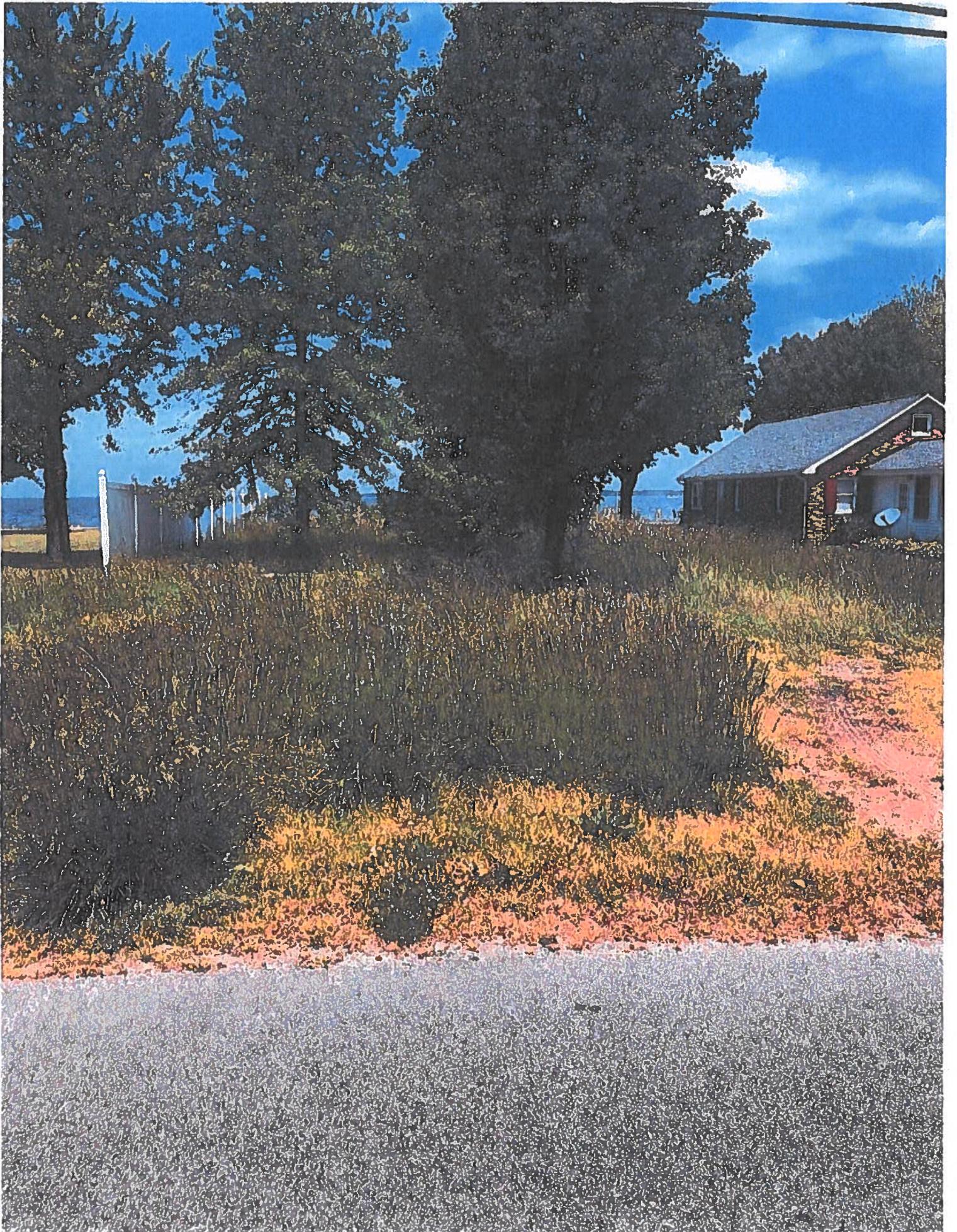
Homeowners' Tax Credit Application Information

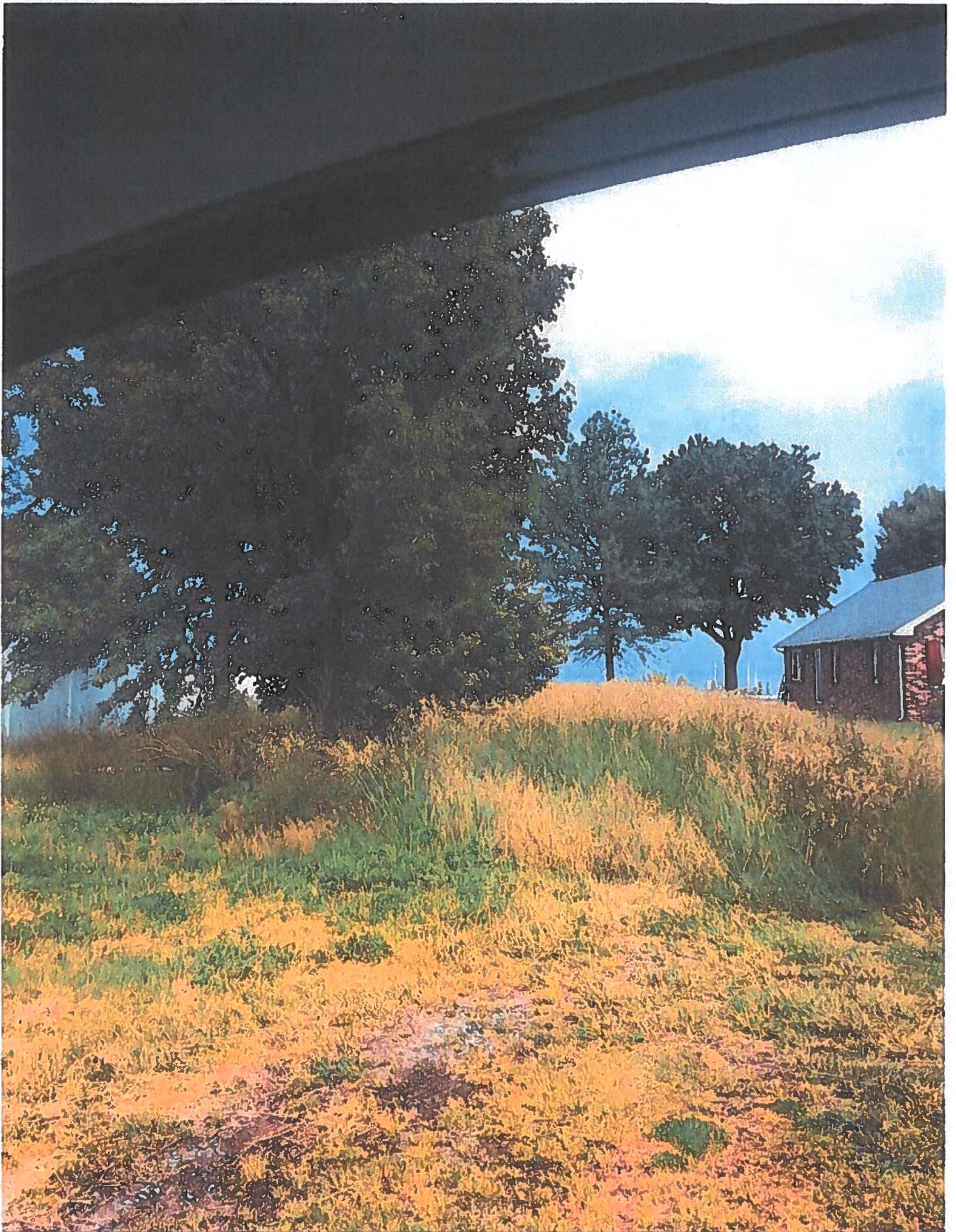
**Homeowners' Tax Credit Application Status:** No Application **Date:**

