

**Mayor & Council of Federalsburg
Workshop Meeting
Monday, May 19, 2025
6:00PM**

The Mayor & Council of Federalsburg held their workshop meeting on Monday, May 19, 2025 at 6:00 PM in the Mayor & Council meeting room located at Town Hall. Those in attendance were Mayor Abner, Councilmembers Hammond, Sewell, James, and Ferguson, Interim Town Manager Mercedes Moyer, Treasurer Jamie Washington, Chief Gasser and members of the public.

Call to Order

Mayor Abner called the Mayor and Council workshop meeting to order at 6:01 PM. Mayor Abner welcomed all guests that were present and led the Pledge of Allegiance.

Approval of the Previous Month's Minutes

A motion to amend the agenda to move the approval of minutes for the May 15th meeting to the next meeting. Councilmember James made a motion to amend the agenda to move the approval of the minutes for the May 15th meeting to the next meeting, seconded by Councilmember Sewell and unanimously passed by a vote by five to zero.

Budget Discussion

Police Department:

- The discussion touched upon dealing with BDK, the current IT service provider. Contracts with BDK were described as very generic, dating back to 2017 with similar language to current ones. There was a question about potentially finding a new provider or consolidating services under one umbrella. A meeting was scheduled with another IT service out of Salisbury, a follow-up to a previous meeting Chief McDermott had a year prior. This alternative service was mentioned as potentially providing the same or more services at a cheaper rate and having a much better response time than BDK.
- The process for selecting IT services through an RFP (Request for Proposals) was discussed. Concerns were raised about talking to potential vendors before issuing an RFP, as it could give them an unfair advantage. It was clarified that the RFP had not yet been issued, which is why the meeting with the alternative vendor had been pursued. The plan was to postpone the meeting until the RFP is finalized and posted, making the information available to all potential bidders.

- A meeting with the Enterprise Car Leasing Program would be scheduled for the 22nd of this month.
- Corporal Taylor provided an update on the research into different companies for the speed camera program.

Wastewater Treatment Plant Budget Discussion:

- The discussion for the wastewater treatment plant budget involved reviewing line items for revenue and expenses. The water and sewer budgets are separate. The wastewater budget is labeled "WSB" and "WSD" in the provided documents.
- Revenue is based on billing, with industrials billed monthly and residential/commercial quarterly. Commercial properties were previously not billed properly at a higher rate, resulting in a \$13,400 loss, but this has since been corrected, although the impact won't be seen until the next billing cycle.
- The wastewater treatment plant is operating with a significant deficit.
- **Expenses consists of the following:**
 - Personnel Costs: This includes the supervisor, three technicians, and half the town hall admin's salary, as the admin handles water and sewer billing. Overtime was added as a separate line item, split between water and wastewater, because staff are on call 52 weeks a year and are paid overtime for weekend and after-hours call-ins according to the employee manual.
 - George is the wastewater treatment plant consultant, budgeted at around \$100,000 per year.
 - Operating Costs- testing and equipment
 - Maintenance issues- significant maintenance needs at the plant need addressed from previous employees' lack of attentiveness.
 - Contractor services- Mr.Rooter is used for pump stations and cleaning of the plant. Cintas provides services for checking emergency eyewash stations and medical cabinet supplies.
- A grant application for approximately \$1.5 million was submitted to fix specifically treatment plant needs.
- A suggestion was made to explore partnerships with private companies that specialize in operating wastewater treatment plants, as they could invest money, upgrade the facility, and potentially take over operations and billing.
- Audit of billing accounts to bring more revenue.
- Suggested renting out unused buildings at the plant side to a mechanic for a way to bring in more revenue.
- Splash pad testing: cost includes overtime for testing at two hours daily during the season the splash pad is open. Suggest reaching out to Caroline County Health Department to see if regulations have changed after reviewing Comar.

Other Budget Related Items:

- The process for adopting the budget includes a public hearing. It was suggested and agreed to publish the public hearing notice for the budget approval for the June 17th meeting to meet the 20-day notice requirement. This allows more time to finalize the budget before the hearing.

Public Comment

No public comments were received during the meeting.

Mayor and Council Action Items:

Councilmember Ferguson:

Nothing at this time.

Councilmember James:

- Ongoing issues with the marijuana smell coming from the marijuana plant on Reliance Avenue. Mayor Abner has been in contact with them. Discussion on whether a letter and fine should be issued since they have been contacted multiple times regarding the smell. The ordinance they are violating is air pollution.
- Mercedes to sign contract for Town Hall Streams.

Councilmember Sewell:

- Soapbox Derby- in previous years a letter was sent out to residents who would be affected by the road closure due to the soapbox derby practice and race day. This year nothing was sent out. Interim Town Manager Moyer and Councilmember Sewell to reach out to Chief Gasser on the matter.

Councilmember Hammond:

- Clarification on the ordinance for bicycles, skateboards and electric bicycles.

Mayor Abner:

- The grant person from Alliance for the cut and flower garden in the field behind the church said there would be no cost to the town. There would be a possibility of expanding it into a community garden as well. Everyone was in agreement to let them present a plan to the Mayor and Council.

Interim Town Manager Moyer:

- The process for adopting the budget includes a public hearing. It was suggested and agreed to publish the public hearing notice for the budget approval for the June 16th or 17th meeting to meet the 20-day notice requirement. This allows more time to finalize the budget before the hearing.
- The fee schedule needs to be completed by July 1, 2025.

Announcement of Closed Session - The Mayor and Council of Federalsburg will go into Closed Session Under the General Provisions Article, 3-305 (B) (1) to discuss a personnel matter.

A motion was made by Councilmember Ferguson, seconded by Councilmember James and unanimously approved by a vote of five to zero to go into closed session Under the General Provisions Article, 3-305(B) (1) to discuss a personnel matter.

The closed session meeting began at 9:09pm.

Respectfully Submitted,

Sheri Hendrix, Office Administrator