

Mayor and Council of Federalsburg
Regular Monthly Meeting
May 4, 2020 @ 6:00 pm

The Mayor & Council of Federalsburg held their regular monthly meeting on Monday, May 4, 2020 at 6:00 pm. Those in attendance were Mayor Abner and Councilmembers Phillips, Morean, Windsor and Sewell. Also in attendance were Lyndsey Ryan, Town Attorney, staff, citizens and media. This meeting was held via Zoom, due to the nationwide coronavirus and Governor Larry Hogan declaring a Stay-At-Home Order.

Call to Order

Mayor Abner called the regular monthly meeting to order at 6:02 pm and welcomed all guests present for the video/call meeting.

Public Hearing - Ordinance No. 2020-01

Mayor Abner introduced Ordinance No. 2020-01 which permits the Mayor and Council to sell Lot 2 in the Industrial Park and authorizes the Mayor to execute all documents necessary to convey title to the property. The Mayor and Council agreed to table discussion on this Ordinance based on an easement and right-of-way issue with the property. Lyndsey Ryan, Town Attorney suggested that the hearing be postponed until May 18th, 2020, in order to resolve issues regarding an easement and right-of-way with Delmarva Power and Choptank Electric on the property that must be resolved prior to the sale.

Approval of Previous Month's Minutes

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

Solar Project - Lyndsey Ryan and Bob Rauch

Mrs. Lyndsey Ryan stated that as part of the Solar Project, the Town is required to have construction management and inspection services for the project. For the construction management and inspection services to be covered by the grant, the Town needs to competitively bid out the service. Mrs. Ryan has discussed this with Mr. Rauch and his firm does intend to respond to the bid, therefore, they cannot draft the Request for Proposals. After brief discussion, Councilmember Morean made a motion seconded by Councilmember Windsor and unanimously passed by a vote of five to zero to allow Lyndsey Ryan to prepare the RFP for Construction Management and Inspection services.

Mrs. Ryan also stated that MDE has approved the award for construction for both the Solar panels and with Civil Site Work to Solar Lane on March 4, 2020. Once MDE's official approval is received, the Town can issue the Notice of Award to Solar Lane. Councilmember Morean made a motion seconded by Councilmember Windsor to approve the subsequent contract with Solar Lane contingent upon Mrs. Ryan's review and approval.

Old Denton Road Project - Lyndsey Ryan and Bob Rauch

Mrs. Ryan reported that MDE is also requiring the construction management and inspection services, which includes an engineer to inspect and manage the project construction. This work must go out to bid in order for MDE to cover the expense. The Town received a \$100,000 grant from Rural Maryland Commission for this project. The Mayor and Council are using about \$30,000 of that \$100,000 to cover the PER costs and the design costs by Rauch, Inc. Bob estimates that the construction management costs will be roughly \$13,000. Bob has suggested that the Town not put these services out to bid and allow Rauch, Inc. to provide the services and cover it with the RMC funds. There appears to be adequate funds available to do this; however, there is some risk if the Town does not competitively bid the services out. Councilmember Phillips made a motion seconded by Councilmember Morean and unanimously passed by a vote of five to zero to allow Mrs. Ryan to prepare the CMI and RFP and advertise the project services.

Resolution 2020-01

A Resolution of the Mayor and Council of Federalsburg to revise Section 4.1 of the Federalsburg Employee Manual. Resolution 2020-01 revises the Employee Manual to permit the Mayor and Council to grant cost of living increases to full-time employees at any time during the fiscal year. The Employee Manual currently permits the Mayor and Council to grant cost of living invoices to full-time employees on July 1st of each year. With the unforeseen budget due to the COVID--19 pandemic, the cost of living adjustment is not included in the budget for this fiscal year. However, the Mayor and Council intend to approve cost of living adjustments for full-time employees later during the fiscal year if the budget permits.

Councilmember Sewell made a motion seconded by Councilmember Phillips and unanimously passed by a vote of five to zero to approve Resolution No. 2020-01, which revises the Employee Manual to permit the Mayor and Council to grant cost of living increases to full-time employees at any time during the fiscal year.

Mayor & Council Action Items

Councilmember Windsor - reported that the Church of the Nazarene on Houston Branch Road, appears to still be conducting Church Services with more than 10 people present. Mayor Abner and Town Manager DiRe stated that they would mention this at the weekly conference call with Caroline County.

Councilmember Sewell - reported that she would have the flyer complete soon, promoting Extra Garbage Collection and encouraging yard cleanup on May 19th.

Councilmember Phillips - Nothing at this time.

Councilmember Morean - questioned Chief McDermott regarding the setback requirements for vehicles parked near a Stop sign. Councilmember Morean stated that there are several vehicles parking on Holt Street and Academy Avenue which would prohibit fire/emergency equipment turning onto Holt Street. He stated that he would like to see a setback of 100 feet from the Stop sign put into place. Chief McDermott stated that the current law states 20 feet from a Stop sign. There was discussion of prohibiting parking on one side of the street, and on Academy Avenue from South Main Street to Holt Street.

Councilmember Morean also stated that he had concerns regarding unhitched trailers being left on the streets in various locations around town. Mrs. Ryan stated that she would gather similar information from neighboring towns for the Mayor and Council to review.

Councilmember Morean also asked about the status of the squatter found on town property. Town Manager DiRe and Chief McDermott reported that the persons belongings were found on town property but the person has not been located at this time. It was suggested to refer the person to His Hope Ministries for assistance when located.

Councilmember Morean reported that the Fire County Chicken BBQ would be held on May 9th from 10 am until sold out.

Mayor Abner - reported that the Lions Club event Night at the Races has been postponed. They hope to schedule in the fall in conjunction with Preakness. Details will be posted once available.

Adjournment

There being no further business, Councilmember Morean made a motion seconded by Councilmember Sewell and unanimously passed by a vote of five to zero to adjourn the meeting at 7:02 pm.

Respectfully submitted,

Kristy L. Marshall
Clerk-Treasurer