

Mayor and Council Regular Monthly Meeting
Monday, January 4, 2016 @ 6:00 P.M.

The Mayor and Council of Federalsburg held their regular monthly meeting on Monday, January 4, 2016 @ 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 stated that he wanted to note that after the last Mayor and Council meeting on December 7th, the Mayor and Council convened into a closed session to obtain legal advice and to discuss a personnel matter. Persons present were the members of the Council, Brynja Booth, Shirley Greene and Kristy Marshall. The meeting began at 7:07 p.m. and concluded at 7:30 p.m. A written statement setting forth the vote of the Council and the topics that were discussed will be filed within the minutes of the Mayor and Council meeting. In connection with that last meeting, the Mayor and Council discussed some personnel matters and some proposed staff appointments, which will be made later on the agenda this evening.

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

Mrs. Donna Glime gave a brief Historical Moment on the 313 bridge. The bridge was built from Denton and 404 to Federalsburg because of all the heavy traffic and because of the trucking companies' heavy trucks going over the bridge toward Liberty Road.

GUESTS

Angela Visintainer – Update EDC Projects for Federalsburg

Angela Visintainer presented the One-Year Action Plan for FY2017. She gave updates on the Enterprise Zone, Direct Assistance to small businesses, provide a high standard of economic development services to all businesses, FY2017 Priorities & Action Plan, Business Attraction & Marketing, Small Business Assistance, Education & Workforce Training Programs. She also presented a budget request for FY2017 in the amount of \$12,000, which is less than FY2016.

Ms. Visintainer also gave an update on the Enterprise Zone. There is a lot up in the air right now because there could be a change in the legislature that could assist small businesses even more.

Ms. Visintainer also said that they are working on a New Branding and are currently doing a survey. She said that she has received every little input from Federalsburg and asked if the Mayor and Council could get the word out about the survey.

OLD BUSINESS

Schedule January Workshop – Monday, January 25th, 2016 or Tuesday, January 19th, 2016

Due to the MLK, Jr. holiday on Monday, January 18th, the Mayor and Council will need to reschedule the January Workshop/Special Session. The Mayor and Council scheduled the Special Meeting/Workshop for Tuesday, January 19, 2016 at 6:00 p.m. in the Mayor and Council Meeting Room, 118 North Main Street, Federalsburg, MD.

Update – Safe Routes Sidewalk Program

Happy Mayer, Main Street/Grants Administrator advised the Mayor and Council of the following:

University Avenue Safe Routes Project – Happy Mayer is working on the bid documents for this project. This is a 100% grant to the town. He is currently working with Brian North, from the Caroline County Department of Public Works who has done this program before.

Brooklyn Avenue Safe Routes Project – Happy Mayer advised that the town has received notification that the town has been awarded a grant in the amount of \$40,000.00 toward this project. The town has not received an official grant agreement to date so that they can move forward.

Update - Medical Cannabis – Brynja Booth

Brynja Booth, Town Attorney reported that the timeline for the approval of the Medical Cannabis by the State has been pushed back to the Summer of 2016 due to the numerous amount of applications that were received for processing and dispensary. The state will be breaking the process into different phases and the issuing stage 1 will be decided by the Summer of 2016. The dispensary will be announced at a separate date.

Update - Façade Program

The Mayor and Council of Federalsburg will do the final review of the Façade Program at the January 19th Special Meeting Workshop.

Personnel Manual

The Mayor and Council will finalize the review of the draft personnel manual at the Tuesday, January 19th Special Meeting/Workshop. The plan is to finalize the draft for presentation at the February 1st regular monthly meeting with passage at the March meeting.

Strategic Plan Approval Update

Happy Mayer, Grants/Main Street Administrator advised that Mr. Chris Jakubiak would be present at the January 19th Special Meeting/Workshop to discuss the final draft of the Town of Federalsburg's Strategic Plan "*Celebrating its Place in the World Economy*".

Status of Federal Brewing Company – Brynja Booth

Brynja Booth, Town Attorney, advised that the small business loan for the Federal Brewing Company was closed during the month of December and the check has been issued, and everything went smoothly.

NEW BUSINESS

Appointments

Mayor Planner made a recommendation for the following appointments:

Town Manager – Shirley A. Greene
Clerk-Treasurer – Kristy L. Marshall
Deputy Clerk – Melissa Hrobar

A motion by Councilmember Bollinger seconded by Councilmember Windsor and passed by a unanimous vote of five to zero appointing Shirley A. Greene as Town Manager.

A motion by Councilmember Bollinger seconded by Councilmember Windsor and passed by a unanimous vote of five to zero appointing Kristy L. Marshall, Clerk-Treasurer.

A motion by Councilmember Windsor seconded by Councilmember Bollinger and unanimously passed by a vote of five to zero appointing Melissa Hrobar, Deputy Clerk.

COMMITTEE REPORTS

Federalsburg Historical Society

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

- The Federalsburg Historical Society had another successful Christmas program at the Historical Museum. They will soon begin to dismantle the Christmas trees and all the decorations. A new calendar of events for 2016 will be forthcoming.

Federalsburg Volunteer Fire Department

None

Federalsburg Lion's Club

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

- The Lion's Club will begin taking down the Christmas decorations next weekend.

APPROVAL OF MINUTES

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

PUBLIC COMMENTS

Amy Znaniec

Mrs. Znaniec advised that there was no notification that the Special Meeting/ Workshop that was scheduled for Monday, December 22, 2015 had been cancelled. She said that she was at the meeting and there was no one present nor was there any notification on the door. Mrs. Znaniec was advised that it was an oversight and it was cancelled at the last minute because there was no business to discuss. In the future, the staff will make every attempt to put a notice on the town sign or door.

MAYOR & COUNCIL ACTION ITEMS

Councilmember Windsor

Councilmember Windsor said that regarding the embankment project, some of the logs have floated away or come loose at the embankment across from the Federalsburg VFW. Councilmember Windsor was advised that the staff was aware of this concern and have notified the engineer, the inspectors, and the contractor who did the project and are setting up a meeting to look at the site at low tide to determine whether or not it is a defect of the construction or the way it was engineered.

Councilmember Bollinger

None

Councilmember Phillips

Councilmember Phillips congratulated the new appointees Shirley Greene, Town Manager; Kristy Marshall, Clerk-Treasurer; Melissa Hrobar, Deputy Clerk.

Councilmember Morean

None

Mayor Planner

Mayor Planner advised that the Mayor and Council will hold a Special Meeting/Workshop on Tuesday, January 19, 2016 at 6:00 p.m. The meeting was scheduled for Tuesday, January 19th because the town offices observe Monday, January 18th as Martin Luther King Holiday.

Closed Session

A motion by Councilmember Bollinger seconded by Councilmember Phillips and passed by a vote of five to zero to adjourn into a Closed Session to discuss a personnel matter with the town attorney and mayor and councilmembers.

Adjournment into Closed Session

A motion by Councilmember Windsor seconded by Councilmember Bollinger and passed by a vote of five to zero to adjourn into Closed Session at 6:42 p.m. to discuss a personnel matter with the Town Attorney.

Reconvened Regular Mayor and Council Meeting

A motion by Councilmember Bollinger seconded by Councilmember Morean and passed by a vote of five to zero to reconvene the regular monthly meeting at 7:04 p.m.

Adjournment

A motion by Councilmember Morean seconded by Councilmember Bollinger and passed by a vote of five to zero to adjourn at 7:06 p.m.

Submitted by,

Shirley A. Greene

Shirley A. Greene
Clerk-Treasurer