

Kent Narrows Development Foundation Board of Directors Meeting

Meeting Via Zoom Call

May 26, 2020

For Board Approval

Board Members in attendance

Victoria Hoffman

Justin Kiernan

Joe Pomerantz

Butch Pearson

Jason Ruth

Jody Schulz

Jeff Smith

Pat Worns

Absent with notice

Jerry Dammeyer

Mike Foster

Sheryl Jaros

Walt Thompson

Judy Wink

Commissioner Liaison

Phil Dumenil, KNDF Liaison

absent with notice, provided a written update

Guests:

Linda Friday, Queen Anne's County Chamber of Commerce

Mark Doore, QAC Resident, Grasonville

Queen Anne's County Staff

Nancy Scozzari, QAC Parks

Heather Tinelli, QAC Economic and Tourism Development

Call to Order

All participants on the call were introduced and procedures for the meeting were reviewed. The meeting was held via Zoom call. Info on the meeting was publicly posted and pushed out on the County website. It was also posted on and on the KNDF website. Due to security concerns, participants were asked to RSVP by phone or by e-mail.

With a quorum of directors in attendance, the regular meeting of the Kent Narrows Development Foundation commenced at 9:00 a.m.

Public Comment

Linda Friday, thanked the restaurants for all that they have done to support the community and other local businesses.

RESOLUTION

Jeff Smith moved to accept the minutes. The Board unanimously approved the Minutes from the February 25, 2020, regular meeting of the KNDF. (Meetings in March and April were cancelled due to COVID).

Financial Report

Victoria Hoffman reported on the finances.

The current balance in Shore United Bank is \$11,583.25, that is as of 5/21/20. \$10,000 was deposited on May 8, 2020 from the PPP program.

The balance in Queenstown Bank is: \$658.35.

\$571.80 was paid to Chubb out of this account for our D&O Insurance/Business Insurance (next installment is due in October). The Queenstown Bank account will be closed when the transition to Shore United Bank occurs.

570 FUND

The balance in the KNDF 570 fund as of 5/15/20 is: \$198,771. 84
(In FY 19 the special taxing district collected \$41,603 by June 30)

Chesapeake Charities:

The balance is \$9493.48 according to the March 31 quarterly statement.

The Board has committed to spend funds out of the Chesapeake Charities account for CBEC's Owl (not more than \$1000.00) and tentatively committed to pay for refreshing of the Ferry Point Sign. The Foundation previously erected and paid for that sign . (The Foundation is waiting on a price from Nancy Scozzari so the project can commence.)

PPP Program

Victoria updated the Board on the PPP Loan/Grant for \$10,000. Funds were received by the KNDF on May 8, 2020. ¹ The loan/grant will be used for salary during COVID. The loan is forgivable.

RESOLUTION

Victoria moved to ratify the acceptance of the PayCheck Protection Loan Forgiveness Program and authorize the Executive Director, and the Treasurer to take the steps necessary to gather the documentation needed to submit the Borrower Loan Forgiveness Application

¹ \$10,000 Rate 1% due date: \$562.77 which begins on 12/8/20 about due would be \$562.77.

Form (SBA FORM 3508 B) and to not submit that application until Shore United Bank provides notification on how to submit the application. Joe Pomerantz seconded. The motion passed unanimously.

RESOLUTION

Joe Pomerantz moved that the KNDF's bookkeeping/accounting services including payroll be move from Shore Accountants to Accounting Strategies Group of Centreville, Md., with Mike Conley being the principle liaison for ASG. The transition should occur as soon as possible. Jeff Smith seconded. The motion passed unanimously.

Commissioner Liaison Report

Commissioner Dumenil was unable to attend, but sent an update via e-mail. It was read into the record.

The Commissioners moved the KNDF grant request for \$35,000 to a regular budget line because so it will remain be consistent form year to year.

The Commissioners are poised to move quickly on any freedoms the Governor's Office releases related to the quarantine. The Commissioners are prepared to adopt to new openings as soon as the approval comes from Governor Hogan's Office.

