

**Mayor and Council of Federalsburg
Monday, December 20, 2021
Monthly Meeting @ 6:00 P.M.**

This Meeting is being held at the Mayor and Council Meeting Room.
Citizens who wish to participate by video shall follow directions listed below:

Join Zoom Meeting

**[https://us02web.zoom.us/j/82536248020?pwd=VIVFYzd0SjVhM0xC
M1Jxc1Z2SHRDQT09](https://us02web.zoom.us/j/82536248020?pwd=VIVFYzd0SjVhM0xCM1Jxc1Z2SHRDQT09)**

Meeting ID: 825 3624 8020

Passcode: y7dZD1

Agenda

- I. Call to Order**
- II. Welcome\ Pledge of Allegiance**
- III. Approval of Previous Month's Minutes**
- IV. Holiday Decoration Award Presentations**
- V. Public Comment**
- VI. ESMEC Energy Trust – Allan Gorsuch**
- VII. Broadband Fiber Extension Grant Program – Andrew Helton\ Bret Davis**
- VIII. Caroline County Board of Elections Ballot Drop Box Request**
- IX. Interim Town Manager Designation Policy**
- X. Permit Technician\ Code Enforcement Function Staff Line**

XI. Request For Qualifications for Professional Planning, Building, and Inspection Services

XII. Mayor & Council Action Items

- * **Councilmember Windsor**
- * **Councilmember Sewell**
- * **Councilmember Phillips**
- * **Councilmember Willoughby**
- * **Mayor Abner**

XIII. Adjournment

NOTES:

THE MEETINGS ARE BEING RECORDED, PLEASE TURN OFF ALL CELLULAR DEVICES AND PAGERS DURING THE MEETING, PLEASE REMAIN QUIET, UNLESS ADDRESSING THE COUNCIL.

Please Note: Pursuant to the Annotated Code of Maryland, State Government Article Section 10-508(a), the Council by majority vote may retire to executive or closed session at any time during the meeting. Should the Council retire to executive or closed session; the chair will announce the reasons and a report will be issued at a future meeting disclosing the reasons for such session. Meetings are conducted in Open Session unless otherwise indicated. All or part of Mayor and Council meetings can be held in closed session under the authority of the state open meetings law by vote of the Mayor and Council.

Rules for Public Comment

The Mayor and Council invite and welcome comments at public meetings. The Mayor or presiding officer will recognize you. Please introduce yourself at the podium (spelling your last name, for recording purposes) and give the name of your street and block number (e.g., 100 block of Main Street).

Time limits for speaking are indicated on the meeting agenda. While speaking, please maintain a courteous tone and avoid personal attack.

**Mayor and Council of Federalsburg
Regular Monthly Meeting
November 1, 2021 @ 6:00 pm**

The Mayor & Council of Federalsburg held their regular monthly meeting on Monday, November 1, 2021 at 6:00 pm. Those in attendance were Mayor Abner and Councilmembers Sewell, Phillips, Willoughby, and Windsor. Lyndsey Ryan, Town Attorney, Staff and members of the public were present.

Mayor Abner called the meeting to order at 6:00 pm and welcomed all guests.

Prayer of Invocation

Pastor Ray Parsons offered a Prayer of Invocation for the Mayor and Council.

Welcome of Guests and Pledge of Allegiance

Mayor Abner welcomed all guests present, then led the group in reciting the Pledge of Allegiance, and called the meeting to order at 6:02 pm.

Approval of Previous Month's Minutes

Councilmember Windsor made a motion seconded by Councilmember Phillips and unanimously passed by a vote of five to zero to approve the previous month's minutes as presented.

Public Comment

Bart Johnson - 106 Charlotte Avenue - Mr. Johnson reported that the Federalsburg Historical Society will hold their regular monthly Board of Directors meeting on November 9th at 7 pm. He stated that Frank Adams former EDC member would be their guest speaker regarding the history of Federalsburg.

Jim Thomas - 319 S. University Avenue - Mr. Thomas thanked the Mayor for participating in the Trunk or Treat event at the VFW. It was a great event with lots of kids in attendance.

Choptank Community Health Systems - Sara Rich

Ms. Sara Rich from Choptank Community Health came to update the Mayor and Council on Choptank's progress with the Covid Response in the community. She reported that the testing and vaccine clinics, and the school wellness centers have been very busy and Choptank is working on getting the new health center in Federalsburg. Ms. Rich stated that during Covid Choptank was forced to consolidate services, but at this time they are back at full capacity and they have a long wait list for dental services. They currently have a full time Dr on site, a Nurse Practitioner, a Haitian translator, two dental residents on site; and just received approval to add two more and a pediatric dentist to join the team. They currently have approximately 1,500 patients and a sliding scale is available for no insurance or high deductible plans. The new facility will be 18,000 sq ft and expanding to 12 exams rooms and adding mental health services, to include one behavioral health and addictions specialist.

Ms. Rich state that they would like to obtain ARPA funding to assist with water and sewer services for the new facility. The Mayor and Council advised Ms. Rich to submit all necessary information to Town Manager DiRe for further review.

Caroline County Economic Development Strategic Plan - Debbie Bowden

Debbie Bowden, Director of EDC for Caroline County shared an informational booklet with the Mayor and Council. She stated that she would like to re-evaluate the 2019 strategic plan, and had worked with Mayor and Council on gathering materials and then covid hit and made such impact on the community. Ms. Bowden reviewed the booklet and the plan to provide resources for the community.

Broadband Fiber Extension - Andrew Helton/Brett Davis

Mr. Andrew Helton and Mr. Brett Davis zoomed into the meeting and discussed their presentation for Broadband Fiber Extension to the town of Federalsburg. They are currently located in Salisbury and have projects planned in Denton, Fruitland and a few other local towns. Mr. Helton sent a packet of information to the Mayor and Council for review and stated that they would be asking for the Town to contribute some funds and his company would help secure grant funding for a portion of the project.

Mr. Helton stated that their next presentation would have more details and would make more sense for the Town. The Mayor and Council did not have any comments or questions at this time, but look forward to receiving more information. The total anticipated cost to cover the town of Federalsburg would be approximately \$2 million dollars. Mr. Helton stated that many towns are contributing ARPA funds toward this expansion.