1. This screen allows you to search the Real Property database and display property records.
2. Click [here](#) for a glossary of terms.
3. Deleted accounts can only be selected by Property Account Identifier.









**RESOLUTION 20-21**

WHEREAS, The County Commissioners of Queen Anne's County are authorized under Section 1-104(p) of the Code of Public Laws of Queen Anne's County (Article 18 of the Code of Public Local Laws of Maryland) "to provide that any valid charges or assessments made against real property within the County shall be liens upon such property to be collected in the same manner as County taxes are collected",

AND WHEREAS, Queen Anne's County Ordinance No. 94-04 ("The Nuisance Ordinance") provides, inter alia, that "The County Commissioners of Queen Anne's County shall have the full power and authority to abate any nuisance as set forth herein by an appropriate means and to assess the property owner for the costs thereof. Any damage or assessments made hereunder shall be a lien against the real property benefitted and may be collected in the same manner as County real estate taxes.

AND WHEREAS, pursuant to the authority set forth above, The County Commissioners have abated to have caused to be abated a nuisance on the property described below and have determined that the costs thereof are fair and reasonable and are valid charges and assessments.

NOW THEREFORE IT IS RESOLVED, by The County Commissioners of Queen Anne's County that the amount shown below be assessed as a lien against the property described below and that the same be collected in the same manner as County real estate taxes.

PROPERTY: 3809 Main St.  
Grasonville, MD 21638

TAX MAP: 058D GRID: 0024 PARCEL: 0120 LOT: TAX ID#: 1805000491

OWNER: Edward L Collison Jr.

AMOUNT OF ASSESSMENT: \$140.00  
ADMINISTRATIVE FEE: \$100.00

WITNESS, the hands and seals of the County Commissioners of Queen Anne's County this 28<sup>th</sup>  
day of July, 2020.

ATTEST:

THE COUNTY COMMISSIONERS  
OF QUEEN ANNE'S COUNTY

\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



*Queen  
Anne's  
County*

**County Commissioners:**

James J. Moran, At Large  
Jack N. Wilson, Jr., District 1  
Stephen Wilson, District 2  
Philip L. Dumenil, District 3  
Christopher M. Corchiarino, District 4

**DEPARTMENT OF PLANNING & ZONING**

110 Vincit St., Suite 104  
Centreville, MD 21617

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Fax Permits: (410) 758-3972

To: County Commissioners

**ACTION ITEM**

From: Vivian Swinson *VJS*  
Zoning Administrator

Date: July 7, 2020

RE: Map 58D Grid 24 Parcel 120 3809 Main St. Grasonville, MD 21638

On May 23, 2020, an independent contractor hired by the Zoning Office cut the grass at the above referenced address after the property owner ignored repeated attempts by the Zoning Inspector to get the site to comply with Queen Anne's County Code **Chapter 19 Article II §19-2.L.(2)** which states: *A person may not allow any vegetation to grow higher than 12 inches on any lot or parcel that is : (a) Less than three acres in size; and (b) located in an approved or recorded residential subdivision or any part of which is within 200 feet of a neighboring residence.*

Attached is the Resolution to place a lien on the subject property so the County can be reimbursed for the cost of the grass cutting.

**Recommended Action:**

I move that we approve the Resolution to place a lien on the property located at 3809 Main St. in the amount of \$240.00



*Queen  
Anne's  
County*

**DEPARTMENT OF PLANNING & ZONING**

110 Vincit St., Suite 104  
Centreville, MD 21617

**County Commissioners:**

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Fax Permits: (410) 758-3972

June 10, 2020

Edward L. Collison Jr.  
3809 Main St.  
Grasonville, MD 21638

RE: Tax Map 58D Parcel 120

Dear Mr. Collison:

Queen Anne's County hired an independent contractor to cut the grass on the property referenced above. Attached is a copy of the bill.

Therefore, you have twenty (20) days from the date of this letter to pay the \$140.00 bill plus an administrative fee of \$100.00 for a total of \$240.00. Failure to pay the full amount will result in a lien being placed against your property. Please make the check payable to the Queen Anne's County Commissioners and mail it to the above address. If payment has not been made in the twenty (20) day period the payment then must be sent to Queen Anne's County Finance Office at 107 North Liberty Street Centreville MD 21617.

I can be reached at 410-758-4088 Monday through Friday from 8:00am to 10:00 am if you need to contact me.

