

Mayor and Council of Federalsburg
Regular Monthly Meeting
September 7, 2021 @ 6:00 pm

The Mayor & Council of Federalsburg held their regular monthly meeting on Tuesday, September 7,, 2021 at 6:00 pm. Those in attendance were Mayor Abner and Councilmembers Sewell, Phillips, Morean, and Windsor. Staff and members of the public were present. Lyndsey Ryan was excused to due to a personal commitment.

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

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 Election Judges

Town Manager DiRe requested that the Mayor and Council approve the list of Election Judges for the upcoming 2021 Election. Those Judges are listed below:

Elaine Hubbard
Shirley Greene
Janie Eskow
Wendy Garner

Councilmember Phillips made a motion seconded by Councilmember Windsor and unanimously approved by a vote of five to zero to approve the Election Judges as listed above.

Capital Projects Update -

Town Manager DiRe reported on the following Capital Projects:

Chambers Park Log Cabin - This has been a summer-long project and many of the significant improvements have been completed. There are still some corrective measures that need to be finalized in the next few weeks.

Marina Park Bulkhead - After some negotiations, a revised contract in the amount of \$30,483 has been signed by the Mayor and sent to the contractor. Work should begin early to mid-October.

Marine Park Stormwater Management - Staff has an on-site visit with DNR staff on Tuesday, September 21st. While the bay saver sediment filtration system could not be funded by these grant funds from DNR, that equipment is an eligible expenditure under the American Rescue Plan Act funding. The bay saver equipment and installation should cost in the range of \$85,000.

Councilmember Phillips questioned if Public Works is currently maintaining the Bay Saver and why the Town would continue to pay if it's not property maintained. Larry DiRe will find out from Public Works.

Old Denton Rd Water Main - Financing for this project is under review by the Maryland Department of the Environment. Staff has a meeting with the MDE financial analysis group on Wednesday, September 8th.

Solar Panel Project - The project change orders for this project were submitted to MDE staff for review and approval. A representative from DP&L signed the interconnection agreement and returned it to the contractor. The agreement and a revised project budget were submitted to MDE staff for review and approval. The town staff, town engineer and project contractor are waiting for MDE disposition of these various submittals.

Councilmember Windsor questioned why the Solar Project has taken so long. Town Manager DiRe stated that there have been numerous issues with this project, but the main reason is because of the Interconnection Agreement with DP&L.

Councilmembers Morean and Phillips stated that the additional cost for the Interconnection Agreement, should be transferred onto Solar Lane and Rauch Inc. because they feel this is their responsibility.

ARPA/CSLFRF Drawdown

Town Manager DiRe reported that American Rescue Plan Act (ARPA) monies were signed into law by the President of the United States on March 11, 2021. One of the key provisions of the ARPA monies was support for units of local government impacted by the Coronavirus pandemic of 2020 and 2021. The Coronavirus State and Local Fiscal Recovery Funds language of ARPA cites the specifics for local units of government receiving funds from their respective states and uses for these funds. All funds must be spent or obligated by December 31, 2024. Funds cannot be used to offset a tax cut, or to pay for employee pension funds.

Some of the eligible expenditures that Mayor and Council have discussed and agreed to include:

\$131,085 - To the Federalsburg Fire Department with the recommendation of updating aging turnout gear and air packs as enhanced PPE for firefighters. This payment will be split between two years and as a subrecipient of federal funds, the Fire Department will need to document a competitive procurement process and provide the Town with complete purchase documentation for auditing purposes.

\$39,325 - For information technology upgrades to allow remote work and contactless processes and transactions.

\$39,325 - For enhanced operation observation and security camera upgrades for water and sewer facilities.

Councilmember Windsor questioned if we are still waiting on word if the trash truck is an eligible expenditure. Town Manager DiRe stated that we are still waiting on a final answer.

Councilmember Sewell questioned if the Fire Department will do their own procurement process and purchase documentation.

Mayor Abner questioned if as part of the IT Upgrades, if the cameras in Chambers Park could be upgraded or additional cameras added if needed. The Chief and Town Manager are looking into this.