Federalsburg Ballfield Report - Chris Parks

Chris Parks stated that the league has had the worst year. The field in bad shape and in need of cleanup and preparation for the upcoming season. They have had a few people acting crazy at the field and there have been a couple fights there. Chris advised that he has several volunteers willing to help with the work needed and would like to see if the Town can assist in any way possible, or have local businesses donate to cover needed materials for the repairs. He would like to do a walk-thru and compose a list of items that need to be completed and get a plan in place.

The league will contact previous sign sponsors and it was agreed that the league could keep these donations to put back into the field. Chris has talked with Steve Dyott about Public Works continuing to help cut the grass on occasion. Chris also stated that they may have to cancel this season in order to get the fields back in shape and start fresh next year.

Eric Smith discussed the lighting and blind spots. They have received complaints, however, the lighting is fine at this time. They cannot be raised at this time, but will need to be replaced sometime in the future because the bottoms are beginning to deteriorate. Eric is in the process of obtaining estimates for replacement of the lights.

Old Denton Road Water Main Project Bond Ordinance

Town Manager DiRe and Lyndsey Ryan stated that the Old Denton Road Bond proposal came in late last week. There are some issues that need to be worked out and introduction of Ordinance No. 2021-6 is required prior to any construction can begin or receiving funds for the project.

Councilmember Willoughby stated that in the weekly packet, the copies of attachments were blank. Lyndsey Ryan stated that the attachments will be finalized, however, they are waiting on MDE at this time. This information will be completed and available prior to the Public Hearing.

Mayor Abner read the summary of Ordinance No. 2021-6. Councilmember Phillips made a motion seconded by Councilmember Windsor and unanimously approved by a vote of five to zero to introduce Ordinance 2021-6 as read by Mayor Abner, and requested a Public Hearing be scheduled for the December meeting.

Waterfront Debris Removal Contract Award

Town Manager DiRe reported that only one bid was received for the Abandoned Boat & Debris Cleanup project, and that was from Tim Goettermiller, Living Ecosystems in the amount of \$6,150.

Councilmember Windsor made a motion seconded by Councilmember Willoughby and unanimously approved by a vote of five to zero to approve Mr. Goettermiller's bid in the amount of \$6,150.

Electricity Rates/Constellation Energy Contract

Town Manager DiRe reported that the Town's contract with Constellation Energy will expire on December 16th, 2021. This was a one year agreement entered into last November. This is generally a routine process, however, this year has been unique with the first year of the solar panels in use. There are other providers in the electricity market. Mr. DiRe provided the Mayor and Council with rate options from Constellation.

There was discussion about looking into the Eastern Shore Consortium to team up with other municipalities to save money on the rates. Town Manager DiRe will compile all information and bring back to the Mayor and Council for review.

Discussion of Code Enforcement Function Staff Line

Town Manager DiRe reported that he has been working on revision of the Town Code, which states the Code Official shall be the Town Clerk or any person designated by the Mayor and Council. He has also been working on review of the Code Enforcement/Building Official job description, which he outlined duties in the weekly packet for review. Town Manager DiRe will bring forth options regarding this position to the Mayor and Council in the near future.

Mayor & Council Action Items

Councilmember Windsor - Councilmember Windsor asked if there are plans to rebuild the home that was demolished beside Dollar General. Town Manager DiRe stated nothing is planned at this time.

Councilmember Sewell - Councilmember Sewell reported that Trick or Treat went very well. She had plenty of children and candy. The Lions Club cleanup in Chambers Park will take place on November 13th at 8 am. The Veterans Day parade will take place on Saturday, November 6th at 1 pm. Councilmember Sewell stated that her family is conducting a sock drive and all donations of socks will be given to His Hope Haven.

Councilmember Phillips - Councilmember Phillips stated that he saw a sign recently at Royal Farms regarding the legalization of alcohol sales at their store. He also asked Town Manager DiRe about the tariff

program with Delmarva Power regarding 20 free lights per year and the Town chooses the location. Town Manager DiRe will contact DP&L about the status of this program.

Town Manager DiRe also reported that it recently came to his attention that 75 street light heads were changed throughout town without authorization from DP&L. They are unsure how or why this happened, but DP&L will be fixing these lights at no cost to the Town.

Councilmember Phillips asked about the leaking water valve at Union Church. Mr. DiRe stated that the contractor has been delayed until Thursday. Councilmember Phillips expressed concerns regarding the delay in getting this fixed and why Public Works has been unable to complete the repairs.

Councilmember Willoughby - Councilmember Willoughby also expressed concern regarding the leaking valve and the fact that its costing the Town money. He also stated that Halloween went great. He saw hundreds of kids, the police and even our K-9 in costume. Councilmember Willoughby asked Town Manager DiRe is he had received any more calls regarding the traffic control device and Mr. DiRe stated he had received two.

Mayor Abner - Mayor Abner stated that the Town has received notice of the Christmas parade, and to please let her know who planned to participate in the parade. Mayor Abner stated that she would like to pursue having Federalsburg designated as a Sustainable Maryland Community. The Town is currently registered and has been since 2015, when a Resolution was passed to allow George Mayer to apply. She stated the next steps are to create a Green Team and put together a plan of action.

Councilmember Sewell made a motion seconded by Councilmember Willoughby and unanimously approved by a vote of five to zero to move forward with creating a Green Team.

Mayor Abner stated that she will be out of Town for a work conference on the regular meeting date of December 6th. It was agreed by all to cancel the December 6th meeting and proceed with the meeting on Monday, December 20th.

Adjournment

There being no further business, Councilmember Willoughby made a motion seconded by Councilmember Phillips and unanimously passed by a vote of five to zero to adjourn the meeting at 8:02 pm.

