

**5:00 pm Closed Executive Session (personnel)**

**SUBJECT:** Closed Session regarding personnel matters.

**Recommendation:** That Council consider a motion to go into closed session to consider personnel matters.

A motion by Commissioner Hanson to go into closed executive session to discuss personnel was seconded by Commissioner Cannon and approved 4:0. Commissioner Rideout was not present at this time, but joined the meeting at 5:05. Ms. Tripp-Jones left the meeting at 5:30.

**SUBJECT:** Consideration of closing a closed session

**Recommendation:** That Council consider a motion to end the closed session.

A motion was made and seconded to go out of closed executive session was seconded and approved unanimously.

**6:00 pm Mayor to Convene Council in Regular Session**

The City Council met in regular session on Monday, November 14, 2016 in Council Chambers. All Commissioners present, Mayor Victoria Jackson-Stanley called the meeting to order at 6:00 p.m. Those Commissioners in attendance were Commissioners Rideout, Sydnor, Foster, Cannon, and Hanson. Mayor Victoria Jackson-Stanley asked for a moment of silence. Commissioner Hanson led in the Pledge of Allegiance. Following the Pledge of Allegiance, Commissioners Sydnor and Foster left the meeting.

**Report on the Closed Session regarding personnel matters**

**Recommendation:** That the Council hear a report on the closed session regarding personnel matters.

No report was presented.

**Note from Closed Session Meeting Minutes:**

- Motion by Rideout/seconded by Hanson to enter into a one-year contract with Sandra Tripp-Jones based on the contract presented by the Mayor. 2:3 Motion failed.
- Motion to extend the current contract with Sandra Tripp-Jones until mid-December was approved 4:1.

**Agenda**

1. Council to approve or amend agenda as presented

A motion by Commissioner Cannon to approve the agenda was seconded by Commissioner Hanson and approved unanimously.

**Consent Calendar**

2. SUBJECT: Meeting Minutes from Council Meeting on October 24, 2016  
Recommendation: That Council approve as submitted.
3. SUBJECT: Request from the Cambridge Christmas Committee for a variance from the noise ordinance and Police Officers for street crossings and traffic control during their Christmas Tree Lighting Ceremony in Spring Valley on Saturday, November 26, 2016 from 5:00 pm until 7:00 pm  
Recommendation: That Council approve the request as submitted.
4. SUBJECT: Request from Pleasant Day Medical Adult Day Care Center for permission to have a banner hung across Race Street from November 17<sup>th</sup> through December 1<sup>st</sup> for their 17<sup>th</sup> Annual Festival of Wreaths  
Recommendation: That Council approve the request.
5. SUBJECT: Request from Cambridge Main Street to block the 500 block of Poplar Street and the 400 block of Race Street on Saturday, December 10, 2016 from 4:00 pm to 10:00 pm, a variance from the noise ordinance, permission to sell alcohol outside, and permission to install pop-up tents for Second Saturday December  
Recommendation: That Council approve the request.
8. SUBJECT: Acceptance of Maryland Department of the Environment (MDE) Grant  
Recommendation: That Council:
  - A. Accept an MDE Grant in the amount of \$392,955 for replacement of pumps and
  - B. Appropriate \$392,955 to the Municipal Utilities Commission (MUC) capital budget.
9. SUBJECT: Police Department Reorganization  
Recommendation: That Council:
  - A. Approve a reorganization in the Police Department shifting Sergeant positions among divisions within the Police Department and
  - B. Adopt Resolution No. 16-014 a Resolution of the Commissioners of Cambridge, Maryland, to Amend Resolution No. 16-010 Which Adopted Positions and Salary Grades and Steps for General Employees and Sworn Police Officers for Fiscal Year 2017.
10. SUBJECT: Municipal Government Works Proclamation  
Recommendation: That Council authorize Mayor Victoria Jackson-Stanley to sign the proclamation and forward it to the Maryland Municipal League.

Commissioner Sydnor asked that Items 6 and 7 be removed from the consent calendar for further discussion.

A motion by Commissioner Hanson to approve the consent calendar (Items 2, 3, 4, 5, 8, 9, and 10) was seconded by Commissioner Cannon and approved unanimously.

