

**Mayor and Council Regular Monthly Meeting**  
**Monday, December 7, 2015 @ 6:00 P.M.**

The Mayor and Council of Federalsburg held their Regular Monthly Meeting on Monday, December 7, 2015 @ 6:00 p.m. in the Mayor and Council Meeting Room, 118 North Main Street, Federalsburg, MD 21632. Those in attendance were Mayor Planner and Councilmembers Windsor, Bollinger, Phillips, and Morean. Also in attendance was Brynja Booth, Town Attorney, staff, citizens, and media.

The meeting was called to order by Mayor Planner who welcomed everyone and led the group in reciting the Pledge of Allegiance.

**Announcement of Closed Meeting**

Mayor Planner announced the Mayor and Council held a Closed Meeting on Monday, December 7, 2015 from 5:00 p.m. to 5:55 p.m. to discuss a Personnel and Real Estate Matter with the Town Attorney Brynja Booth.

**Historical Moment – Federalsburg Historical Society Member – Mrs. Donna Glime**

Mrs. Donna Glime gave a brief Historical Moment about the carvings by John Rosser. Some of the carvings can still be found on Academy Avenue and Federalsburg VFW Road.

**GUESTS**

**Danny Phillips – Boy Scout Troop 137 – Report 100 Year Anniversary Celebration**

Danny Phillips was present to advise that on March 1<sup>st</sup> 2016, Boy Scout Troup 137 will be celebrating 100 years. Members of Boy Scout Troup 137 were in attendance of the meeting as part of a requirement for their merit badge.

For their 100<sup>th</sup> year anniversary they want to host a camp out along the Marshyhope Creek, on the property behind Union United Methodist Church down to Zion United Methodist Church. Troops from Kent Island to Vienna would be invited to attend. They anticipate 300 to 350 youth and adults for the 100<sup>th</sup> Anniversary Celebration. They want to include various activities and an open camp fire, if allowed under the town ordinances. The 100<sup>th</sup> Anniversary Celebration would be held on March 3<sup>rd</sup>, 4<sup>th</sup>, & 5<sup>th</sup>, 2016. Mr. Phillips advised that Delmarva Council is already on board and they would bring in their resources to assist with this celebration. The check in for the event would be Friday, March 3, 2016 from 6 p.m. to 8 p.m. They are still in the planning stages, but they are planning to have them do their own cooking on Coleman stoves. On Saturday, March 4, 2016 they would have a bon fire and recognition ceremony of the troops that would be in attendance. The event would also be open to the town.

The Mayor and Council were in support of this event and would check with the code enforcement officer in regard to the bon fire and cooking using the Coleman stoves since the event will be held in the flood way.

**Jeanne Trice – Federalsburg Library**

**Discover Books Recycling Bin**

Jeanne Trice, Librarian of the Caroline County Federalsburg Branch Library, was present to request approval from the Mayor and Council to place a Discover Books recycling bin in the municipal parking lot, located off of Morris Avenue near the existing recycling bins.

A motion by Councilmember Windsor seconded by Councilmember Bollinger and passed by a vote of five to zero giving approval to the Caroline County Library Federalsburg Branch to place a “Discover Books recycling bin in the municipal parking lot located off of Morris Avenue near the existing recycling bins as requested by Jeanne Trice, Librarian.

**OLD BUSINESS**

**Camera Pole Approval – Academy Avenue – Chief Nagel**

Chief Nagel advised the Mayor and Council that he has learned there was tank at Brownie's years ago that was capped off and cemented and there was no oil in the tank. The contractor advised him that he may have to move the base of the pole over but he will do his best to stay with the cost estimate submitted in the amount of \$1250.00.

A motion by Councilmember Morean seconded by Councilmember Bollinger and passed by a vote of five to zero giving Chief Nagel permission to have the camera pole replaced located at 220 South Main Street, on the property owned by Brownie’s Tire Center, in the amount of \$1,250.00.

**Small Business Loan Decision – Federal Brewery**

Federal Brewing Company has requested a Small Business Loan in the amount of \$58,750.00 to assist with their business located at 201 South Main Street. Mayor Planner asked if there were any final questions before calling for a motion.