Sincerely,

Harold L. Veasel  
Nuisance Inspector

Attachments: Invoice: Callahan's Lawn Care

**Callahan's Lawn Care**

**P.O. Box 241  
Queenstown, MD 21658**

**Invoice**

<b>DATE</b>	<b>INVOICE #</b>
6/5/2020	7451

<b>BILL TO</b>
Queen Annes County Att. Vivian Swinson 110 Vincit street Suite 104 Centreville , MD 21617

amount enclosed

--

<b>TERMS</b>

<b>ITEM</b>	<b>DESCRIPTION</b>	<b>SERVICED</b>	<b>AMOUNT</b>
cut	3809 Main street cut overgrown lawn	5/22/2020	140.00
Thank you for your business.		<b>Total</b>	\$140.00

DEPARTMENT OF PLANNING & ZONING

110 Vincit St., Suite 104  
Centreville, MD 21617



Queen  
Anne's  
County

County Commissioners:

James J. Moran, At Large  
Jack N. Wilson, Jr., District 1  
Stephen Wilson, District 2  
Philip L. Dumenil, District 3  
Christopher M. Corchiarino, District 4

Telephone Planning: (410) 758-1255  
Fax Planning: (410) 758-2905  
Telephone Permits: (410) 758-4088  
Fax Permits: (410) 758-3972

May 20, 2020

Edward L. Collison Jr.  
3809 Main St.  
Grasonville, MD 21638

RE: Tax Map 58D, Parcel 120

Dear Mr. Collison:

During routine inspections in your area I noticed your grass has not been cut. I have determined that you are in violation of Queen Anne's County Code *Chapter 19 Article II §19-2 L. (2) which states: A person may not allow any vegetation to grow higher than 12 inches on any lot or parcel that is: (a) Less than three acres in size; and (b) located in an approved or recorded residential subdivision or any part of which is within 200 feet of a neighboring residence.*

You have 7 days from the date of this letter to address the violation. If the grass on the entire lot is not cut, you may be issued a citation or Queen Anne's County may hire an independent contractor to cut the grass. Failure to pay the cost of the grass cutting within 15 days will result in a lien being placed against your property.

I can be reached at 410 758-4088 Monday thru Friday from 8am to 10am if you need to contact me.

Sincerely,

Harold L. Veasel  
Zoning Inspector

SEND CONTRACTOR

5/27/2020

Real Property Data Search ( w1)

Search Result for QUEEN ANNE'S COUNTY

<a href="#">View Map</a>	<a href="#">View GroundRent Redemption</a>	<a href="#">View GroundRent Registration</a>
Special Tax Recapture: None		
<b>Account Identifier: District - 05 Account Number - 000491</b>		
Owner Information		
<b>Owner Name:</b>	COLLISON EDWARD L JR	<b>Use:</b> COMMERCIAL/RESIDENTIAL
<b>Mailing Address:</b>	3809 MAIN ST GRASONVILLE MD 21638	<b>Principal Residence:</b> YES
		<b>Deed Reference:</b> /00496/ 00045
Location & Structure Information		
<b>Premises Address:</b>	3809 MAIN ST GRASONVILLE 21638-0000	<b>Legal Description:</b> LOT 13750 SQ FT N/S MD RT 18 IN GRASONVILLE
<b>Map:</b> 058D	<b>Grid:</b> 0024	<b>Parcel:</b> 0120
<b>Neighborhood:</b> 10000 18	<b>Subdivision:</b> 0000	<b>Section:</b>
		<b>Block:</b>
		<b>Lot:</b>
		<b>Assessment Year:</b> 2019
		<b>Plat No:</b>
		<b>Plat Ref:</b>
Town: None		
<b>Primary Structure Built</b>	<b>Above Grade Living Area</b>	<b>Finished Basement Area</b>
1894	1,024 SF	
<b>Property Land Area</b>	<b>County Use</b>	
13,750 SF		
<b>Stories</b>	<b>Basement</b>	<b>Type</b>
2 1/2	NO	STANDARD UNIT
<b>Exterior</b>	<b>Quality</b>	<b>Full/Half Bath</b>
SIDING/	2	1 full
<b>Garage</b>	<b>Last Notice of Major Improvements</b>	
Value Information		
	<b>Base Value</b>	<b>Value</b>
		As of
		01/01/2019
		<b>Phase-in Assessments</b>
		As of
		07/01/2019
		As of
		07/01/2020
<b>Land:</b>	108,700	104,300
<b>Improvements</b>	72,300	70,900
<b>Total:</b>	181,000	175,200
<b>Preferential Land:</b>	0	0
		175,200
		175,200
Transfer Information		
<b>Seller:</b> TUTTLE, JOHN L & CAROLYN R	<b>Date:</b> 05/30/1995	<b>Price:</b> \$52,145
<b>Type:</b> ARMS LENGTH IMPROVED	<b>Deed1:</b> SM /00496/ 00045	<b>Deed2:</b>
<b>Seller:</b> BAKER, EDITH K	<b>Date:</b> 05/06/1981	<b>Price:</b> \$23,000
<b>Type:</b> ARMS LENGTH IMPROVED	<b>Deed1:</b> MWM /00175/ 00029	<b>Deed2:</b>
<b>Seller:</b>	<b>Date:</b>	<b>Price:</b>
<b>Type:</b>	<b>Deed1:</b>	<b>Deed2:</b>
Exemption Information		
<b>Partial Exempt Assessments:</b>	<b>Class</b>	<b>07/01/2019</b>
<b>County:</b>	000	0.00
<b>State:</b>	000	0.00
<b>Municipal:</b>	000	0.00 0.00
		0.00 0.00
Special Tax Recapture: None		
Homestead Application Information		
<b>Homestead Application Status:</b> No Application		
Homeowners' Tax Credit Application Information		
<b>Homeowners' Tax Credit Application Status:</b> No Application		
	<b>Date:</b>	