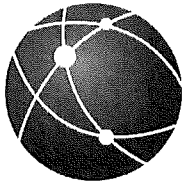
Respectfully submitted,

Kristy L. Marshall
Clerk-Treasurer

318 W. Carroll Street Suite A
Salisbury, MD 21801

www.simple-fiber.com

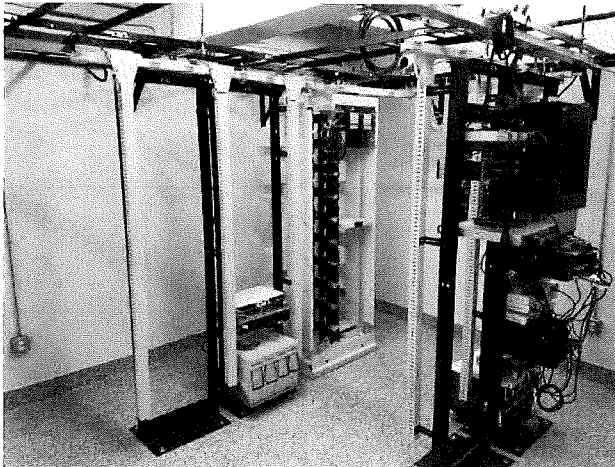
410-844-4159



SIMPLE FIBER

Federalsburg Grant Partnership

Helping you close the
connectivity gap



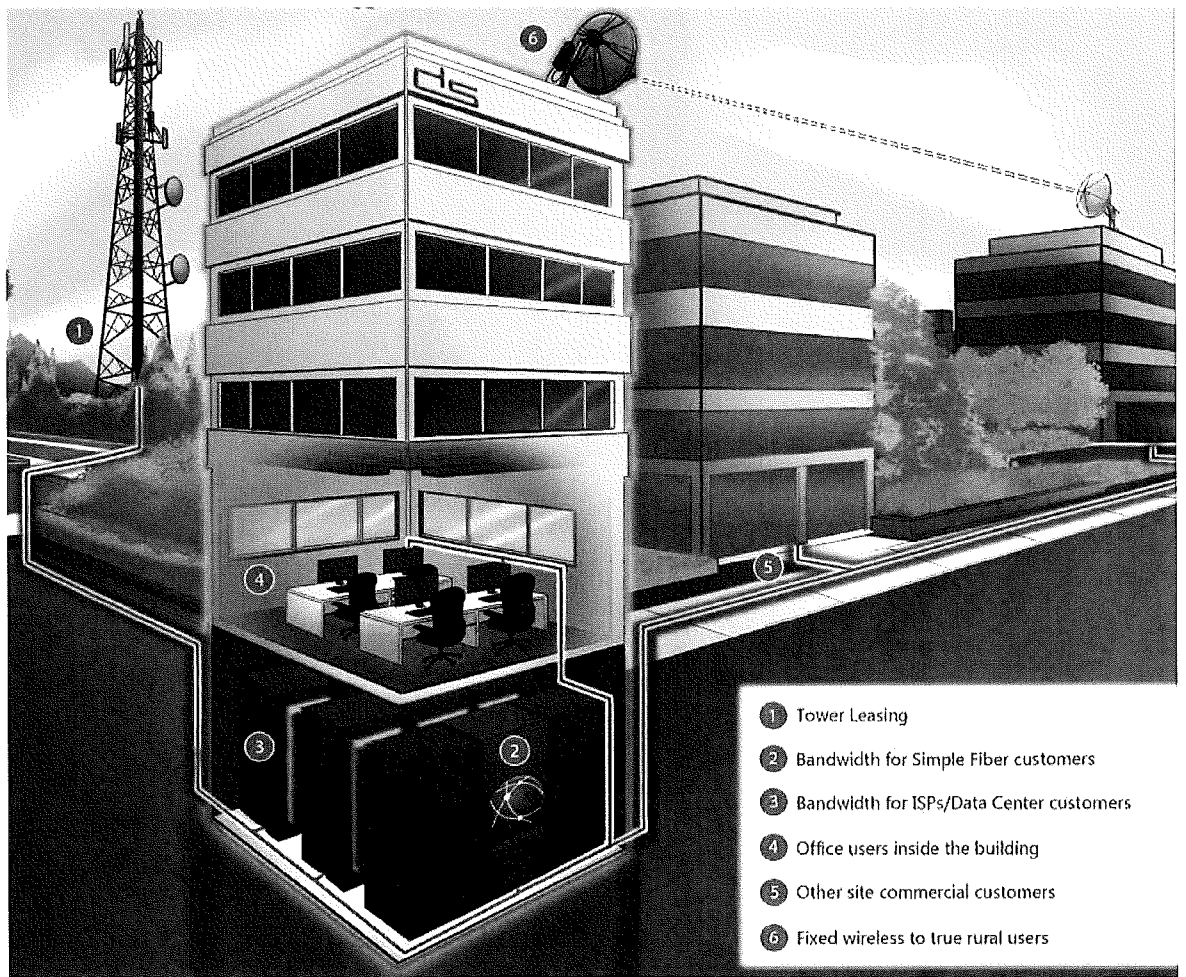
100 East Main Street Salisbury MD 21801

Welcome to Simple Fiber! Thanks for choosing us as your hometown, high-speed connection to the world. We truly appreciate the opportunity to serve your fiber needs.

Simple Fiber is heavily invested in the advancement of available technology to support commercial growth in our community. We are dedicated to the Eastern Shore community and creating opportunities for jobs and business growth. Our competitive advantage stems from the strength of our existing network, our local market knowledge, and our established industry relationships. All of this allows us to support our customers quickly and economically.

