

Mayor & Council of Federalsburg  
Regular Monthly Meeting  
Monday, February 1, 2016

The Mayor & Council of Federalsburg held their regular monthly meeting on Monday, February 1, 2016 at 6 pm in the Mayor & Council Meeting Room, 118 N Main Street, Federalsburg, Maryland. Those in attendance were Mayor Planner and Councilmembers Bollinger, Phillips and Morean. Also in attendance were Brynja Booth, Town Attorney, staff, citizens and media. Councilmember Windsor was excused due to previous engagement.

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

**Announcement of Closed Session**

Mayor Planner announced that at the conclusion of the regular Mayor and Council Meeting on January 4, 2016, the Council convened into a Closed Session to discuss personnel matters. Persons present were Mayor Planner and Councilmembers Morean, Phillips, Bollinger and Windsor, Brynja Booth, Town Attorney, Shirley Greene and Kristy Marshall. The meeting began at 6:42 pm and concluded at 7:02 pm. 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.

Mayor Planner announced that at the conclusion of the last Mayor and Council workshop on Tuesday, January 16th, the Council convened into a Closed Session to discuss real estate matters. Persons present were Council members David Morean, Edward Windsor, Stephen Bollinger and Scott Phillips, Brynja Booth, Shirley Greene and Kristy Marshall were also present. Mayor Planner was not in attendance at this workshop or closed session. The meeting began at 7:19 pm and concluded at 7:40 pm. 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.

**Historical Moment**

Mrs. Donna Glime spoke about the beautiful cemeteries located in and near Federalsburg. Those included: Hillcrest, Union Church, Zion Church, Federal Hill and a small cemetery in woods off Brooklyn Avenue Ext. known as Ivory Ridge. She also talked about some of the very old carved grave stones from as early as 1796.

**Guests**

None

## **Thank You to Staff**

Mayor Planner personally thanked the Public Works Department and all the Town staff for all their hard work during storm. Everyone did a great job!!! The Mayor also stated that he had an opportunity to ride with Public Works for a few hours, and said they have a thankless job.

## **Old Business**

### **Project Updates - Happy Mayer**

#### **Safe Routes to School Project - University & Brooklyn Avenues**

Happy Mayer reported that the bid package for the Safe Routes to School Project has been sent to State Highway Administration for approval. With the help of Brian North and Shirley Greene, Happy was able to get the bid package completed and sent to SHA in Baltimore. Happy hopes to hear from SHA soon, so the project can be put out for bid and the goal is to be ready to begin bidding out the project in early spring.

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

Happy Mayer has received an email from Peter Kurtz from MHT, stating they have had many delays but he's working on the final revisions to the nomination documentation for both the Historic District and Log Cabin documentation. Mr. Kurtz will have them submitted by mid-February, and hopes that both designations should be made by early April. Happy stated that he has also been working on a grant and getting bids to have the roof replaced on the log cabin.

Councilmember Phillips questioned what the plan is for use of the log cabin once repairs are complete and stated that before money is spent on repairs he would like to see what the plan is for the cabin. Shirley Greene, Town Manager advised that she would work with Happy Mayer and other staff to get a plan in place and advise the Mayor and Council.

#### **Federalburg Facade Grant Program - Application Approval**

Happy presented the Mayor and Council with copies of the Federalburg Facade Program Guidelines for review and approval. These documents have all been reviewed and approved by Brynja Booth, Shirley Greene, and Jeff Beever.

A motion was made by Councilmember Bollinger seconded by Councilmember Morean and unanimously passed by a vote of five to zero approving the Facade Program Guidelines to be included with the Facade Program Application and TCRO Map.

### **Strategic Plan Approval**

Mr. Chris Jakubiak presented the Mayor and Council with the Strategic Plan last month and there was an error found on the map that needed to be updated. Mr. Jakubiak also prepared an RFP for the website. Happy Mayer reported that Shirley Greene and Brynja Booth have both reviewed the Strategic Plan that was submitted.

A motion was made by Councilmember Bollinger seconded by Councilmember Morean and unanimously passed by a vote of five to zero to approve the Strategic Plan as presented.

### **Federalburg Business & Civic Organization**

Happy Mayer reported that the Federalburg Business and Civic Organization will be sponsoring the streetlight flower baskets again this year, and planning will begin soon for the Mayor's Prayer Breakfast.