Councilmember Phillips thanked Ms. Galbraith for presenting a very impressive loan package. He asked some questions in regard to the business plan that was presented. She said that the monies from the Small Business Loan Program would be used for plumbing and electric. Plumbing is the majority of what is needed to get the project moving. Ms. Galbraith was asked if she had any concerns with the town requiring a security agreement on the equipment to secure the loan and she did not. The Council reviewed the list of equipment furnished, as well as the value of the equipment. Councilmember Phillips

asked Ms. Galbraith if all of the equipment listed in the business plan had already been purchased and if there was any indebtedness associated with it. Ms. Galbraith stated that she had purchased the equipment and that there were no liens or debts on the collateral. Councilmember Phillips also asked if Ms. Galbraith was willing to give a personal guarantee. Ms. Galbraith stated that she would guarantee the loan.

After some discussion among the Council, Councilmember Phillips stated that he was comfortable with the loan with the security in the equipment since the value of the equipment exceeded the amount of the loan, and since Ms. Galbraith would be providing a personal guaranty. A motion by Councilmember Phillips seconded by Councilmember Bollinger and passed by a vote of five to zero approving a Small Business Loan to Ms. Gayle Galbraith in the amount of \$58,750.00 for the Federal Brewing Company with two conditions: (1) The equipment listed in the business plan would be used as collateral on the loan; (2) Ms. Galbraith would provide a personal guaranty.

### **PROJECT Updates – Happy Mayer**

#### **Murals**

George Mayor, Grants/Main Street Administrator advised that all the murals have been installed on the town hall wall. The next sign will be installed on the Exeter Building.

### **Safe Routes to School Sidewalk Projects (University Avenue & Brooklyn Avenue)**

#### **Federalburg Elementary School Sidewalk Project**

Happy Mayer reported that currently he is working with State Highway Administration to prepare the bid paperwork for the project. The town along with SHA should be able to award the project in early spring 2016.

#### **Brooklyn Avenue Sidewalk Project**

Mr. Mayer reported the application for this project was submitted in the fall of 2015. SHA budget has just been funded for 2016 and hopefully the town will have a successful notification of award for this worthwhile project. The Brooklyn project was submitted in the fall of 2013 and funding was just awarded to the agency with hopes to award in the next couple of months.

#### **Federalburg Historic District Project**

George Mayer, Grants and Main Street Administrator advised that the town should be contacted by the Federal Government in the early part of 2016 advising whether or not the town has been designated as a Historic District on the Federal Registry and announcement should also include whether or not the log cabin has been designated as a Historical Site on the Federal Registry.

### **Federalsburg Façade Grant Program**

George Mayer, Grants and Main Street Administrator, submitted a grant application package for the Federalsburg Façade Program for review by the Mayor and Council. Once reviewed by the Mayor and Council then it can be given to applicants who are interested in the program.

### **Update on Website Design Proposals**

Happy Mayer reported that he has received the Website Design RFP and it is being reviewed by Councilmember Bollinger and copies were given to the Mayor and Council for their review and comment. The cost for this project will be part of the Fiscal Year 2016-2017 Budget discussions.

### **Enterprise Zone & Kraft Foods**

Mr. George Mayer advised the Mayor and Council that Ms. Angela Visintainer, Caroline County EDC, would be in attendance at the Mayor and Council Regular Monthly Meeting on January 4, 2015 to update the Mayor and Council on the Enterprise Zone and Kraft Foods.

### **Federalsburg Business and Civic Association – Upcoming Meeting**

The Federalsburg Business and Civic Association will hold their quarterly meeting on Wednesday, December 16, 2015 at 12 Noon at the Federalsburg Historical Museum. The Guest Speaker will be Mr. Chris Jakubiak, who will present the Federalsburg Sustainable Grant Program. The cost is \$12.00 per person.

### **NEW BUSINESS**

None

### **COMMITTEE REPORTS**

#### **Federalsburg Historical Society**

Mrs. Donna Glime, President of the Federalsburg Historical Society, reported the following:

- The Federalsburg Historical Society members are busy preparing for Christmas. They will host Mr. & Mrs. Santa Claus after the Annual Federalsburg Christmas Parade on Monday, December 14, 2015 at 6 p.m.