Kirk Davis

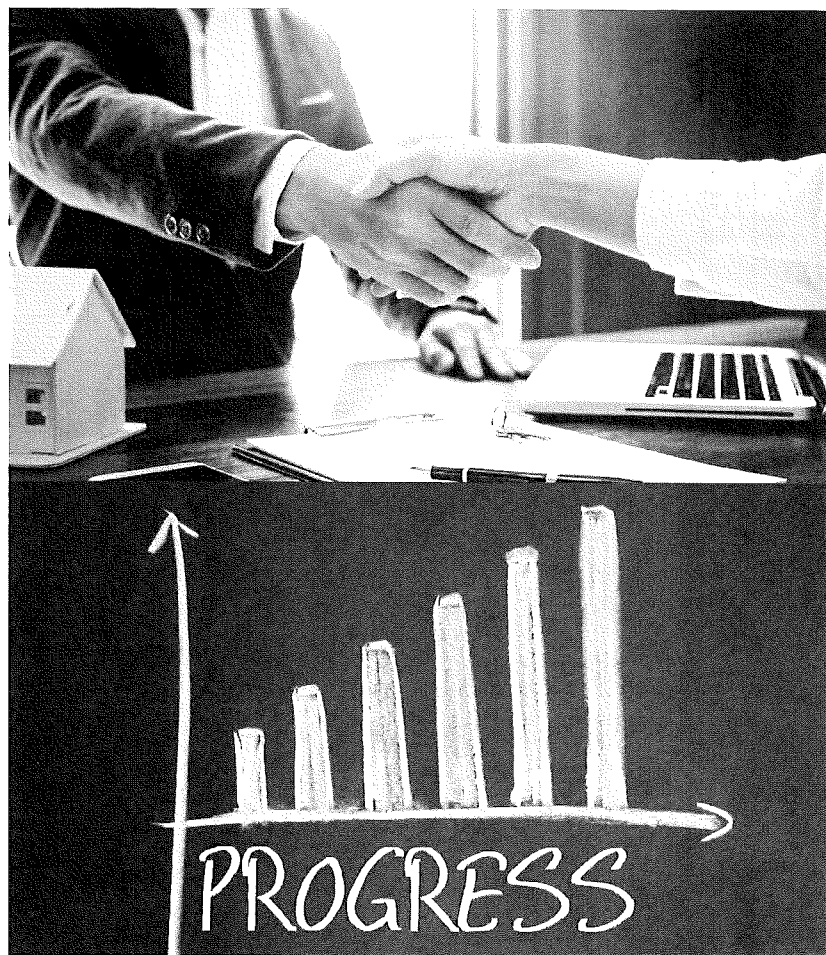
Simple Fiber Founding
Partner



Making an investment in your community, Simple Fiber has restored many historic buildings on the shore.

An example would be; One Plaza East in Salisbury, MD that is owned and operated by Simple Fiber's parent company, Davis Strategic. One Plaza East is a fully leased, 45,000 Sq. Ft. commercial space and the main Point of Presence for Simple Fiber. The basement also holds an 1,000 Sq. Ft. datacenter.

Davis Strategic is the commercial real estate arm and has worked on various complex projects dealing with residential, commercial, and historical properties. Their passion for building is what drives them to provide customers with the most durable and lasting structures. Davis Strategic believes that developing better properties is the key component to sculpting a better community.



Investment Benefits

Benefit 1:

With Federalsburg's \$400,950 investment, every municipal building will be eligible for service.

Benefit 2:

Simple projects servicing over 58 businesses, 211 homes, and 9 municipal buildings.

Benefit 3:

Simple will offer 2 Dark-Fiber strands to the City in perpetuity.

Benefit 4:

Simple will install and maintain high-speed public wi-fi in the downtown area

Benefit 5:

Simple is hiring local. The local workforce is an investment in the future. Simple Fiber works with future proof technology that helps to retain jobs on the shore.

Benefit 6:

Simple's standard service of 100 downstream x 100 upstream is 4 times faster than the national 25 downstream x 3 upstream high speed definition, while remaining cost effective to the end consumer.

About Simple Fiber

Simple Fiber is an internet service provider whose core backbone consists of single mode fiber in a hub and spoke topology. Our core, which is located in downtown Salisbury MD connects to our POP's (points of presence) throughout the area. Every POP is designed to become a core node utilizing Wavelength-division multiplexing (DWDM) optics in a magnitude of eight or sixteen.

Our layer 2 transport capacities can route frames from any of our core nodes to any POP's at a minimum of 10G up to 40G using bonded optics, and 160G using DWDM technologies. Unlike most big box vendors, Simple Fiber will allow customers to access the network using their own equipment and optics. Virtual network (vLan) and QinQ (scalable vLan) allows our endpoints to interface with each other when traversing different parts of our network while remaining private.

Simple Fiber's layer 3 routed networks were designed from the ground up with simple and readily available equipment in mind. Running 100% open source routing technology is not feature limited, adapts quickly with new technology, and thus passes savings down to our network subscribers.

Organization and Management

Chief Operations Officer

Kirk Davis

Chief Sales and Development Officer

Bret Davis

Chief Financial Officer

Shawn Hardesty

Chief Technology Officer

Brice Perdue

Network Construction Manager

Jim Morris

Director of Operations

Chelsea Hogue

Sales Manager

Kristen Powell

General Manager

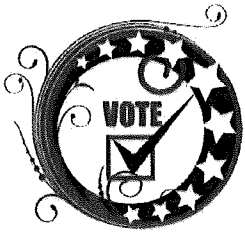
Andrew Helton

With Federsburg \$400,950 dollar ARPA investment, every municipal building will be eligible for service.

Direct Monetary Benefits			
	Service Description	Monthly Value	Annual Value
Benefit # 1	1 Gigabit of Data	\$1,100	\$13,200
Benefit # 2	Maintane Free Public Wifi	\$400	\$4,800
Benefit # 3	Fiber Sharing / Colocation Services for Wifi Equipment / Other City Needs	\$500	\$18,000
	Total Annual Savings		\$360,000
	20 Year Return on Investment		
Other Benefits			
Benefit # 4	New Business Tax Revenue	Having accessible high speed fiber will attract businesses from out of town and generate new tax revenue for the city.	
Benefit # 5	Fiber Coverage	Simple Fiber projects being able to service 58 businesses and 211 homes. Fiber will also extend down the entirety of Main Street and the industrial park.	

TO: Mayor & Council Members
FR: Larry DiRe, Town Manager
DT: December 20, 2021
RE: Caroline County Board of Election Ballot Drop Box Request

The town received a request (attached) from the county Board of Elections to place a ballot drop box in town for the 2022 primary and general elections. The proposed site needs to be accessible and within view of security cameras. As the attached map shows the proposed location is in the town parking lot on the corner of Morris Avenue and Main Street, facing Morris Avenue. That location meets the requirements for a drop box location. Pending further discussion provide direction to staff.



CAROLINE COUNTY BOARD OF ELECTIONS

403 S. Seventh Street, Suite 247, Denton, MD 21629

Phone: (410) 479-8145

Fax: (410) 479-5736

Email: election@carolinemd.org

www.carolinemdelections.org

December 8, 2021

Town of Federalsburg
P.O. Box 471
Federalsburg, MD 21632

Dear Mayor and Council Members:

I'm writing to request permission to place a ballot drop box in the Federalsburg Municipal Parking Lot that is located across from the Federalsburg Town Office on Morris Avenue. The ballot drop box would be delivered approximately 30 days before each election day and picked up within a day or two after each election day. The Primary Election is June 28, 2022 and the General Election is November 8, 2022.

Ballot drop boxes were introduced statewide in Maryland during the 2020 elections as another means for voters to return their voted mail-in ballots (formerly known as absentee ballots). Our staff collect and bring the ballots from the ballot drop boxes to our office daily. In 2020, we had two ballot drop boxes, one located at the Health & Public Services Building and one located at the James F. Fretterd Community Center, which is our early voting center.

