



VILLAGE OF NORTH BALTIMORE
Committee of the Whole - February 3rd, 2026 (2/3/2026)

February 03, 2026
5:30 PM

Minutes

- I. Call to order: Council President Dee Hefner**
- II. Pledge of Allegiance**
- III. Cybersecurity and AI policies (presentation by Shaun Sanford, InTech)**

Mr. Sanford presented information on HB 96, which requires municipalities to implement cybersecurity plans prior to the June 30, 2026 deadline.

Administrator Bender stated that he would prepare a resolution to support the Village's efforts to develop the cybersecurity plan. He expected that this resolution would be introduced in March and have a final reading by the end of May.

IV. Committee Reports

Public Safety - Tim Engard

1. Plowing of Emergency Services Driveways
Mr. Engard asked if the Village had a policy for plowing of the emergency services (eg. EMS, Fire, Police) driveways.

Street Department Superintendent, Mr. Josh Long, responded that he had located a policy adopted in 2017. He stated that this policy needed revisions and that he intended to meet with Mayor Patterson and Administrator Bender the following week to discuss potential modifications.

Public Works - Paula Beaupry

1. Update on Public Works Facility (See attached RFQ)
Administrator Bender reported that the qualifications based selection (QBS) process was underway. Interested firms must submit documents by February 10th, 2026 at 4:00 PM.

Following this process, an request for qualifications (RFQ) round will occur to select a firm for design and construction.

Administrator Bender stated that both of these processes would help determine the potential costs of the facility.

2. Expansion of Community Garden

Administrator Bender stated that the North Baltimore Garden Club had proposed an expansion to the Community Garden (located at Village Park) by 10-15 feet. They had intended to plant fruit trees or do additional ground planting.

Public Utilities - Eric Sweat

No items at this time.

Personnel, Policy and Ordinance Review - Vacant

1. Peddlers and solicitors (see attached ordinance and existing code)

Administrator Bender detailed exceptions to the proposed ban on solicitors (Ordinance No. 2026-03) which would include children under age 18, cottage food vendors (eg. baked goods, produce, eggs, etc.), and matters related to free speech and expression.

He read a letter from Scott and April Cole, who supported the proposed ordinance due to a negative experience their mother had with a solicitor.

Ms. Beaupry asked how this would be enforced.

Administrator Bender responded that cities with similar ordinances, such as Van Buren, post no solicitation signs at their corporation limits. He stated that signs and warnings to violating solicitors for first offenses could work.

Finance and Technology - Dave Richmond

Mr. Richmond yielded his time to Finance Officer Matt Clouse.

Mr. Clouse shared updates on the Village USDA loan reporting process.

Economic and Community Development - Dee Hefner

1. July Festival

Ms. Hefner provided updates on the upcoming festival. She shared information on vendors she intended to book and price points for tee shirts (approx.\$12.00 per shirt).

2. Cemetery land development

Ms. Hefner stated that she, Administrator Bender, and the Mayor had met with a contractor last year to discuss housing development on Village-owned land near the cemetery. She stated that the contractor had retired since this conversation and that he had provided her with additional references to contact.

She asked how Council felt about potentially selling a portion of this land to be used for housing.

Mr. Sweat responded that he was in support of this and that this had been a common issue raised amongst applicants for the vacant council position.

Ms. Hefner and Administrator Bender stated that there would be additional steps required to develop the area including zoning and the extension of utility services.

Administrator - Josh Bender

Administrator Bender stated that the proposed deal with CSX for public use of their lots was unable to be completed due to high costs and poor maintenance of the facilities.

Finance Officer - Matt Clouse

Mayor - Aaron Patterson

V. Adjournment

The meeting was adjourned at 7:23 PM.