In response to the trash and litter complaints at the Chesapeake Heritage Center and Well's Cove, Commissioner Dumenil will request that more garbage receptacles be added during busy weekends. He will seek more information on the disposal schedules as requested by the KNDF.

Parks and Public Landings

Since COVID, the department has seen a significant increase in use of the Public Landings, the Parks and the trails.

The division is aware of the problem's caused by the sudden influx of users and is working to address it.

The Parks Department now has only four park rangers who are responsible for over 20 county parks, 18 public landings and public school fields. The Kent Narrows used to have rangers assigned specifically to the WVC, that is no longer the case. Most recently the person who manages the Cross Island Trail has been out on leave, so there are less staff members with more work. Rangers may issue warning and tickets for illegally parking, consuming alcohol, and fishing in areas where it's not permitted. She commented that, more trash cans may not mean that less trash will be generated. Some parks and County managed properties are funded with Open Space funds. Properties that were funded though this source, are not permitted to keep visitors from other Maryland Counties out, or charge a higher entrance fee for out-of-county residents as opposed to what QAC residents would pay.

The Fireworks event has not been postponed, but the event at the CHVC has. The Commissioners will discuss whether to have the Fireworks only event at Ferry Point Park. The details will be forthcoming. Tentatively set for July 1, with the 2nd as a rain date.

The Watermen's Monument Grant was not submitted to the Maryland Historic Trust as planned. The work will be done through a combination of in-kind donations and funds managed by Parks.

A trail system map is under development.

Economic Development and Tourism

Heather Tinelli reported on the formation of the **QAC Small Business Assistance and Recovery Fund**. The program is designed to provide assistance to businesses as they begin to reopen. The goal of this program is to "RE-Open, RE Employ and Remain in QAC". The Fund will focus on two areas of assistance. The first part will be small business grants. This can include purchase of personal protective equipment (PPE) and other supplies necessary to meet the current CDC recommended requirements. It may also be used to cover costs related to the adjustments necessary to meet social distancing recommendations and for operating expenses related to "re-opening" including payroll, inventory, supplies, rent and utilities.

The second area is employment assistance. QAC will partner with the Upper Shore Workforce Investment Board at Chesapeake College to pair employees from industries most affected by layoffs with local businesses that are looking to hire. This includes funding for on the job training with businesses willing to hire and train currently laid off residents of Queen Anne's County. This program focuses on low income eligible workers and pairs them with local businesses that have the ability to train workers in-house at a higher wage position. For more info e-mail: recoveryfund@qac.org

The expansion of the Enterprise Zone was not approved by the Md. Department of Commerce. The demographic criteria for the program did not match favorably with the census track data for Kent Narrows.

Tourism Coordinator, Ashely Chenault has departed. Due to the hiring freeze the position will not be filled immediately.

The CHVC is currently closed to the public and the renovation project is on hold for now.

The EDC will form a tourism group to help to make recommendations for the tourism program. An application has gone in from the State to include Queen Anne's County in the Great American Roads Program. More information will be forthcoming.

Director's Report

Summary of activity from March-May:

COVID SITUATION

The rapid and unexpected closures associated with the COVID situation caused disruption for the KNDF and for all of the organizations and businesses the KNDF supports and serves. By Thursday, March 12, it was apparent that a quarantine was imminent. The office was closed to walk-in visitors and key files were relocated. The front desk in the visitor center was also closed to protect the staff. Visitors were asked to use the phone to reach a staff member if they had questions.

By March 17, the notice went out that all County Buildings would be closed to the public.

As a result of the COVID situation the Foundation changed ways of operating to meet the rapidly changing guidance coming from the CDC, the Governor's Office, from QAC and the from the QAC Public Health Department. The following changes in operations were made:

- Closure signs were made and posted on KNDF doors.
- The KNDF website and social media pages website were updated continuously to reflect the changing conditions and to provide visitors with the latest travel advisories for the State.
- A Zoom account was set up for online meetings.
- Inquiries from our business and others continued to be answered, and/or sent to the appropriate agency to answer.
- Call arounds to local businesses were done on a rolling basis to check to see how things were going.
- A board survey was conducted by email to gather suggestions related to measures the County Commissioners could consider to help to save the local economy, jobs, businesses and the major projects underway in the WVC. A letter with the suggestions was written and sent to the Commissioners.
- The KNDF participated in weekly conference calls coordinated through the Economic Development Office. The calls began the third week in March and continue to be scheduled on a weekly basis. District status reports were shared at these meetings and emergency activities were coordinated.
- The KNDF gathered and distributed key information on openings and closings, emergency funding and technical assistance opportunities, and curated and forward them to the appropriate stakeholder group(s).
- Materials were prepared to support COVID related funding and grant opportunities.
- A website designed specifically to host and publicize take-out opportunities in Kent Narrows and Centerville: shoregrubtogo.com was set up. The website served as a landing page for a take-out ad campaign through APG print and electronic media outlets. Centerville Main Street and the QAC tourism helped to fund the effort.
- Take-out and menu pages were added to kentnarrowsmd.com.

- Pages to highlight the trails through the Kent Narrows were enhanced since the KNDF's website analytics indicated an increased interest in Parks and Trails.
- A significant amount of time was spent fielding inquiries from our businesses and providing assistance based on the latest advisories coming from a variety of authoritative sources.

STATUS OF MAJOR PROJECTS IN THE WVC

SAFE HARBOR NARROWS POINT

Planning Commission approved extension.

HYATT PLACE

Planning Commission approved plan with conditions. Delayed construction due to COVID situation.

BOATEL PHASE 2

Scheduled for the upcoming Planning Commission meeting in May. KNDF sent letter on the Boatel donation in preparation for that meeting.

MAINTENANCE ISSUES IN THE WVC

Graffiti

Graffiti appeared on the Kent Narrow Bridge supports in early April. The County and the SHA handled the clean up promptly.

Trash and Litter in the Public Landings and Parks

The KNDF fielded numerous and ongoing complaints from businesses, residents and visitors related to the increase in trash and litter in the public areas of Kent Narrows. Much of the left over litter spills over into the water when the wind blows. Reports from businesses and residents began coming in the on weekend of May 5th and continue to be reported. Reports are validated with photos and passed on to the appropriate County official(s) as soon as they are received.

Illegal Fishing and Parking has increased

Illegal fishing and parking in "no parking" zones has increased.

Overgrown Grass

Overgrown grass on County lands was reported in the public areas. Locations included, Wells Cove Road and areas along Piney Narrows Road.

ECONOMIC VITALITY INITIATIVES

TEXT AMENDMENTS

A series of text amendments were presented for the EDC's review. Those of note included an amendment to add to the definition of Resort Hotel. That text amendment was withdrawn.

KENT NARROWS MARINE DONATION

The letter with the recommendations on how the funds generated by the Boatel Project should be handled was sent to the Planning Commission and the Commissioners. It will be acted upon at the next Planning Commission Meeting. A request will go to the County to have the fund balances reported to the KNDF on a regular basis.

RESTAURANT & HOTEL OPENINGS AND CLOSINGS

We have closely monitoring the situation with our restaurants and participated in meetings set up by the Economic Development with the Director of the Maryland Restaurant Association. We have also met with reps from the Maryland Office of Tourism, Labor and the SBA. The KNDF and the Economic Development Office and the Chamber continue to work together to ensure our businesses receive the most timely and up-to-date guidance.

In the Kent Narrows, two hotels remained open and one closed temporarily. Of the restaurants, two closed for an extended period, five remained partially open for takeout and three began offering take out as the reopening began to occur. When outdoor dining was allowed, seven restaurants reconfigured their businesses to accommodate outdoor patrons.

GRANTS

KNDF applied through Shore United Bank for a forgivable loan through the Paycheck Protection Program. The application was accepted and \$10,000 has been deposited in to the KNDF operating account. The Foundation will apply for the loan forgiveness when the bank advises the Foundation to do so.

The Grant request to the County for capital projects (wayfinding) was moved out of the Grants budget and will appear as a regular line item into the general operating budget. There was agreement that the Foundation's ongoing operation is critical to the County and that a line item would be in order.

The Foundation along with the QAC Economic Development and Tourism Office is closely monitoring other grant opportunities.