05/19/2020



05/19/2020



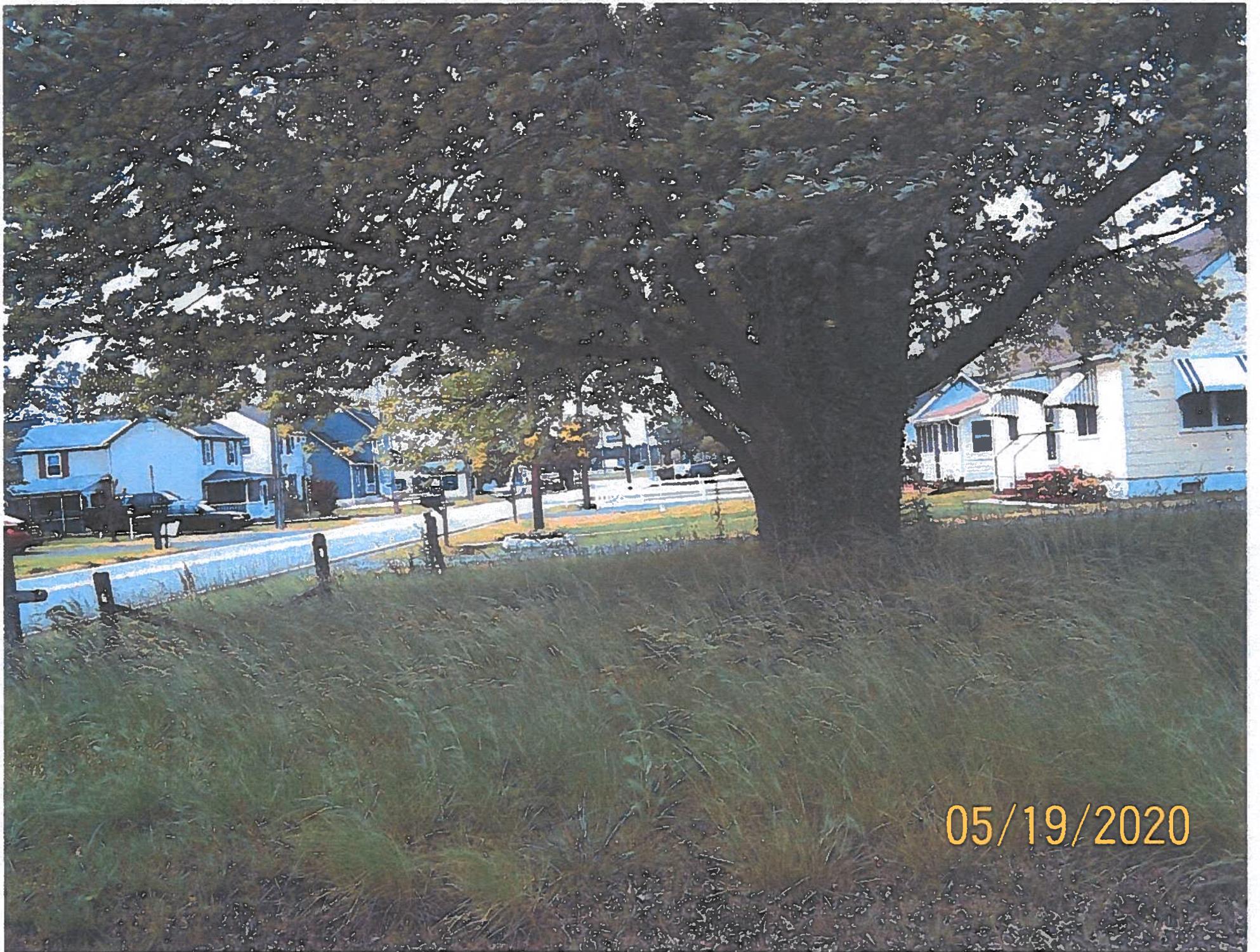
JR

20064

05/19/2020



05/19/2020



05/19/2020



05/27/2020

**RESOLUTION** 20-22

WHEREAS, The County Commissioners of Queen Anne's County are authorized under Section 1-104(p) of the Code of Public Laws of Queen Anne's County (Article 18 of the Code of Public Local Laws of Maryland) "to provide that any valid charges or assessments made against real property within the County shall be liens upon such property to be collected in the same manner as County taxes are collected",

AND WHEREAS, Queen Anne's County Ordinance No. 94-04 ("The Nuisance Ordinance") provides, inter alia, that "The County Commissioners of Queen Anne's County shall have the full power and authority to abate any nuisance as set forth herein by an appropriate means and to assess the property owner for the costs thereof. Any damage or assessments made hereunder shall be a lien against the real property benefitted and may be collected in the same manner as County real estate taxes.

AND WHEREAS, pursuant to the authority set forth above, The County Commissioners have abated to have caused to be abated a nuisance on the property described below and have determined that the costs thereof are fair and reasonable and are valid charges and assessments.

NOW THEREFORE IT IS RESOLVED, by The County Commissioners of Queen Anne's County that the amount shown below be assessed as a lien against the property described below and that the same be collected in the same manner as County real estate taxes.

PROPERTY: 120 Collier Rd.  
Grasonville, MD 21638

TAX MAP: 058H GRID: 0012 PARCEL: 0281 LOT: TAX ID#: 1805009375

OWNER: Arthur M. Moyer II

AMOUNT OF ASSESSMENT: \$140.00  
ADMINISTRATIVE FEE: \$100.00

WITNESS, the hands and seals of the County Commissioners of Queen Anne's County this 28<sup>th</sup>  
day of July, 2020.

