

**City of Belfast
Council Chambers-Belfast City Hall
Tuesday, March 7, 2023**

6:30 p.m. Request to go into Executive Session on a Personnel matter pursuant to 1 M.R.S.A. 405 (6) A.

7:00 p.m. Regular Council Meeting

All City Council Meetings and City Committee Meetings will be conducted in-person at Belfast City Hall, effective May 3, 2022.

Regular Council Meeting No. 17

1) Call to order

2) Roll call: Mayor Eric Sanders; Councilors Mary Mortier, Neal Harkness, Brenda Bonneville, Michael Hurley and Paul Dean, City Manager Erin Herbig, and Assistant to the City Manager Manda Cushman.

3) Pledge of Allegiance

4) Adoption of the agenda

5) Acceptance of the minutes

Regular Council Meeting of February 21, 2023.

6) A. Open to the public

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If members of the public are unable to attend in person, you may submit announcements, questions or comment for the City Council can email public@cityofbelfast.org or mail to City of Belfast, 131 Church Street, Belfast, ME 04915. We ask that you include your name and residence as comments will be included as part of the public record, and that all comments be sent prior to the date and time of the meeting, with a deadline of noon the day of the meeting.

Seating in Council Chambers is limited; if you do not plan to speak at open to the public you can stream the meeting on the City website www.cityofbelfast.org, watch live on BEL TV channel 7 or channel 1303, or listen on Belfast Community Radio WBFY 100.9.

B. Organization and Department Reports

- Update from the Belfast Marine Institute.

7) Communications

8) Old Business and Council Committee Reports

9) Permits, Petitions and Licenses - Consent Agenda

- A.** Request from the Fire Chief to confirm Matthew Heath as a part-time Paramedic/Firefighter for the Belfast Fire and Ambulance Department.
- B.** Request to approve an off-premises catering permit for The Otis Group Incorporated d/b/a Rollie's for the Taste of Belfast fundraiser on February 24, 2023, from 4:00 p.m. to 10:00 p.m. located at 20 Northport Ave., Belfast, Maine.

10) Business

- A)** Request from the St. Margaret's Episcopal Church Creation Care Committee to install fountains in downtown Belfast.
- A) #1** Request to ratify the City Manager's signing of an interlocal agreement with the Town of Northport for processing vehicle registrations during the week of March 6th, 2023.
- B)** Request from the Maine Irish Heritage Center to fly the Irish Flag at City Hall on Friday, March 17th.
- C)** Request from the Wastewater Superintendent to transfer \$23,000.00 from the department's Capital Reserve to their operating budget to replace Variable Frequency Drives at Penobscot Shores Pump Station.
- D)** Request from the Wastewater Superintendent to transfer \$4,900.00 from the department's Capital Reserve to their operating budget to purchase screening for the Fairview Street Pump Station.
- E)** Request from the Chief of Police to apply for a 2023 Maine Bureau of Highway Safety Speed Enforcement Grant.
- F)** Request to apply for a 2023 Project Canopy Assistance Grant.
- G)** Request by the Economic Development Director to have the City Council finalize a ranked list of Fiscal Year 2024 Congressional Earmark Requests and authorize applications for them to be submitted.

Amended Agenda

H) Presentation of proposed amendments to City Code of Ordinances.

I) Public Hearing of proposed amendments to City Code of Ordinances.

J) Second Reading of proposed amendments to City Code of Ordinances.

K) Discussion and possible action on housing.

K) #1 Appoint Amy Bradford of Belmont as the Interim Treasurer and confirm Ms. Bradford appointment by the City Manager as Finance Director.

K) #2 Appoint Angie Crosby of Belfast as the Interim City Clerk.

L) Signing of Council Orders

11) Communications

12) Open to the public

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13) Adjourn

10.K#1

March 1, 2023

Erin Herbig
City Manager
Mayor & City Council, City of Belfast
131 Church Street
Belfast, ME 04915

Dear City Manager, Mayor & City Council,


I would like to be considered for the position of Interim Finance Director/Treasurer for the City of Belfast. I would love the opportunity to expand my knowledge in Municipal Government with the City of Belfast, where I have been establishing myself for the last 8+ years. Within that time, I have been driven in the City Clerk position to organize, train, grow and lead many great employees along side myself to create an environment that is welcoming to the community. I have built great relationships with the residents of Belfast and with all of the staff here. I feel that this will definitely assist in the transition within the Finance/Treasurer's department that we are currently facing.

Previous to my employment with the City of Belfast, I worked for a Financial Institution in the community, where I started from the bottom and quickly worked my way to the top. This was a direct result from my work ethic, my enthusiasm, and my ability to learn quickly. I thoroughly enjoyed working with customers, auditing bank accounts, providing financial guidance for those in need, and training new employees to perform at a level of expectation. I found that stepping out of your comfort zone was important in personal and career growth, so I stepped forward to a new world in Municipal Government.

When I came to the City of Belfast, I had no experience in Municipal Government, however, it was a challenge I was willing to step up to. I took every advantage I could with training, reaching out to the "Clerk" community, hard work and dedication, to be the leader that was needed within this job. I also worked alongside the previous Treasurer and Deputy Treasurer, to provide order and support where needed and to help cross train both offices. For a period of time, we co-supervised our offices together, where I observed many of the Finance Director/Treasurer's processes, procedures, and requirements. This provided me with more knowledge of the Trio system as well as regular daily, weekly and monthly tasks within the Treasurer's office that I believe can assist me in providing coverage through the interim period.

As always, I am up for a challenge and hope that you all would consider me for the interim position.