The Foundation and the Economic Development Office provided data and technical assistance to the businesses in Kent Narrows that have applied for COVID grants. The Foundation is working with the Economic Development Office to track the Grants received by Kent Narrows businesses.

PROMOTION

Coop Opportunities

WBOC Delmarva Life is interested in producing a show on the Kent Narrows. A follow-up meeting with Economic Development and WBOC will be scheduled when the COVID situation has passed.

Received matching fund approval for advertising from APG Media a take out ad program was developed with the funds.

Other Promotion

Social Networking

The KNDF Facebook, Instagram, and Twitter pages are active in reposting most of the daily specials that the restaurants have offered and also in generating native content during the COVID crisis.

Maryland Tourism Office website updated

Updated the Maryland Tourism Office's websites to include Kent Narrows take-out venues.

Kent Narrows Blog

A blog was added to Kentnarrowsmd.com. The posts promote the take-out venues. A Kent Island Beach Clean ups article was posted by Kristen Weed.

Chesapeake Bay Storytelling Program

The KNDF participated in the Maryland Office of Tourism's Certified Chesapeake Bay Storyteller program. This program included workshops and public presentations. The director received a certification at the conclusion of the program. The five-day program was informative, and provided opportunities for cross-marketing with partner organizations like the Smithsonian and the National Parks Service. The Maryland Tourism office granted the Foundation \$400.00 toward program participation.

DESIGN

The RFP for the Pedestrian Wayfinding Sign project in under review by Parks.

SIGNIFICANT EVENTS

The "O" had an opening celebration on May. It was covered by the Washington Post.

Congressman Harris visited the area twice. He toured several businesses in QAC including the Boatel at Kent Narrows to see how they had responded to the pandemic. He made a return visit to the Crab Deck and Big Owl on to discuss the opening plans for outdoor dining.

OLD BUSINESS

GRANT AND SIGN PROGRAM

See director's report.

BUSINESS ASSISTANCE LETTER

The KNDF a letter and e-mail to the Commissioners with business stimulus suggestions.

WATERMEN’S MONUMENT

See update from Parks.

NEW BUSINESS

TRASH, LITTER AND FISHING

A discussion occurred related to the sanitation issues in at the CHVC lot and landing areas, the Wells Cove area, and in the area around the picnic pavilion and Boat Ramp. Staff from the Jetty and Bridges staff have been cleaning up a significant amount of trash, litter and fishing waste on the County lands located in Wells Cove. Most of the waste is not generated by the restaurants. It is coming from picnickers, fisherman and those bring in fast food from other places. Also boats are docking along the landing area and emptying trash in the public cans.

The situation improved slightly as more trash cans were added, but it continues to create serious problems and sanitation issues. A meeting with County officials will be arranged to address further.

HEALTH RELATED/BUSINESS/RELATED UPDATES

The KNDF director will be included on the COVID-19 Emergency Operations Center (EOC) Re-Opening Task Force and will help to relay critical info to local businesses.

ADJOURNMENT

Victoria Hoffman made a motion to adjourn; Pat Worns seconded. The motion passed unanimously.

The meeting was adjourned at 10:50 a.m.

Respectfully submitted, Georgeanna
(Gigi) Windley Executive Director Kent
Narrows Development Foundation

Certification:

I hereby certify that this is a true and correct copy of the Minutes that were adopted by the Directors of this Foundation on _____, 2020.

Pat Worns, Board Secretary

INFO ON NEXT MEETING:

June 23, 2020 9:00 AM
Chesapeake Heritage and Visitor Center
425 Piney Narrows Rd.
Chester, Md. 21619
Please RSVP by 4pm, June 22, if you plan to attend.

In-person for board members and county officials. Appropriate social distancing will be maintained. Masks are required. Guest will be allowed, if there is room, otherwise they may attend by Zoom call.

ZOOM CALL INFO:

Topic: Kent Narrows Development Zoom Meeting
Time: Jun 23, 2020 09:00 AM Eastern Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/82543070340?pwd=SkFvNlFnc1VlQ0FvY1BGQkV0YUUp0QT09>

Meeting ID: 825 4307 0340

Password: 812854

One tap mobile

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