ATTES: \_\_\_\_\_

THE COUNTY COMMISSIONERS  
OF QUEEN ANNE'S COUNTY  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



*Queen  
Anne's  
County*

**County Commissioners:**

James J. Moran, At Large  
Jack N. Wilson, Jr., District 1  
Stephen Wilson, District 2  
Philip L. Dumenil, District 3  
Christopher M. Corchiarino, District 4

**DEPARTMENT OF PLANNING & ZONING**

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Centreville, MD 21617

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Telephone Permits: (410) 758-4088  
Fax Permits: (410) 758-3972

To: County Commissioners

**ACTION ITEM**

From: Vivian Swinson *VJS*  
Zoning Administrator

Date: July 10, 2020

RE: Map 058H Grid 0012 Parcel 0281 Lot # 120 Collier Rd. Grasonville, MD 21638

On June 13, 2020, an independent contractor hired by the Zoning Office cut the grass at the above referenced address after the property owner ignored repeated attempts by the Zoning Inspector to get the site to comply with Queen Anne's County Code **Chapter 19 Article II §19-2.L.(2)** which states: *A person may not allow any vegetation to grow higher than 12 inches on any lot or parcel that is : (a) Less than three acres in size; and (b) located in an approved or recorded residential subdivision or any part of which is within 200 feet of a neighboring residence.*

Attached is the Resolution to place a lien on the subject property so the County can be reimbursed for the cost of the grass cutting.

**Recommended Action:**

I move that we approve the Resolution to place a lien on the property located at 120 Collier Rd. in the amount of \$240.00

DEPARTMENT OF PLANNING & ZONING

110 Vincit St., Suite 104  
Centreville, MD 21617



Queen  
Anne's  
County

**County Commissioners:**

James J. Moran, At Large  
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Stephen Wilson, District 2  
Robert Charles Buckey, District 3  
Mark A. Anderson, District 4

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Fax Permits: (410) 758-3972

June 16, 2020

Arthur M. Moyer II  
129 Worcester Rd.  
Stevensville, MD 21666-9770

RE: Tax Map 58H Parcel 281 (120 Collier Rd. Grasonville, MD 21638)

Dear Mr. Moyer:

Queen Anne's County hired an independent contractor to cut the grass on the property referenced above. Attached is a copy of the bill.

Therefore, you have fifteen (15) days from the date of this letter to pay the \$140.00 bill. Plus an administrative fee of \$100.00 for a total of \$240.00. Failure to pay the full amount will result in a lien being placed against your property. Please make the check payable to the Queen Anne's County Commissioners and mail it to the above address. If payment has not been made in the fifteen (15) day period the payment then must be sent to Queen Anne's County Finance Office at 107 North Liberty Street Centreville MD 21617.

I can be reached at 410-758-4088 Monday through Friday from 8:00am to 10:00am if you need to contact me.

Sincerely,

Harold L. Veasel  
Nuisance Inspector

Attachments: Invoice: Callahan's Lawn Care

**Callahan's Lawn Care**

P.O. Box 241  
 Queenstown, MD 21658

**Invoice**

DATE	INVOICE #
6/14/2020	7456

amount enclosed

BILL TO
Queen Annes County Att. Vivian Swinson 110 Vincit street Suite 104 Centreville , MD 21617

TERMS

ITEM	DESCRIPTION	SERVICED	AMOUNT
cut	120 Collier road cut overgrown lawn	6/13/2020	140.00
Thank you for your business.		<b>Total</b>	\$140.00



Queen  
Anne's  
County

DEPARTMENT OF PLANNING & ZONING

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Centreville, MD 21617

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Fax Permits: (410) 758-3972

June 4, 2020

Arthur M. Moyer II  
129 Worcester Rd.  
Stevensville, MD 21666-9770

RE: Tax Map 58H Parcel 281 (120 Collier Rd. Grasonville, MD 21638)

Dear Mr. Moyer:

During an investigation of a nuisance complaint on your property I noticed your grass has not been cut. I have determined that you are in violation of Queen Anne's County Code **Chapter 19 Article II §19-2 L. (2)** which states: *A person may not allow any vegetation to grow higher than 12 inches on any lot or parcel that is: (a) Less than three acres in size; and (b) located in an approved or recorded residential subdivision or any part of which is within 200 feet of a neighboring residence.*

You have seven (7) days from the date of this letter to address the violation. If the grass is not cut, you may be issued a citation or Queen Anne's County may hire an independent contractor to cut the grass. Failure to pay the cost of the grass cutting within 15 days will result in a lien being placed against your property.

I can be reached at 410 758-4088 Monday thru Friday from 8am to 10am if you need to contact me.

Sincerely,

Harold L. Veasel  
Zoning Inspector

SENT CONTRACTOR  
6/12/2020

Real Property Data Search ( w4)

Search Result for QUEEN ANNE'S COUNTY

<a href="#">View Map</a>	<a href="#">View GroundRent Redemption</a>	<a href="#">View GroundRent Registration</a>	
Special Tax Recapture: None			
<b>Account Identifier:</b>		<b>District - 05 Account Number - 009375</b>	
Owner Information			
<b>Owner Name:</b>	MOYER ARTHUR M II MOYER LAURA	<b>Use:</b>	RESIDENTIAL
<b>Mailing Address:</b>	129 WORCESTER RD STEVENSVILLE MD 21666-9770	<b>Principal Residence:</b>	YES
		<b>Deed Reference:</b>	/00165/ 00502
Location & Structure Information			
<b>Premises Address:</b>	120 COLLIER RD GRASONVILLE 21638-0000	<b>Legal Description:</b>	21780 SQ FT W/COLLIER LANE GRASONVILLE
<b>Map:</b>	<b>Grid:</b>	<b>Parcel:</b>	<b>Neighborhood:</b>
058H	0012	0281	5400001 18
			<b>Subdivision:</b>
			0000
			<b>Section:</b>
			<b>Block:</b>
			<b>Lot:</b>
			<b>Assessment Year:</b>
			2019
			<b>Plat No:</b>
			<b>Plat Ref:</b>
Town: None			
<b>Primary Structure Built</b>	<b>Above Grade Living Area</b>	<b>Finished Basement Area</b>	<b>Property Land Area</b>
1900	1,604 SF		21,780 SF
<b>County Use</b>			
<b>Stories</b>	<b>Basement</b>	<b>Type</b>	<b>Exterior</b>
2	NO	STANDARD UNIT	SIDING/
			<b>Quality</b>
			2
			<b>Full/Half Bath</b>
			2 full/ 1 half
			<b>Garage</b>
			1
			Detached
			<b>Last Notice of Major Improvements</b>
Value Information			
	<b>Base Value</b>	<b>Value</b>	<b>Phase-In Assessments</b>
		As of	As of
		01/01/2019	07/01/2019
			As of
			07/01/2020
<b>Land:</b>	89,100	99,100	
<b>Improvements</b>	76,000	69,800	
<b>Total:</b>	165,100	168,900	166,367
<b>Preferential Land:</b>	0		167,633
			0
Transfer Information			
<b>Seller:</b>		<b>Date:</b>	<b>Price:</b>
<b>Type:</b>		<b>Deed1:</b>	<b>Deed2:</b>
<b>Seller:</b>		<b>Date:</b>	<b>Price:</b>
<b>Type:</b>		<b>Deed1:</b>	<b>Deed2:</b>
<b>Seller:</b>		<b>Date:</b>	<b>Price:</b>
<b>Type:</b>		<b>Deed1:</b>	<b>Deed2:</b>
Exemption Information			
<b>Partial Exempt Assessments:</b>	<b>Class</b>		
<b>County:</b>	000	07/01/2019	07/01/2020
<b>State:</b>	000	0 00	
<b>Municipal:</b>	000	0 00	0 00
		0 00 0 00	0 00 0 00
Special Tax Recapture: None			
Homestead Application Information			
<b>Homestead Application Status:</b> Approved 05/12/2014			
Homeowners' Tax Credit Application Information			
<b>Homeowners' Tax Credit Application Status:</b> No Application		<b>Date:</b>	