During the 2021 legislative session, HB745 was passed requiring us to consider historically disenfranchised communities when determining the future placement of our ballot drop boxes. Federalsburg was identified as one of those areas. The ballot drop boxes are required to be under 24/7 video surveillance, so I reached out to Federalsburg Police Chief McDermott to find which locations in the town are under surveillance. The most suitable location that meets the requirements is the Federalsburg Municipal Parking Lot located on Morris Avenue.


I've attached the following documents:

- a document detailing the ballot drop box dimensions with a photo,
- a map provided by the State Board of Elections showing historically disenfranchised communities in Caroline County, and
- a document showing photos of the Federalsburg Municipal Parking Lot and the proposed location for placement.

If approved, this would increase voters' accessibility to the ballot drop boxes – with one at the Goldsboro Fire Hall (north), one at the Health & Public Services Building (central) and one at the Federalsburg Municipal Parking Lot (south).

I'm happy to attend your next Town Council Meeting on December 20th to provide additional information, if necessary. Thank you for your consideration.

Respectfully,

A handwritten signature in cursive script that reads "Allison Murphy".

Allison Murphy,
Election Director

Ballot Drop Box Dimensions and Image

Size: 47.5" W x 39.5" D x 75.5" H

Weight: 400 lbs.

Gallons: 480 Gallons

Material: 14- and 16-Gauge Powder Coated Galvanized Steel

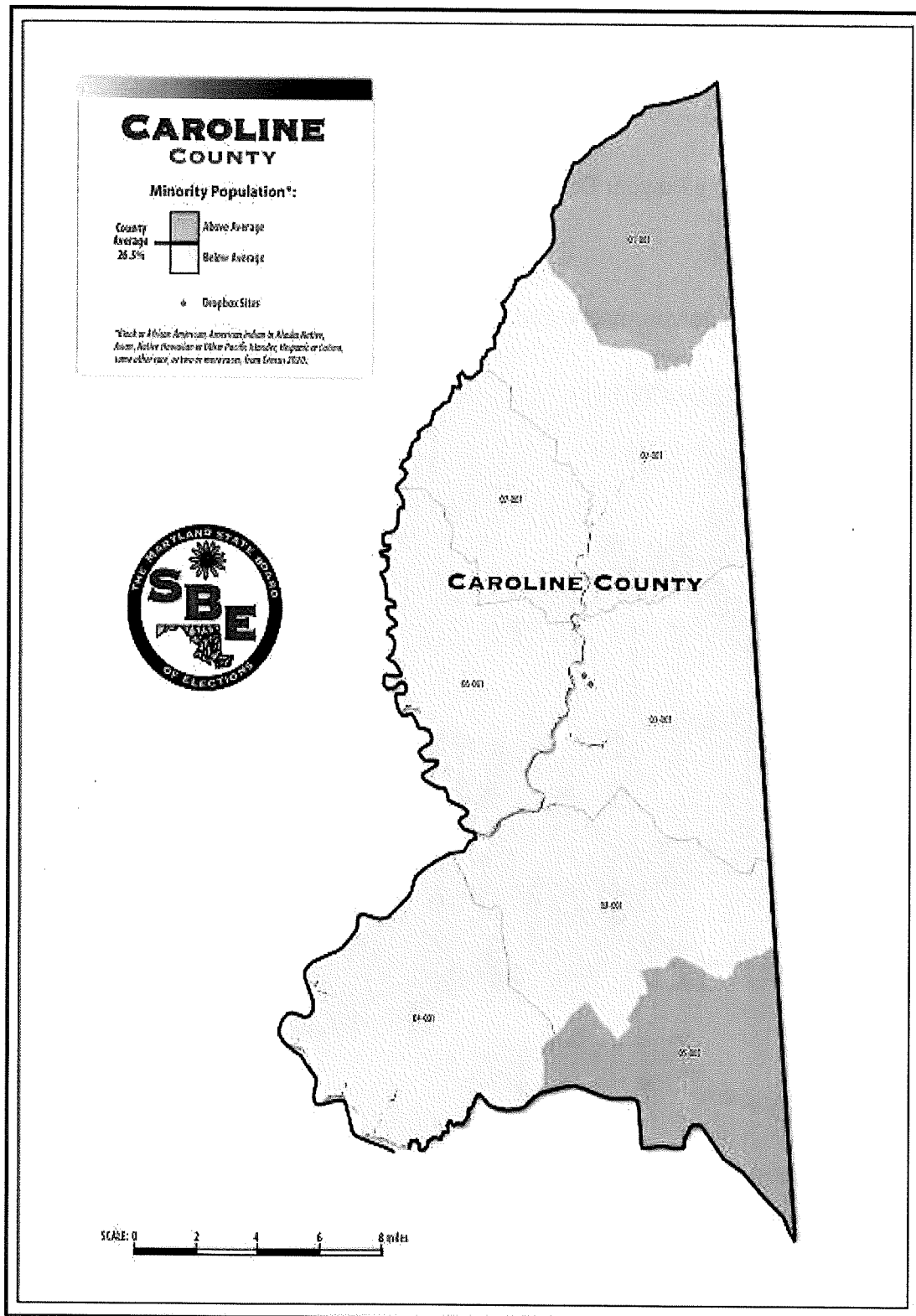
Recycled Composite Lift Kit.

Plus 44-gallon removable polypropylene and aluminum gallon interior bin.



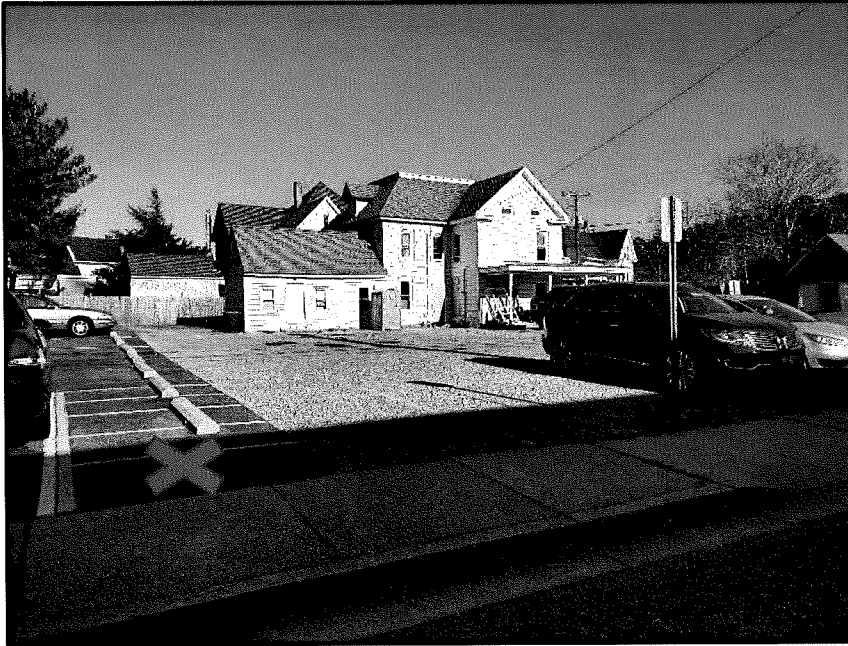
Ballot Drop Box located at the Health & Public Services Building.

