

**Mayor and Council of Federalsburg
Monday, February 7, 2022
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/87501039648?pwd=b1o2RnNTOE9odmNCSW1ZTG5EOHVxQT09>

**Meeting ID: 875 0103 9648
Passcode: ToFMeeting**

Agenda

- I. Call to Order**
- II. Welcome\ Pledge of Allegiance**
- III. Approval of Previous Month's Minutes**
- IV. Public Comment**
- V. AquaCon Request for Road Access off of the Frank Adams Industrial Way cul-de-sac**
- VI. ClearPoint Strategy Program Demonstration – Aman Kaur**
- VII. Request for Connection to Public Wastewater Utility – 616 Academy Avenue**
- VIII. Appointment of Councilman Ed Windsor to the Planning and Zoning Commission**

IX. 2021 State of the Town Annual Report

X. Mayor & Council Action Items

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

XI. 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
January 3, 2022 @ 6:00 pm**

The Mayor & Council of Federalsburg held their regular monthly meeting on Tuesday, January 3, 2022 at 6:00 pm, via Zoom due to the recent snow storm. 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.

Proclamation - Men for Change Mentoring Program

The Mayor and Council proclaimed January 2022 as National Mentoring Month. Angel Perez spoke about mentoring opportunities in the community and how residents can get involved.

Public Comments

There were none.

Approval of Previous Month's Minutes

Councilmember Sewell made a motion seconded by Councilmember Willoughby and unanimously passed by a vote of five to zero approving the previous months minutes as presented.

Revision to Town Policy of Employee Recovery of Unused Sick Leave

Town Manager DiRe presented revisions to the Town's current Unused Sick Leave Policy. The revisions apply to all employees separated from employment before December 31, 2021 and shall not apply to employees hired or rehired after January 1, 2022. The text revision states, "Unused sick leave benefits shall be forfeited and are not recoverable by the employee upon separation from employment by the Town, unless the employee has been employed for ten (10) or more years continuous prior to the date of separation.

ARPA/CSLFRF Drawdown - Choptank Community Health Request for Funding

At the November 1, 2021 monthly meeting, Ms. Sarah Rich, CEO of Choptank Community Health presented an update on the new Federalsburg Health Center facility being built adjacent to the Food Lion shopping center. Ms. Rich requested funding support in the amount of \$125,000 from the ARPA federal relief funds to assist in costs involved for connection to the towns water and sewer infrastructure systems for the new Choptank Medical facility.

Town Manager DiRe requested the Mayor & Council approve this request for funds from the ARPA monies in the amount of \$125,000.

Councilmember Phillips made a motion seconded by Councilmember Sewell and unanimously passed by a vote of five to zero approving the request from Choptank Community Health Systems for funding in the amount of \$125,000.

Qualifications of Firms to Provide Professional Engineering Services

The Mayor & Council advertised and requested bids for qualification for professional engineering services to ensure a competitive and public process as a good procurement practice. Five qualified firms submitted bids which were reviewed by the Mayor and Council. In-person or zoom interviews were scheduled with each of the firms, and three of the firms provided in-person presentations and answered questions from the Mayor and Council. After further review and discussion, the Mayor & Council independently scored and ranked the firm submittals and presentations.

Councilmember Sewell made a motion seconded by Councilmember Willoughby and unanimously passed by a vote of five to zero approving George, Miles & Buhr to provide qualified professional engineering services for the Town.

Request for Qualifications for Advanced Metering Infrastructure (AMI) Water Meter Replacement Update

At the September Mayor & Council work session, town staff presented a recommendation to advertise a request for qualifications for Advanced Metering Infrastructure (AMI) Water Meter Replacement to ensure a competitive and public process. Staff requested further direction from the Mayor and Council including additional steps to conclude this process. The Mayor and Council agreed to request that the firms be invited to a future work session for in-person or zoom presentations and discussion.

Interim Town Manager Designation Policy - Resolution 2022-01

Town Manager DiRe proposed and recommended adoption of a policy designating a qualified person as the interim town manager, to exercise all powers and perform the duties of the town manager, for a period of time and with compensation to be determined by the Mayor and Council as warranted by specific circumstances. If the position of town manager becomes vacant, or the individual holding that position becomes 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.

Councilmember Sewell made a motion seconded by Councilmember Willoughby and unanimously passed by a vote of five to zero approving Resolution 2022-01 designating an interim town manager as presented.

Mayor & Council Strategic Planning Session

The Mayor and Council agreed to meet on Saturday, January 29th to hold a strategic planning session. The time and agenda information will be posted on the Town website at a later date.

January 17 and February 21 Mayor and Council Meeting Dates

The Mayor and Council work sessions for January 17th and February 21st, fall on town observed holidays. It was agreed by the Mayor and Council to hold these meetings on January 18th and February 22nd at 6 pm.

The Mayor and Council extended their sincere thanks and appreciation to the Public Works and Police staff for their hard work during the snowstorm.

Adjournment

There being no further business, Councilmember Phillips made a motion seconded by Councilmember Windsor and unanimously passed by a vote of five to zero to adjourn the meeting at 6:48 pm.