#### **Federalsburg Volunteer Fire Department**

None

### Federalburg Lion's Club

Councilmember David Morean reported the following for the Federalburg Lion's Club activities:

- The Lion's Club sponsored the Lighting of Christmas Tree at the triangle located at the intersection of West Central Avenue and Park Lane. There approximately 200 people that attended the tree lighting. The lighting of the Christmas Tree will be a yearly event, which will be the kick off for the Christmas Holiday Season.
- Upcoming Events – Federalburg Annual Christmas Parade will be held on Monday, December 14, 2015 at 7:00 p.m.
- Councilmember Morean on behalf of the members of the Federalburg Lion's Club thanked everyone for their support on all the events they have sponsored in 2015 which help to pay for the decorations. He thanked everyone who purchased a Christmas Ornaments for the Tree in the triangle. They sold 925 ornaments.

### APPROVAL OF MINUTES

A motion by Councilmember Windsor seconded by Councilmember Morean and passed by a vote of five to zero approving the minutes of the previous meeting.

### PUBLIC COMMENTS

Mrs. Donna Glime thanked the Federalburg Lions Club for doing a wonderful job with the Christmas lights and decorations for the town. She said the Christmas Tree and decorations in the triangle looked very nice.

#### Amy Znaniec

Mrs. Znaniec asked when the lighting on the East Central Avenue Bridge would be completed. She was advised that this is under contract by SHA to begin work in the spring. SHA has separate contracts for the lighting and the road and bridge work.

Mrs. Znaniec said that when she walks around town it is difficult for her because a lot of the sidewalks are in poor condition. Some sidewalks are non-existent. She recommended a plan of action be put in place for the replacement of the sidewalks and curbs within the municipal limits of town. Steve Dyott, Public Works Director, will be asked to take a sidewalk inventory the Mayor and Council can look at each year to see if it is a project they can tackle each year.

**Wendy Znaniec**

Mrs. Wendy Znaniec asked for an update on the open town manager position. She was advised that the vacancy has not been filled to date and to be patient with the Mayor and Council.

Mrs. Znaniec also asked how she could obtain a copy of the town's operating budget. She was advised by the town attorney that she could request a written request from town clerk.

Mrs. Znaniec asked if the Strategic Development Plan has been approved by the Mayor and Council to date. She was advised that the Mayor and Council have not approved the plan to date.

**MAYOR & COUNCIL ACTION ITEMS**

**Councilmember Windsor**

Councilmember Windsor said that had an opportunity to visit the new restaurant at 115-117 North Main Street (The Smoking Grill) and he said the food was "awesome".

**Councilmember Bollinger**

None

**Councilmember Phillips**

Councilmember Phillips thanked the Lion's Club members for the tremendous amount of hard work that the group put into the Christmas Decorations and all the other activities that they lend their support to during the year. Councilmember Phillips said that they need more recognition that what they have been getting and all their work is greatly appreciated.

**Councilmember Morean**

None

**Mayor Planner**

Mayor Planner said that he attended the last home open house at the Lake Creek Court Development on Saturday, December 5, 2015 at 2 p.m. at the home of Ms. Margaret Lake.

Mayor Planner thanked the Lion's Club members for a job well done and invited new members to join the organization.

Mayor Planner said that he ate at the Smoking Grill and the food was good. The Smoking Grill is the new business located at 115-117 North Main Street.

**Closed Session**

A motion by Councilmember Bollinger seconded by Councilmember Phillips and passed by a vote of five to zero to adjourn into Closed Session to discuss a Personnel and Legal Matter with the town attorney.

**Adjournment**

A motion by Councilmember Bollinger seconded by Councilmember Windsor and passed by a vote of five to zero to adjourn the Regular Monthly Meeting at 7:02 p.m.

**Closed Session ended at 7:31 p.m.**

A motion by Councilmember Bollinger seconded by Councilmember Windsor and passed by a vote of five to zero to reconvene the Regular Monthly Meeting at 7:31 p.m.

**Water and Sewer Bill Adjustment**

**608 Liberty Road**

The water meter at 608 Liberty Road showed usage of 489,000 gallons, however, there were no leaks at the property. Public Works pulled the meter and checked it and found no problems with it. The average usage on this account is 15,000 gallons and the property owner is requesting a credit on the account.

A motion by Councilmember Bollinger seconded by Councilmember Windsor and passed by a vote of five to zero to grant a credit based on the average usage of this account.

**Adjournment**

A motion by Councilmember Bollinger seconded by Councilmember Morean and duly passed by a vote of five to zero to adjourn the meeting at 7:35 p.m.

Submitted by,

*Shirley A. Greene*

Shirley A. Greene  
Clerk-Treasurer