Historically Disenfranchised Communities in Caroline County



Caroline County Proposed Ballot Drop Box Location

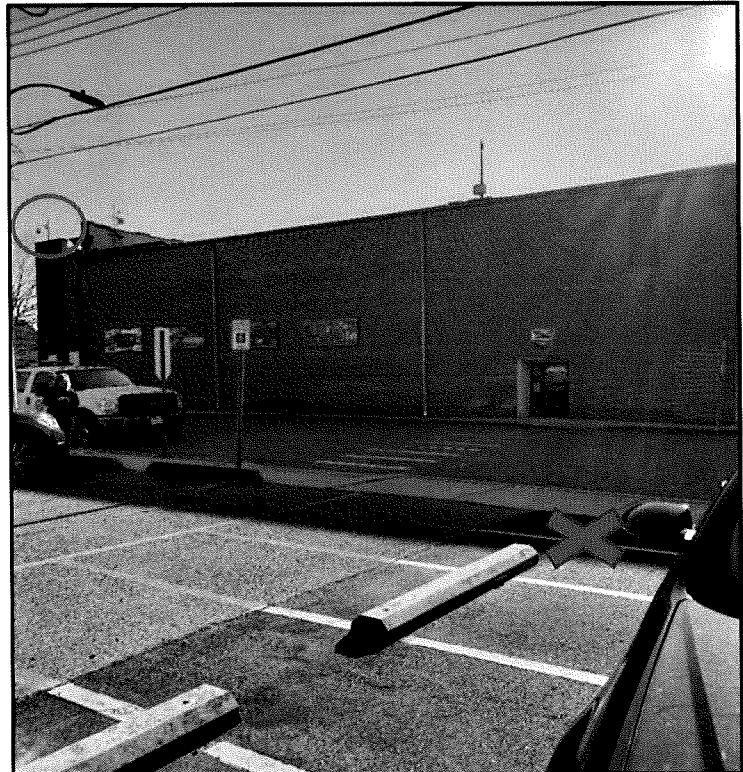
Proposed Location: Federalsburg Municipal Parking Lot
Morris Avenue
Federalsburg, MD 21632



This photo shows a picture of the parking lot from Morris Avenue. The red 'X' marks the proposed location of the ballot drop box. A curb cut-out is located to the right.

This photo shows a picture of the proposed ballot drop box location marked with a red 'X' and Morris Avenue from the parking lot.

The surveillance camera is located at the top left of the Town Office Building, circled in red. The Town of Federalsburg's Police Department monitors this video surveillance.



TO: Mayor & Council Members
FR: Larry DiRe, Town Manager
DT: December 20, 2021
RE: Interim Town Manager Designation Policy

Having a known and defined line of succession is important for the orderly progress of any organization. Should the position of town manager become vacant, or the individual holding that position become unable to perform those duties for a period of time exceeding three business days, except for approved vacation or leave, an interim town manager will be necessary for the continuity of duties and responsibilities. Determining the process to fill a town manager vacancy is the purview of the mayor and town council, and so is not addressed herein. At this time staff is proposing, and recommending adopting, a policy designating the chief of police position as the interim town manager position, and for a period of time and with compensation to be determined by the mayor and town council as warranted by specific circumstances.

If approved this policy would become effective upon adoption, and staff recommends review of this policy on a biennial basis. Pending further discussion and legislative action provide direction to staff.

TO: Mayor & Council Members
FR: Larry DiRe, Town Manager
DT: December 20, 2021
RE: Permit Technician\Code Enforcement Function Staff Line

The recent retirement of the town staff member responsible for the plan review, permitting, and inspection functions, and the corresponding short-term contracting out of certain functions to a professional inspection service, acted as both a stop-gap measure to ensure continuity of service, but also a de facto forced prioritization of these functions. The opportunity to restructure and prioritize the entire approach (including outsourcing when appropriate) is at hand.

At the November 15, 2021 meeting staff provided four potential choices, each of which carrying organizational pros and cons to provide service functions. These choices were:

The first option – replace the open staff position with a replacement holding the same knowledge, skills, and abilities and credentials. This option continues the level of service responsibilities and keeps the staff position fully within the town employment chain of command for accountability. A decided weakness with this option is the totality of responsibilities is held by one individual and the town's ability to provide a range of services is subject to one individual's employment status. In other words, the incumbent will wear many hats, and when one hat walks out the door, they all do. On a practical level, recruiting and retaining such an individual will put the town squarely within the marketplace competition with firms the town is currently and potentially contracting for these services. **The second option** - Outsource all plan review, inspection and code enforcement functions to a professional firm. This option removes the recruitment and retention issues from providing the service. Also, the town is not responsible for employee overhead, professional development or certification. All of that falls on the contractor and a contract can be written to ensure that any contractor maintains that expertise in house. Outsourcing removes a level of quality control and accountability found with a staff member performing these functions. **The third option – Hybrid I** This option retains some of the knowledge, skill and ability skill set in house, while outsourcing others. Careful consideration will be required to determine the most important skill set to keep in house while parting with those of secondary importance, such as critical area manager. Accountability remains within the organization, while recruitment and retention are less stressed due to certain functions being done by an outside contractor. **The fourth option – Hybrid II** Outsource all plan review and inspection functions to an outside firm with the appropriate knowledge, skills, and abilities, and credentials while keeping permitting in house and some lower-level code enforcement functions performed by this staff line or a part-time seasonal employee (basically to watch the grass grow).