6. SUBJECT: Re-appropriation of Façade Improvement Grant  
Recommendation: That Council re-appropriate \$50,000 into the fiscal year 2017 General Fund budget and increase the Public Works/Economic Development budget by \$50,000.

A motion by Commissioner Sydnor to re-appropriate \$50,000 to increase the Public Works Economic Development budget was seconded by Commissioner Foster and approved unanimously.

7. SUBJECT: Acceptance of Grants for Police Services  
Recommendation: That Council:  
A. Accept s \$131,774 in grants from the Governor's Office of Crime Control and Prevention (GOCCP);  
B. Appropriate same to the 2017 General Fund budget; and  
C. Increase the Police Budget by \$131,774 for a victim of crime advocate program (\$120,000) and a K-9 Drug Dog including training.

A motion by Commissioner Cannon to accept the grants for the police services as recommended by the Chief was seconded by Commissioner Rideout and approved unanimously.

A motion by Commissioner Sydnor that the City Manager look into finding the funding for security cameras and a procedure in which we can get them implemented and report back to Council at the next meeting was seconded by Commissioner Rideout and approved unanimously.

#### **Ordinances for Introduction:**

11. SUBJECT: Ordinance 1088 -- An Ordinance of the Commissioners of Cambridge, Maryland to Amend the Permitted Land Use Table #2 of the Unified Development Code to Permit Marine Repair Shops (excluding savage) in the DWDD, "General" Sub-Zone as a Special Exception on Non-Waterfront Lots  
Recommendation: That Council introduce Ordinance No. 1088.

A motion by Commissioner Hanson to introduce Ordinance 1088 was seconded by Commissioner Cannon and approved 4:0. Commissioner Rideout was not in the room.

12. SUBJECT: Ordinance 1089 -- An Ordinance of the Commissioners of Cambridge, Maryland to Amend the Permitted Land Use Table #2 of the Unified Development Code to Permit an Auto Repair Shop in the Downtown Waterfront Development District, "General" Sub-Zone as a Special Exception on Non-Waterfront Lots

Recommendation: That Council introduce Ordinance No. 1089.

A motion by Commissioner Cannon to introduce Ordinance 1089 was seconded by Commissioner Rideout and approved unanimously.

13. SUBJECT: Ordinance 1090 -- An Ordinance of the Commissioners of Cambridge, Maryland to Amend the Permitted Land Use Table #2 of the Unified Development Code to Permit Residential and Commercial Mixed Use Development in a "Side by Side" Configuration in the Downtown Waterfront Development District, "Maryland Avenue Gateway" Sub-District

Recommendation: That Council introduce Ordinance No. 1090.

A motion by Commissioner Hanson to introduce Ordinance 1090 was seconded by Commissioner Rideout and approved unanimously.

### Old Business

14. SUBJECT: Council Policy on charging fees and fines on properties for which tax certificates have been purchased

Recommendation: That Council consider adopting Resolution 16-015 of the Commissioners of Cambridge, Maryland to Establish an Administrative Standard Operating Procedure for the Reduction or Waiver of Certain Fees and Costs Levied Against Real Property Sold at Tax Sales Where the Citations Are Issued Subsequent to the Date of the Tax Sale, reflecting the direction that Council approved on June 20, 2016 with regard to City fees and fines charged to redeem property tax certificates and including a waiver for non-profits that acquire, rehabilitate, and promote home ownership for low and moderate income individuals.

No action was taken. Further discussion will take place on November 28, 2016.

15. SUBJECT: Request from Michael Baugh, Agent for JWB Properties, LLC, that Council waive outstanding fines, charges and penalties on 528 High Street and 810 Pine Street, Cambridge, MD.

Recommendation: that Council:

- A. Hear Mr. Baugh's request;
- B. Deny Mr. Baugh's request; and
- C. Consider action consistent with recommended Resolution No. 16-015 - confirming a reduction in code violations and abatement liens placed on 528 High Street and reducing fees and fines on 528 High Street from \$11,189.80 to \$5,339.80 and on 810 Pine St. from \$ 9,025.00 to \$3,812.50.

Commissioner Sydnor made a motion that Council relieve the fines and penalties on 528 High Street. Commissioner Cannon seconded the motion. The motion passed 4:0 with Commissioner Foster abstaining.