### **Review of Personnel Manual**

Brynja Booth, Town Attorney stated that she would have the final draft emailed to everyone before the workshop for review and the Mayor and Council could plan for adoption of the Manual at March regular Mayor and Council meeting if there are no corrections or changes.

### **New Business**

#### **Change Workshop/Special Meeting Date - February 15th to 16th Due to President's Day Holiday**

Due to the Workshop/Special Meeting date falling on President's Day, February 15th, the Mayor and Council agreed to change the Special Meeting/Workshop date to February 16th, if there is any business to discuss. If the meeting is cancelled, a notice will be posted on the sign and doors at Town Hall.

#### **Tax Differential - Designate Representatives**

Shirley Greene, Town Manager advised the Mayor and Council that the Caroline County Commissioners would be hosting a Tax Differential meeting on February 23rd at 8:30 pm at the Preston Fire Hall. She also stated that previously the Town Manager, Clerk Treasurer and Brynja Booth, Town Attorney were designated representatives to attend the meetings, and she wanted to confirm that the Town Manager and Clerk-Treasurer would still be the designated representatives. The Mayor and Council all agreed that Shirley Greene and Kristy Marshall would attend the Tax Differential meeting representing the Town.

### **Committee Reports**

### **Federalsburg Historical Society**

Mrs. Donna Glime reported that their next meeting would be on February 9th at 7 pm and all are welcome to attend. On April 8th, they will host guest speaker Ms. Laura Welton and she will speak about Free Black Women. Mrs. Glime stated that she has heard Ms. Welton's presentation and it is very interesting. The Historical Society will also host the Hobby Fair again this year on April 30th. Anyone interested in participating should contact Bart Johnson. The public was encouraged to attend all of these events.

### **Federalsburg Volunteer Fire Company**

None

### **Federalsburg Lions Club**

None

### **Planning & Zoning Commission**

None

### **Federalsburg Business & Civic Organization**

None

### **Approval of Minutes**

A motion was made by Councilmember Bollinger seconded by Councilmember Phillips and passed by a vote of five to zero approving the minutes of the previous month as corrected. On page 2, the date needed to be changed from January 18th to January 19th for the Mayor and Council Workshop date.

### **Public Comments**

#### **Rob Willoughby**

Mr. Willoughby stated that he was not criticizing, but he wanted to point out that in his opinion the Town was lagging behind in communication, delays in services, updating the website and other means of communication when smaller towns seem to be more advanced.

### **Bart Johnson**

Mr. Johnson stated that there was mention made regarding real estate matters discussed in closed session, and wanted to know how he could get a copy of those minutes. Brynja Booth, Town Attorney advised Mr. Johnson that Closed Session minutes are not available to the public, but the Mayor and Council are required to make an announcement that a meeting was held and the topic of discussion, for example - real estate, personnel, legal matters.

Mr. Johnson questioned the status of the Personnel Manual. Brynja Booth, Town Attorney stated that the Town's Personnel Manual has not been updated since 1994 and she has updated it with Federal and State laws, and the Mayor and Council have reviewed it over 3 workshops. Mr. Johnson questioned if the personnel evaluation procedures were included in the manual and Ms. Booth advised that an evaluation policy was included in the previous and new versions of the Manual.

### **Mayor & Council Action Items**

#### **Councilmember Bollinger**

None

#### **Councilmember Phillips**

Councilmember Phillips thanked the Police Department, Fire Company and Town staff for their support and kindness during the recent passing of his Mother, it was very much appreciated.

Councilmember Phillips requested a Closed Session after the meeting to discuss a real estate matter.

#### **Councilmember Morean**

None

#### **Mayor Planner**

None

#### **Closed Session**

A motion was made by Councilmember Phillips seconded by Councilmember Morean and passed by vote of five to zero to adjourn the regular meeting at 6:40 pm and go into Closed Session.

**Reconvene**

A motion was made by Councilmember Morean seconded by Councilmember Bollinger and passed by vote of five to zero to reconvene the regular meeting at 6:49 pm.

**Adjournment**

A motion was made by Councilmember Morean seconded by Councilmember Bollinger and passed by vote of five to zero to reconvene the regular meeting at 6:50 pm.

Respectfully Submitted,

Kristy L. Marshall  
Clerk - Treasurer