

**Mayor and Council of Federalsburg  
Tuesday, January 18, 2022  
Monthly Workshop @ 6:00 P.M.**

This Meeting is being held at the Mayor and Council Meeting Room.  
Citizens who wish to participate by video shall follow directions listed below:

**Join Zoom Meeting**

**<https://us02web.zoom.us/j/83804914826?pwd=Z095QWVSV2s4Wm50ZDBpMWhXRUJmUT09>**

**Meeting ID: 838 0491 4826  
Passcode: 9VCLYk**

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**Agenda**

- I. Call to Order**
- II. Proclamation – Men for Change Mentoring Program**
- III. Presentation – Broadband fiber expansion**
- IV. Public Comment**
- V. Qualifications of Firms to Provide Professional Engineering Services**
- VI. Resolution 2022- 02 Revision to Town Policy on Employee Recovery of Unused Sick Leave**
- VII. Short Term Agreement Extension for Plan Review and Inspection Services**
- VIII. Request for Qualifications for Advanced Metering Infrastructure (AMI) Water Meter Replacement Update**

**IX. American Rescue Plan Act\Coronavirus State and Local Fiscal Recovery Funds (ARPA\CSLFRR) Final Rule Update**

**X. Executive Session to Discuss Contracted Services and Personnel Matters**

**XI. Mayor & Council Action Items**

- \* **Councilmember Windsor**
- \* **Councilmember Sewell**
- \* **Councilmember Phillips**
- \* **Councilmember Willoughby**
- \* **Mayor Abner**

**XII. Adjournment**

**NOTES:**

**THE MEETINGS ARE BEING RECORDED, PLEASE TURN OFF ALL CELLULAR DEVICES AND PAGERS DURING THE MEETING, PLEASE REMAIN QUIET, UNLESS ADDRESSING THE COUNCIL.**

***Please Note:*** Pursuant to the Annotated Code of Maryland, State Government Article Section 10-508(a), the Council by majority vote may retire to executive or closed session at any time during the meeting. Should the Council retire to executive or closed session; the chair will announce the reasons and a report will be issued at a future meeting disclosing the reasons for such session. Meetings are conducted in Open Session unless otherwise indicated. All or part of Mayor and Council meetings can be held in closed session under the authority of the state open meetings law by vote of the Mayor and Council.

***Rules for Public Comment***

The Mayor and Council invite and welcome comments at public meetings. The Mayor or presiding officer will recognize you. Please introduce yourself at the podium (spelling your last name, for recording purposes) and give the name of your street and block number (e.g., 100 block of Main Street).

Time limits for speaking are indicated on the meeting agenda. While speaking, please maintain a courteous tone and avoid personal attack.

TO: Mayor & Council Members  
FR: Larry DiRe, Town Manager  
DT: January 18, 2022  
RE: Qualifications of Firms to Provide Professional Engineering Services

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 five qualified firms. Those packets were distributed to the mayor and town council. At the October 4, 2021 meeting staff suggested additional procedural steps to conclude this process including, 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. At that time the mayor and town council reached consensus that the qualification packets from each firm would be evaluated and a number of firms would be invited to present their qualifications at a public meeting and answer questions from mayor and council members. The town received qualification packets from five qualified firms. Those packets were distributed to the mayor and town council. Following additional discussion, the mayor and town council directed staff set interviews with all five firms for a November 30, 2021 special meeting. That meeting was held and three of the five firms provided in-person presentations and answered questions from the mayor and council members. The mayor and council members then independently scored and ranked the firm submittals and presentations.

Staff is requesting designating certain firm, or firms, as qualified to provide professional engineering services, the designation of firm or firms so qualified, and direction to staff to engage in discussion to formalize an agreement as advertised. Pending additional discussion provide direction to staff.