Councilmember Sewell made a motion seconded by Councilmember Windsor and unanimously approved by a vote of five to zero to approve \$209,735 in drawdowns from the ARPA funds.

Water Meter Upgrade Presentation Follow-up

Town Manager DiRe reported that a special work session was held for a presentation by SUEZ to gain information about the potential for an advanced metering infrastructure process in town as part of a general upgrade of the water utility system. Town Manager DiRe shared the handout that SUEZ shared and pointed out that capital infrastructure improvements in water, wastewater, and broadband services are explicitly cited as eligible use expenditures.

Mayor Abner expressed some questions about the auto shut-off valve option and the feasibility for remote shutoffs. Councilmember Phillips explained to the audience about the remote water meter project and stated that more information would be available soon.

Councilmember Windsor made a motion seconded by Councilmember Sewell and unanimously approved by a vote of five to zero to allow Town Manager DiRe to proceed with obtaining bids from other agencies for the advanced metering infrastructure.

Public Comments -

Jim Thomas - 319 S University Avenue - Mr. Thomas asked about the pending Fish Farm. He has concerns that they will be pumping waste back into town's system. Mr. Thomas was advised that the Aquacon complex has its own filtration system and would only discharge to the Town in emergency situations into specific holding tanks.

Mayor & Council Action Items

Councilmember Windsor - Reported a dead tree between curb and gutter on South Main Street on the left side.

Councilmember Sewell - Welcome guests present. Councilmember Sewell also commended the Public Works Department on the preparation and cleanup from Tropical Storm Ida. She also stated that the Chambers Park Log Cabin also really looks great. Councilmember Sewell reported the following upcoming events:

Friday 9/24 - Lions Club Sandwich Sale at the FVFC from 10 am until sold out

Saturday - 9/25 - YMCA & Lions Club Movie Night at Chambers Park at 7 pm - Free Event - Snacks Available

Councilmember Phillips - Councilmember Phillips expressed his thanks to others members running for open seats in the upcoming Election.

Councilmember Morean - Saturday 10/9 - FVFC Chicken BBQ 10 am til sold out - Councilmember Morean reported that this will be the last one of the year.

Mayor Abner - Thanked the town staff for keeping up with Tropical Storm Ida. She also questioned about the fire siren warnings and getting that information out to the residents, so they know what the different sirens mean. Councilmember Morean stated that someone he knew recently posted that info on FaceBook and he would try to obtain it and share it.

Adjournment

There being no further business, Councilmember Sewell made a motion seconded by Councilmember Phillips and unanimously passed by a vote of five to zero to adjourn at 6:50 pm

Respectfully submitted,

Kristy L. Marshall

Clerk - Treasurer

October 1, 2007

It is the policy of the Mayor and Council of Federalsburg to establish guidelines for the annual observance of Halloween in the town of Federalsburg, to insure the safety of the children and protect the community from criminal conduct .

- Trick or Treating will be observed from 6:00 p.m. to 7:30 p.m.
- Trick or Treaters must be 12 years of age or under .
- On those occasions when Halloween falls on a Sunday, Trick or Treat will be advertised and observed on Saturday , October 30th .
- Trick or Treaters are encouraged to carry a working flashlight, and wear costumes that will be visible to motor vehicle traffic.
- All children should be accompanied by an adult.
- Residents participating in treating are encouraged to display outside lighting as a way of acknowledging participation.
- Trick or Treaters are asked not to frequent residences that do not display outside lighting.
- Youth that are identified as older than 12 years of age, will be encouraged to discontinue trick or treating.
- Youth identified as being unruly will be dealt with according to the law.
- The town ask parents to be responsible, and assist the police in making trick or treating a safe and fun activity for everyone. If your child is beyond the age for this activity, please do not allow them to participate .
- Notify residents of our policy by utilizing the media, and the website.
- Maintain full police coverage, with high visibility patrols .