After discussion, the general consensus of the mayor and council members was to pursue the hybrid options and develop a job description for in-house staff functions, with a request for proposals for outsourced plan review and permitting contract services.

Staff determined the most appropriate in-house position would be a full-time building permit technician with part-time code enforcement duties. Permit technician is described as follows by one particular state professional association and affiliated with the International Code Council's certification process:

The Permit Technician Profession is often referred to as the "front counter staff". This position has varied job titles but generally is considered the first person the customer comes in contact with. Duties for this profession may include; answering building code and zoning questions, intake, coordination and issuance of construction and other related permits, some degree of construction plan review, records management and customer and staff support.

It is important to note that customer service plays an integral part of this position and because of that the permit technician position is required to be skilled in various customer service techniques in order to effectively represent his/her organization.

Training and education for this profession may include; a proficiency in construction terminology, understanding and interpretation a wide variety of construction drawings and other related documents, skills in applying code requirements to such construction materials and general to specific knowledge of building and other related codes and ordinances. The use of various technology dealing with permit tracking software and general office practices are also basic requirements of this position.

The Permit Technician position is a valuable member of the office team environment. By possessing a wide variety of knowledge in different areas this profession provides a resource for both customer and staff during the permit process.

The attached draft job description provides information on the necessary knowledge, skills, and abilities for this position. Depending on qualifications, staff proposes a hiring salary range of \$38,900 to \$42,500 annually, with benefits, and use of the town code enforcement vehicle for job-related duties. That will not be a take home vehicle for the incumbent.

After filling this position and successfully onboarding the selected candidate as a town employee, there is the opportunity to make necessary text amendments to the town code, including separating duties of "code" and "building" functions, revising the nuisance property section, and updating/reconciling all sections referencing COMAR and the state code.

Staff recommends the mayor and town council approve this position staff line and direct staff to advertise the position. The goal is to have the position filled by mid-February 2022. Pending mayor and council discussion, provide direction to staff.

GENERAL PURPOSE:

Reports directly to the Town Manager and works with firms providing the Town with contract services. The Permit Technician provides customer service to process permit applications, building inspections, rental licenses, and certificates of occupancy. The Permit Technician helps maintain building safety databases and property files.

ESSENTIAL DUTIES & RESPONSIBILITIES:

- Processes building permit and rental license applications
- Screens calls and refers questions to appropriate staff or department
- Records permit information into permitting software database and maintains electronic and hard file property information
- Assists customers with general instructions on using the Interactive Voice Recognition (IVR) system
- Processes payments and refund requests for department-related fees
- Updates property files
- Issues building permits for approved plans and certificates of occupancy for completed projects
- Informs project applicants of town requirements, processes, and deadlines from time of initial contact to completion of the project
- Serves as the first point of contact for customers to provide assistance with building permit policies and procedures
- Processes planning permits to include sign and use permits; receives applications and calculates fees
- Collaborates with the contract service providers to respond to permit inquiries and assesses appropriate project valuations and permit fee
- Provides coverage for the building department phone line and front counter
- Scans documents for storage in electronic database
- Orders and maintains office supplies
- Receives, sorts, and distributes internal and external mail
- Respects the needs and objectives of applicants while working with them to make changes in project applications in order to comply with building plans, policies, codes and criteria
- Conducts weekly drive through town assessments for property maintenance compliance and documents violations
- Performs other duties as assigned

MINIMUM QUALIFICATIONS:

High School diploma or GED and two years of administrative experience or two years of experience in the building construction industry required; experience in a municipal building department preferred. ICC Permit Technician certification preferred; certification required within two years of employment.

- Comprehensive knowledge of permitting policies and procedures
- General knowledge of building and property maintenance codes

- Ability to read, understand, and convey information to the general public concerning permitting procedures and policies
- Advanced skill in building permit software and word processing programs
- Basic mathematical skills to accurately calculate fees
- Ability to operate point of sale and credit card machines
- Ability to deal with difficult citizens using effective confrontational and problem solving skills
- Ability to organize tasks and working environment in order to maximize efficiency with attention to customer service

EQUIPMENT USED, WORK ENVIRONMENT AND PHYSICAL ACTIVITIES:

- **Driving:** Valid driver's license with safe driving record
- **Office equipment:** Daily use of a copier, register, scanner, and printer
- **Computer equipment:** Daily use of a personal computer, lap-top, Microsoft Word and Excel
- **Other equipment:** calculator
- **Language skills** Reads documents, instructions, and manuals; writes notes and correspondence using proper spelling, grammar, and style; presents information and responds to questions individually and in small groups.
- **Mathematical skills:** Performs basic mathematical calculations including percentage and ratios
- **Reasoning ability:** Identifies and solves practical problems with a variety of variables
- **Physical activities:** Sits for long periods of time; may walk, stand, bend, stoop, reach, climb, carry and lift for varying periods. Requires continuous and repetitive arm-hand-eye movement
- **Lifting:** May lift and carry up to 25 pounds
- **Vision and hearing:** Must have visual acuity to see and read paper and electronic documents; must be able to answer telephones, participate in conversation with others and respond to verbal inquiries
- **Exposure to environmental conditions:** Not applicable

Note: This job description is not intended to be an exhaustive list of all responsibilities and qualifications. Employees are accountable for all duties associated with this position.

TO: Mayor & Council Members
FR: Larry DiRe, Town Manager
DT: December 20, 2021
RE: Request for Qualifications for Professional Planning, Building and Inspection Services

Town staff wishes to advertise a request for qualifications for professional planning, building, and inspection services to ensure a competitive and public process as a good procurement practice. The attached document describes the submittal process, and scope of professional services required.

Pending additional discussion, staff recommends mayor and town council approve the request for qualifications and direct staff to advertise same.

REQUEST FOR QUALIFICATIONS
PLAN REVIEW, BUILDING PERMITTING, AND INSPECTION SERVICES

The Town of Federalsburg will accept sealed submittals from qualified firms interested in providing Plan Review, Building Permitting and Inspection Services and other related services until 2:00 p.m., local time, on Thursday, January 20, 2022. The successful firm shall be expected to expeditiously perform the necessary tasks included in the specifications and must have the capacity to handle multiple projects concurrently. The successful firm will provide services on an as needed basis throughout the term of this contract. The term for this contract will be for three (3) years with an option to renew for an additional two (2) years. Specifications may be obtained at the Town Hall located at 118 N. Main Street, Federalsburg, Maryland, telephone (410) 754-8173, or our website www.townoffederalsburg.org

Qualification packets must include six copies of the following information: the name and address of the firm; the names and qualifications of relevant staff members; examples of relevant experience dating back no more than three years; a current fee schedule for services; name and contact information for five current professional references; and proof of insurance. Packets may be submitted in person at the Town Hall, or via U. S. mail or courier service to:

Town of Federalsburg
PO Box 471
118 N. Main Street
Federalsburg, MD 21632

Sealed packages must be plainly marked, “**RFQ – PLAN REVIEW, BUILDING PERMITTING AND INSPECTION SERVICES - JANUARY 20, 2022**” along with the firm's name and address. Please review all documents pertaining to this request before submitting requested information.