TO: Mayor & Council Members  
FR: Larry DiRe, Town Manager  
DT: January 18, 2022  
RE: Short Term Agreement Extension for Plan Review and Inspection Services

The staff member tasked with performing plan review, building permitting and inspection services retired from town service effective Friday October 22, 2021. Since that date the town manager is reviewing and issuing building permits and informing those pulling permits to contact First State Inspection Agency, Inc (First State) for follow up inspection services. Staff and First State discussed a short-term interim service contract for a ninety-day period. At the October 18, 2021 mayor and town council meeting such short-term agreements were approved by unanimous vote. The service agreement and fee schedule documents illustrating the terms of service and associated costs were adopted at that time. These were reviewed by the town attorney, and have been modified to reflect a ninety-day term of service commencing upon approval and terminating on January 17, 2022. During this interim period the town issued a formal request for professional qualifications from outsourced contractors to provide these services. Deadline for firms to submit their qualifications is January 20, 2022.

A ninety-day extension period is included in the agreement documents. The effective termination date of the service extension is April 18, 2022.

Pending additional discussion, staff recommends mayor and town council approve extension of these short-term agreement for professional plan review and inspection services.

TO: Mayor & Council Members  
FR: Larry DiRe, Town Manager  
DT: January 18, 2022  
RE: Request for Qualifications for Advanced Metering Infrastructure (AMI) Water Meter System Replacement Update

At the September 20, 2021 mayor and town council meeting town staff brought forth a recommendation to advertise a request for qualifications for Advanced Metering Infrastructure (AMI) Water Meter System Replacement 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 an October 20, 2021 due date. There was a request from one firm to extend the deadline period until November 10, 2021. That request was presented as an agenda item at the October 18, 2021 mayor and town council meeting and approved at that time. The town received qualification packets from three qualified firms. Those packets were distributed to the mayor and town council. Staff suggests additional procedural steps to conclude this process. At this time staff is recommending that the mayor and council schedule all three firms for in-person or video conferencing presentations\interviews at a future public meeting.

Pending additional discussion, provide direction to staff for next procedural steps in this process.

TO: Mayor & Council Members  
FR: Larry DiRe, Town Manager  
DT: January 18, 2022  
RE: American Rescue Plan Act\Coronavirus State and Local Fiscal Recovery Funds  
(ARPA\CSLFRR) Final Rule Update

On July 30, 2021 the Town received notification of the allocation of \$1,310,887 from the American Rescue Plan Act\Coronavirus State and Local Fiscal Recovery Funds (ARPA). ARPA is a federal law approved by Congress and signed by President Biden in March. Federal funds were distributed to the states and a funding formula determined the amount each state and local government would receive. The allocation received today constitutes one-half of the funds the town will receive. Another allocation in the same amount will be distributed in July 2022. All funds must be spent or obligated by December 31, 2024.

Over the past few months, the federal [Department of the Treasury developed guidance](#) for use of the funds as allowed by the ARPA legislation. Town staff has participated in webinars and trainings on the use and documentation of these funds and has kept the Mayor and Town Council informed during the process. The law allows for certain expenditures, which can be broadly applied within the allowed for uses. The majority of the federal funding, which does not require local matching funds, will be spent on upgrades and improvements to Federalsburg's water and sewer systems. That includes upgrades to change out old water meters and replace them with modern meters which will make staff more efficient in reading the meters, reduce maintenance costs, and not require replacement for twelve to fifteen years. Other expenditures will include information technology upgrades to allow residents and businesses to conduct business with the town in a remote and contactless way for the continuance of public health and ease of resident access, replacing some town revenue lost during the pandemic, and donation to the fire company for enhanced public safety. Such expenditures will benefit every resident, and every part of town.

The ARPA interim final rule, which was issued on May 10, 2021, does not allow for use of funds to fix streets or sidewalks. The interim rule expires on March 31, 2022. There is more flexibility in the final rule which can allow for street improvements under the standard allowance option for expenditures up to \$10,000,000. The interim final rule required annual calculation of "lost revenue" for general government expenditures not covered under ARPA. For calendar year 2021, Federalsburg's lost revenue was estimated at \$207,000. The final rule broadens the "eligible workers" category and therefore affords premium pay without written justification, which includes all local government employees.

Last week staff updated the [finance department page](#) of the town website ([www.townoffederalsburg.org](http://www.townoffederalsburg.org)) with all relevant final rule documents.

Provided for information only at this time and staff is not requesting any action.