16. SUBJECT: Policies for General Fund Operating Reserves and Municipal Utilities Commission (MUC) Operating Reserves and MUC Capital Reserves  
Recommendations: That Council:

- A. Conceptually approve the Reserve Policy for the General Fund Operating Reserve and Municipal Utilities Commission (MUC) Operating and Capital Reserve and
- B. Direct the City Attorney to draft policy resolutions for Council adoption.

A motion by Commissioner Hanson to conceptually approve the Reserve Policy and direct the City Attorney to draft policy resolutions was seconded by Commissioner Rideout and approved unanimously.

17. SUBJECT: Budget Policy  
Recommendations: That Council:

- A. Conceptually approve the City Budget Policy and
- B. Direct the City Attorney to draft policy resolutions for Council adoption.

A motion by Commissioner Sydnor conceptually approve the City Budget Policy and direct the City Attorney to draft policy resolutions was seconded by Commissioner Hanson and approved unanimously.

### **New Business**

18. SUBJECT: Habitat for Humanity Choptank  
Recommendation: That Council receive a presentation from Nancy Andrew on the mission and programs of Habitat for Humanity Choptank

Habitat has been building in Cambridge since 2005. Since then, they have completed 12 homes for income-qualifying homeowners. They currently have four homes in progress. Habitat homeowners in Cambridge are paying over \$23,000 per year in City and County property taxes. Unimproved property generates less than \$100 per year in property taxes. Homeowners complete 300 to 400 hours of sweat equity.

19. SUBJECT: FY 2017 1<sup>st</sup> Quarter Financial Report  
Recommendation: That Council receive subject report.

Ginger Heatwole presented the first quarterly report of the City's General Fund and three enterprise funds (MUC, Sewer, and Marina) as of September 30, 2016. The quarterly report compares summarized revenue and expenses through September 30, 2016 to the amount budgeted and to the prior year. Cash-flow wise, the City is doing better than last year. Overall, revenue appears to be on target.

20. SUBJECT: Appropriation to MUC Budget from Reserves  
Recommendation: That Council authorize the MUC to move \$90,000 from Reserves to the operating budget for unanticipated main repairs to cover expenses associated with the leak on a water main near Harbor Haven.

A motion by Commissioner Sydnor to authorize the MUC to move \$90,000 from Reserves to the operating budget for unanticipated main repairs was seconded by Commissioner Rideout and approved unanimously.

21. SUBJECT: Award of Contract- Oak Hill Area Sewer Connections

Recommendation: That Council:

- A. Award the contract for the Oak Hill Sewer Connections to Barkers Landing Excavation for the amount of \$104,312.35;
- B. Allow the Dept. of Public Works to purchase E-One grinder pumping stations and control panels directly from the local distributor at a cost of approximately \$80,000;
- C. Request a recommendation from MUC for connecting properties in the Oak Hill area on private wells to the public water system.

A motion by Commissioner Hanson to award the contract for the Oak Hill sewer connections to Barkers Landing Excavation; that the Department of Public Works be allowed to purchase E-One grinder pumping stations and control panels; and request that MUC connect Oak Hill properties on private wells to the public water system as they request was seconded by Commissioner Foster and approved unanimously.

**Meetings**

22. City/County Coordinating Meeting – Oct. 3, 2016

No action was taken.

**Mayor and Council**

**Economic Development Strategic Planning Committee**—A motion by Commissioner Rideout to appoint Sharon Smith to the Economic Development Strategic Planning Committee was seconded by Commissioner Cannon and approved 4:0 with Commissioner Foster abstaining.

**Future Agenda Items**—Commissioner Rideout made a motion that Council have the City Manager present the following items for discussion at the next meeting: paving of streets, sidewalks, animal control, and looking at the possibility of curb-side and/or dumpster recycling and having staff look into those items. Commissioner Hanson seconded the motion. The motion passed unanimously.

A motion by Commissioner Hanson to adjourn the meeting was seconded by Commissioner Rideout and approved unanimously.

With no further business, Mayor Victoria Jackson-Stanley adjourned the meeting at 8:30 p.m. I hereby certify that the foregoing is a true and accurate account of the Council meeting Monday, November 14, 2016, insofar as I personally am aware.

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Victoria Jackson-Stanley  
Mayor