06/12/2020



06/12/2020



06/12/2020

**RESOLUTION 20-23**

WHEREAS, The County Commissioners of Queen Anne's County are authorized under Section 1-104(p) of the Code of Public Laws of Queen Anne's County (Article 18 of the Code of Public Local Laws of Maryland) "to provide that any valid charges or assessments made against real property within the County shall be liens upon such property to be collected in the same manner as County taxes are collected",

AND WHEREAS, Queen Anne's County Ordinance No. 94-04 ("The Nuisance Ordinance") provides, inter alia, that "The County Commissioners of Queen Anne's County shall have the full power and authority to abate any nuisance as set forth herein by an appropriate means and to assess the property owner for the costs thereof. Any damage or assessments made hereunder shall be a lien against the real property benefitted and may be collected in the same manner as County real estate taxes.

AND WHEREAS, pursuant to the authority set forth above, The County Commissioners have abated to have caused to be abated a nuisance on the property described below and have determined that the costs thereof are fair and reasonable and are valid charges and assessments.

NOW THEREFORE IT IS RESOLVED, by The County Commissioners of Queen Anne's County that the amount shown below be assessed as a lien against the property described below and that the same be collected in the same manner as County real estate taxes.

PROPERTY: 203 Gravel Run Rd.  
Grasonville, MD 21638

TAX MAP: 058H GRID: 0018 PARCEL: 0287 LOT: TAX ID#: 1805002346

OWNER: Nellie May Butler

AMOUNT OF ASSESSMENT: \$160.00  
ADMINISTRATIVE FEE: \$100.00

WITNESS, the hands and seals of the County Commissioners of Queen Anne's County this 28<sup>th</sup>  
day of July, 2020.

ATTEST:

THE COUNTY COMMISSIONERS  
OF QUEEN ANNE'S COUNTY

\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

DEPARTMENT OF PLANNING & ZONING

110 Vincit St., Suite 104  
Centreville, MD 21617

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Queen  
Anne's  
County

**County Commissioners:**

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Jack N. Wilson, Jr., District 1  
Stephen Wilson, District 2  
Philip L. Dumenil, District 3  
Christopher M. Corchiarino, District 4

To: County Commissioners

**ACTION ITEM**

From: Vivian Swinson *VJS*  
Zoning Administrator

Date: July 10, 2020

RE: Map 058H Grid 0018 Parcel 0287 Lot # 203 Gravel Run Rd. Grasonville, MD 21638

On June 13, 2020, an independent contractor hired by the Zoning Office cut the grass at the above referenced address after the property owner ignored repeated attempts by the Zoning Inspector to get the site to comply with Queen Anne's County Code *Chapter 19 Article II §19-2.L.(2)* which states: *A person may not allow any vegetation to grow higher than 12 inches on any lot or parcel that is : (a) Less than three acres in size; and (b) located in an approved or recorded residential subdivision or any part of which is within 200 feet of a neighboring residence.*

Attached is the Resolution to place a lien on the subject property so the County can be reimbursed for the cost of the grass cutting.

**Recommended Action:**

I move that we approve the Resolution to place a lien on the property located at 203 Gravel Run Rd. in the amount of \$260.00



*Queen  
Anne's  
County*

**DEPARTMENT OF PLANNING & ZONING**

110 Vincit St., Suite 104  
Centreville, MD 21617

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Telephone Permits: (410) 758-4088  
Fax Permits: (410) 758-3972

June 16, 2020

Nellie May Butler  
C/O Stephanie Cheers  
758 Christina Rd. Apt 209  
Newark, DE 19713

RE: Tax Map 58H Parcel 287 (203 Gravel Run Rd. Grasonville, MD 21638)

Dear Ms. Cheers:

Queen Anne's County hired an independent contractor to cut the grass on the property referenced above. Attached is a copy of the bill.

Therefore, you have twenty (20) days from the date of this letter to pay the \$160.00 bill plus an administrative fee of \$100.00 for a total of \$260.00. Failure to pay the full amount will result in a lien being placed against your property. Please make the check payable to the Queen Anne's County Commissioners and mail it to the above address. If payment has not been made in the twenty (20) day period the payment then must be sent to Queen Anne's County Finance Office at 107 North Liberty Street Centreville MD 21617.

I can be reached at 410-758-4088 Monday through Friday from 8:00am to 10:00 am if you need to contact me.