TO: Mayor & Council Members
FR: Larry DiRe, Town Manager
DT: October 4, 2021
RE: ARPA\CSLFRF drawdown – information technology upgrades, air purification equipment, and town staff premium pay

The American Rescue Plan Act (ARPA) was signed into law by the president of the United States on March 11, 2021. One of the key provisions of ARPA was support for units of local government impacted by the coronavirus pandemic of 2020 and 2021. The Coronavirus State and Local Fiscal Recovery Funds (CSLFRF) language of ARPA cites the specifics for local units of government receiving funds from their respective states and uses for these funds. All funds must be spent or obligated by December 31, 2024. Funds cannot be used to offset a tax cut, or to pay for employee pension funds.

Staff is proposing a drawdown of \$13,100 (representing 0.5% of the town's total allocation) for air purification equipment and information technology upgrades to allow remote access to public meetings and for utility billing processes, and enhanced indoor air quality upgrades for town facilities. Given the relatively small expenditures and flexible nature of these eligible uses staff is proposing procurement and payment anytime from October 2021 through June 30, 2022.

Premium pay for essential town staff was discussed during the September 20, 2021 mayor and town council work session and consensus was reached that a figure of \$1,500 per employee would be appropriate. The September 23, 2021 payday was the closest to that meeting date and as of that payday payroll the town had twenty-two full-time employees. Throughout the duration of the pandemic all town staff were classified as essential workers. Staff is proposing a drawdown in the sum of \$33,000 for premium pay. These expenditures must be documented for auditing purposes and shown as either fiscal year budget amendments for the current year or included in the budgeting process for upcoming fiscal years. These expenditures and obligations total \$46,100, or 1.76% of the town's total allocation. Added to the approved drawdown of \$209,735 for donation to the Federalsburg Volunteer Fire Company and information technology upgrades, and \$13,670 to replace property inspection revenue lost due to the pandemic and state of emergency in effect, to date the total proposed and approved drawdowns total \$269,505, or 10.28% of the town's total allocation.

Staff recommends approval of a drawdown of \$46,100 as expenditures and obligations from the ARPA\CSLFRF to the town treasury for the eligible use expenditures cited above.

TO: Mayor & Council Members
FR: Larry DiRe, Town Manager
DT: October 4, 2021
RE: Request for Qualifications for Professional Engineering Services Update

At the August 16, 2021 town staff brought forth a recommendation to advertise a request for qualifications for professional engineering services to ensure a competitive and public process as a good procurement practice. At that time such recommendation was approved and staff followed up with a public notice citing a September 22, 2021 due date. The town received qualification packets from four qualified firms. Those packets were distributed to the mayor and town council. Staff suggests additional procedural steps to conclude this process. Such steps include, but are limited to, bringing this discussion to a future work session, and scheduling in-person or video conferencing firm presentations at a future public meeting.

Pending additional discussion, staff recommends mayor and town council provide direction to staff for next procedural steps in this process.

TO: Mayor & Council Members
FR: Larry DiRe, Town Manager
DT: October 4, 2021
RE: University Avenue Speed Control Measures

Over time residents have reported concerns over speeding at certain locations around town. University Avenue is one of those locations most frequently cited. University Avenue is a wide, straight local road characterized by a mix of residential, commercial, and institutional uses. Signage and marked crosswalks aiding pedestrian safety are found at the intersection of University and Academy, but are absent at other intersections along the length of University Avenue. Grade-level physical barriers, commonly known as speed bumps or speed humps, are frequently considered and used for the purpose of slowing traffic speed and providing additional pedestrian and non-motor vehicle safety. A comprehensive approach, with overlapping efforts such as signage, public information, and visible police presence, should be considered to enhance the physical barriers posed by the speed bumps. A basic review of available speed bump equipment shows a wide variety of product types. Depending on scale of application and overall product quality, the purchase and installation of speed bumps should not exceed several thousand dollars. Product standards should be as follows:

- Heavy duty quality to absorb weight of truck traffic on that street
- Ten (10) to twelve (12) inches wide with height of two (2) inches at center
- Minimum of six (6) feet in length
- Black and yellow, or otherwise striped\marked for enhanced visibility

Pending additional discussion, staff recommends mayor and town council provide direction to staff.