Respectfully submitted,

Kristy L. Marshall
Clerk -Treasurer

TO: Mayor & Council Members
FR: Larry DiRe, Town Manager
DT: February 7, 2022
RE: ClearPoint Strategy Program Demonstration

Recognizing both the need for and value of strategic planning for the orderly prioritization of organizational resources, staff researched a number of strategic planning software systems. For several months staff has been in communication with ClearPoint Strategy, a recognized leader in the field, to see how best there is a fit with the town's strategic planning, public communication\engagement, and accountability goals. Staff included a modest sum of not to exceed \$44,000 of American Rescue Plan Act expenditure for such a software program. This was presented to the mayor and town council in the staff report for the January 29, 2022 strategic planning workshop. At that time the mayor and council members indicated a generally favorable interest and directed staff to arrange a demonstration. Staff contacted the ClearPoint Strategy representative about presenting a demonstration at a future public meeting and confirmed the February 7, 2022 date.

Pending additional discussion, provide direction to staff.

TO: Mayor & Council Members
FR: Larry DiRe, Town Manager
DT: February 7, 2022
RE: Request for Connection to Public Wastewater Utility – 616 Academy Avenue

A request for connection to the public wastewater utility was received by the town on January 21, 2022 (attached). The property owners making the request are current town water customers with a failing private sanitary system. The applicant is aware of the town fee for connecting to the system. If connected, the property owners shall comply with all town wastewater regulations, fees, and maintenance obligations.

Pending further discussion, provide direction to staff.

RECEIVED

JAN 21 2022

January 19, 2021

Mayor + Council of Federalsburg
118 N. Main St.
Federalsburg, MD 21632

Dear Mayor + Council;

We own property + home @
616 Academy Ave, which is
located out of town limits. We
do have town water. Our own
sewer system is failing and
we would like to be connected
to the town's sewer system.
We know there is a tap in
fee of \$2500. When we are
approved would like to meet
with town personnel to
navigate the best path forward.
Thank you for your support.

Respectfully,
Bill + Connie Blanchfield
5896 Jester Rd
Federalsburg, MD 21632

Home Phone ~~410 754 9233~~
Cell Phone ~~410 310 8490~~

TO: Mayor & Council Members
FR: Larry DiRe, Town Manager
DT: February 7, 2022
RE: Appointment of Councilman Ed Windsor to the Planning and Zoning Commission

The roles and responsibilities of the town boards and committees is a priority matter for this mayor and town council. There is a vacancy on the planning and zoning commission which can be filled by a town council member serving in an ex officio capacity. This was discussed by the mayor and town council members during the January 29, 2022 strategic planning workshop. At that time Councilman Windsor expressed his interest in being appointed to the commission as an ex officio member. There was agreement on this and the matter was moved to the next legislative meeting for action.

TO: Mayor & Council Members
FR: Larry DiRe, Town Manager
DT: February 7, 2022
RE: 2021 State of the Town Annual Report

Each year the town creates a budget which outlines town-wide financial data as line-item expenditures and revenues for the various departments and funds. While this document tracks activity at the dollar-level unit of documentation, the outcomes and ultimately effectiveness of these financial data are not documented nor reported out to residents and other interested parties. Additional reporting detailing the town's services, operations, events, activities, and strategic progress for each department currently is not done in a comprehensive and interrelated manner. At present the Federalsburg police department produces an annual report as a public document which tracks relevant statistics and puts the outcomes of those statistics into context with state-wide reports from other jurisdictions to determine the level of criminal activity in town and provide a comparison to other communities. Likewise, the town prepares and submits annual reports to meet financial management obligations, principally the annual financial audit, and to meet certain environmental quality reporting regulations. Reporting the progress of specific goals and projects is not done at the "across the organizational level." Producing and promoting an annual report is a one way to inform residents and other interested parties, of how the town, and each department, is performing with regard to established objectives and measures. Creating an annual town report highlights the organization's commitment to transparency, and helps town staff better monitor progress on goals and objectives beyond regulatory reporting. Staff recognizes that providing such information is important for facilitating communication pathways between government and all interested parties, and fulfilling the democratic goals of accountability and transparency in governance.

Later this month the town staff will prepare and present to the mayor and town council an annual report for calendar year 2021 as a state of the town, broadly defined. Features of the report will include:

- A letter from the mayor detailing high-level accomplishments and updates from the previous year.
- An overview of organizational vision, mission, and values that will help put the information into perspective.
- An organizational chart, which provides a visual representation of the municipality's governing and administrative structure.
- Noteworthy awards and recognitions given or received by town government or by any outside source.

- A departmental overview that details the different divisions of the department, the number of staff, and the main functions of department.
- Accomplishments and events to include any major or special undertakings over the past year.
- An on-going calendar of noteworthy events, including holiday and special events, major planned construction, or maintenance projects.
- A town council, boards, and committees meeting schedule, including digital access information and links to the town website.
- Departmental contact information.

The intention being this annual report grows to include important qualitative and quantitative data to show progress over time, with the current year serving as the baseline.

Provided for information only at this time.