Sincerely,

Harold L. Veasel  
Nuisance Inspector

Attachments: Invoice: Callahan's Lawn Care

**Callahan's Lawn Care**

**P.O. Box 241  
Queenstown, MD 21658**

**Invoice**

DATE	INVOICE #
6/14/2020	7457

<b>BILL TO</b>
Queen Annes County Att. Vivian Swinson 110 Vincit street Suite 104 Centreville , MD 21617

amount enclosed

--

<b>TERMS</b>

ITEM	DESCRIPTION	SERVICED	AMOUNT
cut	Gravel run road cut overgrown lawn	6/13/2020	160.00
Thank you for your business.		<b>Total</b>	<b>\$160.00</b>



Queen  
Anne's  
County

DEPARTMENT OF PLANNING & ZONING

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Centreville, MD 21617

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**County Commissioners:**

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Stephen Wilson, District 2  
Philip L. Dumenil, District 3  
Christopher M. Corchiarino, District 4

June 4, 2020

Nellie May Butler  
C/O Stephanie Cheers  
758 Christina Rd. Apt 209  
Newark, DE 19713

RE: Tax Map 58H Parcel 287 (203 Gravel Run Rd. Grasonville, MD 21638)

Dear Ms. Cheers:

During routine inspections in your area I noticed your grass has not been cut. I have determined that you are in violation of Queen Anne's County Code *Chapter 19 Article II §19-2 L. (2) which states: A person may not allow any vegetation to grow higher than 12 inches on any lot or parcel that is: (a) Less than three acres in size; and (b) located in an approved or recorded residential subdivision or any part of which is within 200 feet of a neighboring residence.*

You have 7 days from the date of this letter to address the violation. If the grass on the entire lot is not cut, you may be issued a citation or Queen Anne's County may hire an independent contractor to cut the grass. Failure to pay the cost of the grass cutting within 15 days will result in a lien being placed against your property.

I can be reached at 410 758-4088 Monday thru Friday from 8am to 10am if you need to contact me.

Sincerely,

Harold L. Veasel  
Zoning Inspector

SEUP CONTRACTOR  
6/12/2020

Real Property Data Search ( w4)

Search Result: for QUEEN ANNE'S COUNTY

[View Map](#)      [View GroundRent Redemption](#)      [View GroundRent Registration](#)

Special Tax Recapture: None

**Account Identifier:**      **District - 05 Account Number - 002346**

Owner Information

<b>Owner Name:</b>	BUTLER NELLIE MAY	<b>Use:</b>	RESIDENTIAL
		<b>Principal Residence:</b>	YES
<b>Mailing Address:</b>	C/O STEPHANIE CHEERS 758 CHRISTIANA RD APT 209 NEWARK DE 19713-	<b>Deed Reference:</b>	/00857/ 00092

Location & Structure Information

<b>Premises Address:</b>	203 GRAVEL RUN RD GRASONVILLE 21638-0000	<b>Legal Description:</b>	LOT 40000 SQ FT E/SIDE GRAVEL RUN R IN GRASONVILLE
--------------------------	---	---------------------------	--

<b>Map:</b>	<b>Grid:</b>	<b>Parcel:</b>	<b>Neighborhood:</b>	<b>Subdivision:</b>	<b>Section:</b>	<b>Block:</b>	<b>Lot:</b>	<b>Assessment Year:</b>	<b>Plat No:</b>
058H	0018	0287	5400001.18	0000				2019	Plat Ref:

Town: None

<b>Primary Structure Built</b>	<b>Above Grade Living Area</b>	<b>Finished Basement Area</b>	<b>Property Land Area</b>	<b>County Use</b>
1946	920 SF		40,000 SF	

<b>Stories</b>	<b>Basement</b>	<b>Type</b>	<b>Exterior</b>	<b>Quality</b>	<b>Full/Half Bath</b>	<b>Garage</b>	<b>Last Notice of Major Improvements</b>
1 1/2	NO	STANDARD UNIT	ASBESTOS SHINGLE/	2	1 full		

Value Information

	<b>Base Value</b>	<b>Value</b>	<b>Phase-in Assessments</b>	
		As of	As of	As of
		01/01/2019	07/01/2019	07/01/2020
<b>Land:</b>	93,700	103,700		
<b>Improvements</b>	36,100	42,400		
<b>Total:</b>	129,800	146,100	135,233	140,667
<b>Preferential Land:</b>	0			0

Transfer Information

<b>Seller:</b> BUTLER, NELLIE	<b>Date:</b> 11/26/2001	<b>Price:</b> \$0
<b>Type:</b> NON-ARMS LENGTH OTHER	<b>Deed1:</b> SM /00857/ 00092	<b>Deed2:</b>
<b>Seller:</b>	<b>Date:</b> 05/11/1981	<b>Price:</b> \$0
<b>Type:</b>	<b>Deed1:</b> MWM /00174/ 00340	<b>Deed2:</b>
<b>Seller:</b>	<b>Date:</b>	<b>Price:</b>
<b>Type:</b>	<b>Deed1:</b>	<b>Deed2:</b>

Exemption Information

<b>Partial Exempt Assessments:</b>	<b>Class</b>	07/01/2019	07/01/2020
<b>County:</b>	000	0 00	
<b>State:</b>	000	0.00	
<b>Municipal:</b>	000	0.00 0.00	0.00 0.00

Special Tax Recapture: None

Homestead Application Information

**Homestead Application Status:** Denied

Homeowners' Tax Credit Application Information

**Homeowners' Tax Credit Application Status:** No Application      **Date:**



06/12/2020



06/12/2020



06/12/2020





06/12/2020

COUNTY ADMINISTRATOR'S OFFICE <sup>3</sup>

The Liberty Building  
107 North Liberty Street  
Centreville, MD 21617

Telephone: (410) 758-4098  
Fax: (410) 758-1170  
TDD: (410) 758-2126  
Email: tmohn@qac.org



*Queen  
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County*

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Stephen Wilson, District 2  
Philip L. Dumenil, District 3  
Christopher M. Corchiarino, District 4

*County Administrator: Todd R. Mohn, PE*

July 28, 2020

Memorandum

To: County Commissioners

**ACTION ITEM**

From: Todd R. Mohn 

Re: Town of Sudlersville – Request for Support

Attached is a letter from Maryland Environmental Service to the Town of Sudlersville. MES provides water and wastewater maintenance services to the town. The town has fallen behind with their monthly payments for this service. MES has issued a 60-day termination notice for continuing services unless outstanding bills are paid. The Town does not have the ability to pay off this debt and would like our help to assist them with the development of a plan. The plan would include a review of the town's finances and recommendations for a means to return to solvency. The Town is also in the process of developing an agreement with MES to extend their service contract for four additional months to ensure uninterrupted service.