The Town of Federalsburg reserves the right to reject any one or all proposals, or any part of any proposal, to waive any informality in any proposal, and to award a contract deemed to be in the best interest of the Town.

TOWN OF FEDERALSBURG
LAWRENCE DIRE
TOWN MANAGER

I. TERMS OF CONTRACT

- A. The term of this contract is three (3) years with an option to renew for an additional two (2) years.
- B. The Town may terminate this Agreement at any time for cause, and may terminate the Agreement with or without cause by giving at least thirty (30) days prior written notice. The Contractor may terminate this Agreement at any time by giving sixty (60) days prior written notice to the Town. In the event of termination by mutual agreement, the Contractor shall be compensated for services rendered.
- C. All property, finished and unfinished documents, data, studies and reports prepared by the Contractor become the Town's property in the event of termination.
- D. Contractor shall be deemed an independent contractor as to all work required and not an agent or servant in the employ of the Town. Contractor is, and shall at all times remain as to the Town, a wholly independent contractor. Contractor shall have no power to incur any debt, obligation, or liability on behalf of the Town or otherwise act on behalf of the Town as an agent.
- E. Contractor shall perform all work to the highest professional standards and in a manner reasonably satisfactory to the Town Manager or his designee. The Town Manager or his designee may from time to time assign additional or different tasks or services to the Contractor, provided such tasks are within the scope of services described in this document. However, no additional or different tasks or services will be performed by Contractor other than those specified or those so assigned in writing by the Town Manager or his designee.
- F. Contractor, in the course of its duties, may have access to confidential data of the Town, private individuals, or employees of the Town. Contractor covenants that all data, documents, discussion, or other information developed or received by Contractor or provided for performance of this Agreement are deemed confidential and shall not be disclosed without written authorization by the Town. The Town shall grant such authorization if disclosure is required by law. All Town data shall be returned to the Town upon termination of this Agreement. Contractor's covenant under this section shall survive the termination of this Agreement.
- G. All reports, documents, or other written material developed by Contractor in the performance of this Agreement shall be and remain the property of the Town without restriction or limitation upon its use or dissemination by the Town. Such material shall not be the subject of a copyright application by Contractor.

- H. Contractor covenants that it presently has no interest and shall not acquire any interest, direct or indirect, which may be affected by the services to be performed by Contractor under this Agreement, or which would conflict in any manner with the performance of its services hereunder. Contractor further covenants that, in performance of this Agreement, no person having any such interest shall be employed by it. Furthermore, Contractor shall avoid the appearance of having any interest which would conflict in any manner with their performance of services pursuant to this Agreement.
- I. Contractor covenants not to give or receive any compensation, monetary or otherwise, to or from the ultimate vendor(s) of services to the Town as a result of the performance of this Agreement, or the services that may be procured by the Town as a result of the recommendations made by Contractor. Contractor's covenant under this section shall survive the termination of this Agreement.
- J. Contractor represents that it has, or will secure at its' own expense, all personnel required to perform the services under this Agreement. All services required under this Agreement will be performed by Contractor or under its supervision, and all personnel engaged in the work shall be qualified to perform such services.
- K. Contractor reserves the right to determine the assignment of its own employees to the performance of Contractor's services under this Agreement, but the Town reserves the right, for good cause, to require Contractor to exclude any employee from performing services on the Town's premises.
- L. Contractor shall keep itself informed of State, Federal, and local laws, ordinances, codes, and regulations which in any manner affect those employed by it or in any way affect the performance of its service pursuant to this Agreement. Contractor shall at all times comply with such laws, ordinances, codes, and regulations. Without limiting the generality of the foregoing, if Contractor is an out-of-state corporation or LLC, it must be qualified or registered to do business in the State of Maryland. The Town, its officers, and employees shall not be liable at law or in equity occasioned by failure of Contractor to comply with this section.
- M. At all times during the term of this Agreement, Contractor shall have in full force and effect all licenses required of it by law for performance of the services hereunder.

II. SCOPE OF SERVICES

The scope of work to be performed by the awarded Contractor may consist of, but not be limited to the following:

1. Provide building code inspectors who conduct inspections of building construction, erection, repair, addition, or alteration projects that require permitting indicating compliance with building, plumbing, mechanical, electrical, gas, fire prevention, energy, accessibility, and other applicable construction codes as required by law. The inspections shall be for both work performed under Town issued permits and for non-permitted work/stop work order situations.
 - a. Firms must be able to provide the following categories of inspection services: building, commercial electrical, mechanical, plumbing, and property maintenance.
 - b. It is the responsibility of the building code inspector to conduct inspections of construction, alteration, repair, remodeling, or demolition of structures and the installation of building systems.
 - c. The Contractor shall provide appropriate personnel to perform the inspections and re-inspections within forty-eight (48) hours from the time an inspection is requested by a permit applicant.
2. Provide plan reviewers who are qualified to determine that plans submitted for purposes of obtaining building and other permits comply with the building, plumbing, mechanical, electrical, fire prevention, energy, accessibility, and other applicable construction codes.
3. Provide a certified building official who will be responsible for attesting to completion of permits, certificates of occupancy, final inspections, etc.
4. Work effectively and respectfully with Town staff.
5. Inter-agency coordination as needed.
6. Perform all other relevant assignments relating to Plan Review, Building Permitting and Inspection Services, as requested.
7. Maintain records in accordance with local, State, and Federal public records retention requirements.
8. Provide support to Code Enforcement.
9. Contractor shall provide all vehicles, clothing, inspection equipment, computers, cell phones, safety equipment, and other related materials necessary to perform the services. Inspectors must carry identification clearly showing they are Town authorized inspectors. The cost to provide these materials shall be incorporated into the proposed fee schedule amounts.