Sincerely,


Amy I. Bradford

Amy I. Bradford

Belmont, ME 04952

QUALIFICATIONS

- Ability to multitask and work efficiently in high stress environments
- Outstanding communication skills
- Exceptionally organized and detail oriented
- Proficient in Microsoft Word, Excel, and Outlook
- Knowledge of Trio software system by Harris Local Government

PROFESSIONAL EXPERIENCE

Certified City Clerk/Deputy Tax Collector
/Sewer Clerk/Notary Public/Registrar of Voters
January 2014 – Present

City of Belfast, Belfast, ME

Supervision of 3-5 employees

Responsible for training and leading a team with exceptional customer service

Responsible for processes and procedures for departments; Tax Collector and City Clerk

Supervise departments: City Clerk, Tax Collector, and General Assistance

Responsible for training, preparing, organizing, scheduling, processing and completion of all City & State Elections

Organization and preservation of all City Records

Provide the annual budget for departments: City Clerk & Tax Collector, assist General Assistance

Ordering of all supplies for departments: City Clerk & Tax Collector

Maintain all equipment used in these 2 departments

Cash up for deposit for all transactions processed daily

Sewer billing, preparation, maintenance and mailing

Support a healthy communication with other departments throughout the City for efficiencies in processing

Served on the Maine Town & City Clerk's Association Board of Directors from 2019-2022

Delegating tasks, reporting, filing, sorting, and mailing of all city business applicable to these departments

Providing the public with excellent customer service, while helping meet their needs on a daily basis

Provide a flexible schedule for the staff in both departments

Branch Operations Supervisor
/Loan Officer/Mortgage Processor
2009 – 2014

Downeast Credit Union, Belfast, ME

Supervised 4-5 employees
Trained member service representatives
Trained Loan Officers to process applications, underwrite and complete Consumer Loans
Administered branch scheduling
Processed all mortgage loan applications as well as underwrite, approve and closings
In-charge of building maintenance as needed
In charge of organization, filing, and retention for all branch documents
Submitted payroll for all staff
Assist with member checking/savings discrepancies, issues, fraud, etc
Processed all wire transfers
All items listed below as well

Senior Member Service Representative

Downeast Credit Union, Belfast, ME

/Loan Officer

2008 - 2009

Researched and resolved escalated member issues.
Managed teller line and member service representatives
Trained all member service representatives
Opened all new savings, checking and IRA accounts
Responsible for ordering, receiving and auditing Brinks cash deliveries weekly
Responsible for auditing and refilling the ATM weekly or as needed
In charge of Vault balancing, auditing and distribution of cash to all MSRs
Processed, approved, and closed consumer loan applications.

Member Service Representative

Downeast Credit Union, Belfast, ME

2006 – 2008

Provided Customer Service and processed transactions for members.
Researched and resolved errors in deposits, transactions, and checks.
Opened new checking, savings, and IRA accounts.
Responsible for cash drawer reconciliation daily

Education

Belfast Area High School
1996 - 2000
Graduated with Diploma

Belfast, ME

Certified Clerk of Maine
September 11, 2018
Maine Town & City Clerks Association

10.K#2

Angie Crosby

207-338-3370 ext. 131

Belfast, ME 04915
deputyclerk@cityofbelfast.org

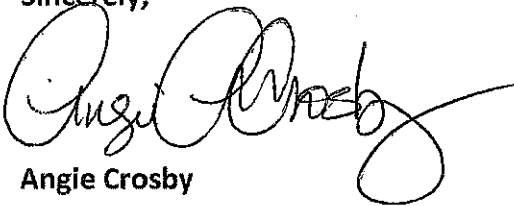
03/01/2023

To whom it may concern:

This cover letter is for consideration for the position of interim City Clerk.

I have worked for the City of Belfast as Deputy Clerk & Deputy Registrar for the past 7 years going on 8 years in July. Additionally, I have stepped into the clerk's role when our current clerk was out on maternity leave for 4 months and handled all aspects of this position. I am excited about the opportunity and to be put into a leadership role.

Sincerely,



Angie Crosby

Angie Crosby

(207) 338-3370 ext. 131

Belfast, ME 04915

deputyclerk@cityofbelfast.org

QUALIFICATIONS

- Outstanding written and oral communication skills
- Able to multitask and work efficiently
- Exceptionally organized and detail oriented
- Good in Microsoft Word, Excel, and Outlook
- Team Player

PROFESSIONAL EXPERIENCE

Certified Deputy Clerk, Deputy Tax Collector, Deputy Registrar & Notary Public

City of Belfast, Belfast, ME

July 2015 – Present

Deputy Clerk

Accept payments on all Sewer, Real Estate and Personal Property bills. I perform BMV transactions and Inland Fisheries and Wildlife transactions. I also do monthly reporting for Vitals, Dogs and Concealed Weapons. I do the weekly BMV report.

Deputy Registrar

I assist the Clerk with preparation for each election. I am at a polling location all day on the day of election. I also go to the assisted living and nursing homes to allow the patients to vote and still feel like part of the community.

Pharmacy Technician

Waldo County General Hospital, Belfast ME

June 2006 – December 2015

-
- *Processed monthly reports
 - *Documented patient information obtained from doctor orders
 - *Maintained patient privacy and confidential patient information
 - *Worked as part of a team to ensure patient safety
 - *Prepared intravenous medications and intravenous chemotherapy medications
 - *Prepared and delivered medication orders for all the departments

Rite Aid Pharmacy

Belfast, ME 04915

February 2000 – August 2006

- *Worked hand and hand with doctors to meet the customers expectations
- *Worked in a fast-paced work environment to ensure patient safety
- *Was able to work against the clock to get prescriptions done in a timely manner
- *Answered Phones
- *Work with the public

Education

Belfast Area High School
Belfast, Maine

Belfast, ME 04915