**Motion: I move to assist the Town of Sudlersville with a financial review and the development of a plan to return their public utility system to solvency.**



Larry Hogan GOVERNOR

Boyd K. Rutherford LT. GOVERNOR

Charles C. Glass, Ph.D. DIRECTOR/CEO

July 2, 2020

The Honorable Ronald Ford  
President of the Commissioners of Sudlersville  
200 South Church Street  
Sudlersville, MD 21668

Dear President Ford:

The Maryland Environmental Service (MES) has been contracted with the Town of Sudlersville, Maryland since February, 2006 to provide services in connection with the operation and maintenance of the town's water and wastewater facilities. The Commissioners of Sudlersville are obligated to compensate MES for those services according to the terms of the Contract. Operational budgets are submitted by MES annually and approved by the Town.

There is currently due and owing the sum of \$355,694.58 for services rendered and expenses incurred by MES through May 31, 2020. Pursuant to Section 504 of the Contract, MES may terminate the Contract for cause for the failure of the Commissioners of Sudlersville to make contract payments when due. This is to advise you that if full payment of the \$355,694.58 is not received by MES within sixty (60) days of the date of this letter, the Contract will be considered terminated.

MES reserves the right to institute legal proceedings against the Commissioners of Sudlersville before the effective date of termination for all outstanding amounts due under the Contract and the Promissory Note the Town previously signed. MES also

reserves the right to file a lien against the property served by MES pursuant to Md. Natural Resources Code Ann. Section 3-125.

MES will work with the Town within the contract cure period to find a suitable private sector partner to provide adequate operational services for the Town's water and wastewater infrastructure should the Town request this assistance. Please contact me at 443-679-6008 should have any questions on this matter.

Sincerely,

*C. Jason Gillespie*

C. Jason Gillespie

Managing Director

Environmental Services

Cc: Charles Glass, Ph.D., P.E, Maryland Environmental Service  
Sean Coleman, Office of Attorney General  
Steven Arentz, Delegate, District 36  
Andrew Cassilly, Governor's Legislative Office

# CC-2

Date 7/7/2020

QUEEN ANNE'S COUNTY  
REQUEST FOR BUDGET AMENDMENT  
FY2021

Description of expenditure/revenue accounts to increase/(decrease):	Fund	Account Code	Increase (Decrease) Amount
Increase CDBG Housing Study Fed Community Services & Dev-CDBG	730	730030 32185	\$ 25,000
Increase CDBG Housing Study Consultants	730	730030 5020	\$ 25,000

Justification:

This amendment recognizes the remaining amount for the CDBG Housing Study Grant that was meant to be in FY20.

However, COVID-19 prolonged the process of selecting an agency to perform the Housing Study, which is now set to be completed by OCT/NOV 2020.

There is currently \$25,000 of existing budget authority in the Housing Study activity. This amendment will increase it by an additional \$25,000 and the total for FY21 will be \$50,000.

NO ADDITIONAL COUNTY FUNDS ARE REQUESTED

NH  
7/20/20

Requester printed Department: Milford, Housing & Community Services

Requester signature & date: [Signature] 7/8/2020

Finance Director signature & date: [Signature] 7/20/20

Approval & date: \_\_\_\_\_

# CC-3

Date 7/7/2020

QUEEN ANNE'S COUNTY  
REQUEST FOR BUDGET AMENDMENT  
FY2021

Description of expenditure/revenue accounts to increase/(decrease):	Fund	Account Code	Increase (Decrease) Amount
Increase Homeless Solutions Fed CARES Grant	708	708030 32220	\$ 10,000
Increase Homeless Solutions Rapid Re-Housing Fed CARES Grant	708	708040 32220	\$ 10,000
Increase Homeless Solutions Homeless Prevention Fed CARES Grant	708	708050 32220	\$ 67,841
<b>Total Increase in Revenue</b>			<b>\$ 87,841</b>
Increase Homeless Solutions Other Exp	708	708030 8995	\$ 10,000
Increase Homeless Solutions Rapid Re-Housing Other Exp	708	708040 8995	\$ 10,000
Increase Homeless Solutions Homeless Prevention Other Exp	708	708050 8995	\$ 67,841
<b>Total Increase in Expenditures</b>			<b>\$ 87,841</b>

Justification:

This amendment recognizes the Homelessness Solutions Program funding through the CARES Act.

NO ADDITIONAL COUNTY FUNDS ARE REQUESTED

*MH  
7/20/20*

Requester printed Department:

Mike Clark, Housing & Community Services

Requester signature & date:

*[Signature]* 7/8/2020

Finance Director signature & date:

*[Signature]* 7/20/20

Approval & date:

\_\_\_\_\_

QUEEN ANNE'S COUNTY  
REQUEST FOR BUDGET AMENDMENT  
FY2021

Description of expenditure/revenue accounts to increase/(decrease):			Fund	Account Code		Increase (Decrease) Amount
Increase	Moderately Priced Housing	MPDU Fee In Leu	713	713000	35227	\$ 250,000
Increase	Moderately Priced Housing	Housing Subsidy/Loan	713	713000	8310	\$ 250,000

Justification:

This amendment recognizes the revenue for the final installment for the MPDU Fee In Lieu of Agreement for the Gibson Grant Community, as well as increasing the number of loans that are made available to first time home buyers in FY2021.

NO ADDITIONAL COUNTY FUNDS ARE REQUESTED

MH  
7/20/20

Requester printed Department:  
Requester signature & date:  
Finance Director signature & date:  
Approval & date:

Mike Clark, Housing & Community Services  
*[Signature]* 7/8/2020  
*[Signature]* 7/28/20