

A G E N D A
POCOMOKE CITY MAYOR AND COUNCIL MEETING
6:30 p.m., Monday, December 4, 2017
City Hall

Councilwoman Troast will be presiding in the absent of Mayor Bruce Morrison.

1. Call to Order and Pledge of Allegiance.
2. Approval of minutes from meeting of November 6, 2017.
3. Review and approval of bills.
4. Second Reading of Ordinance No. 436 to add Chapter 85 – Mutual Aid Agreements to Pocomoke City Code.
5. First Reading of Resolution No. 511 to amend Chapter 3 of Employee Handbook Policies to add Compensatory Time Exempt Employees.
6. City Manager to discuss Winter Quarters Golf Course.
7. City Manager to discuss replacing water lines in Pocomoke Heights area.
8. Chief Harden to discuss adding an additional officer to the Police Department.
9. City Manager to discuss a letter from Chris Gilkerson to reduce the rate of water and sewer connection fees.

Correspondence:
NONE

Comments from Council
Comments from Audience

Adjourn to closed session under the provisions of Section 3-305 (b), (1) of the General Provisions Annotated Code of Maryland to discuss, the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom this public body has jurisdiction; or any other personnel matter that affects one or more specific individuals.

AGENDAS ARE SUBJECT TO CHANGE UNTIL THE TIME OF CONVENING

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November 6, 2017

The regular meeting of the Pocomoke City Mayor and Council was held in the Council Chambers at City Hall on Monday, November 6, 2017. The meeting was called to order at 6:30 P.M.

Present: Mayor Bruce Morrison
Council Members: Esther Troast, Dale Trotter, George Tasker
City Manager Robert L. Cowger, Jr
City Attorney Paul Wilbur
City Clerk: Carol L. Sullivan

Review Minutes:

In a motion (Tasker, Trotter passed) to approve the minutes of the October 2, 2017.

Review and approval of bills:

In a motion (Trotter, Tasker passed) the bills presented to be paid. (Copy of bill list attached to original minutes).

Representatives of PKS, Inc., to present audit report for fiscal year ending 2017.

Ms. Leslie Michalik stated that the purpose of their attendance was to make a formal presentation to highlight the annual audit findings. She added that the firm's audit opinion was "a clean or unmodified opinion", which is the highest opinion that they can render regarding the City's audit. She stated that they also have to do an audit of "Government Auditing Standards". The Government Auditing Standards requires them to look at two things; whether or not the City has complied with all laws and regulations of all grants and during the course of their audit they did not find any incidents where the City did not comply with all laws and regulations of the grants; we also have to look at the City's internal accounting policies and procedures and any insufficiency, during the course of the audit they did not find any concerns with the City's policies or procedures.

Ms. Leslie Michalik discussed the General Fund Revenues by source, stating that total revenues were \$5,110,650 with total expenditures of \$5,051,909 with an increase in the General Fund balance of \$58,741. The General Fund transferred \$140,000 to the Water and Sewer which resulted in a net decrease of General Fund balance of \$81,359. At the end of the end of the year the General Fund balance was \$76,586. Property taxes accounted for 72% of the total revenue, followed by intergovernmental revenues of 19%. Compare revenues for this year to last year revenues went up about 2% or \$87,000. The largest expense category was Public Safety at 33%, followed by Employee benefits which is 20%; Public Works at 15%. About 64% of expenditures is for salaries and benefits. The total operating loss for the Water and Sewer was \$500,041. The total water and sewer net position at year end was \$7,825,449. The Ambulance fund had an operating income of \$80,403 for an increase of net position of \$12,194, with a net position at end of year of \$48,014 with an unrestricted debt of \$159,494. She stated that the

Water and Sewer fund is not generating enough funds to cover the expense. The General Fund is low and the City needs to think of ways to build up the cash flow.

Mr. Klegler stated that as a guide line the City should have on hand 15% of expenditures. The end of year cash on hand was \$48,014 is which a very low balance. He stated that we need to work on increasing the surplus to at least \$750,000 or better on hand at year end. It has been a concern for a long time. He stated that over all, they are very pleased with the audit results.

Mayor Morrison thanked them for a good audit report. He stated that they are working on the reserve with the new City Manager.

Presentation by Olivia Momme, United Way representative:

Ms. Olivia Momme from United Way gave a presentation on how United Way helps local people on the Lower Eastern Shore. Their administrative cost is only 17%. They have a donor that pays for the United Way dues, so that all the money raised stays here on the shore. She thanked the City for their past support and looks forward to the City's support this year.

Second Reading of Ordinance No. 433 to add Chapter 186 "Rental Property" to Pocomoke City Code. (recommending to table again):

Housing Director Dan Brandewie stated that they met with some citizens on October 11 and had a very nice meeting. He stated that they would like to focus on the exterior and property maintenance at this time. He recommended to table Ordinance No. 433 for a future date.

In a motion (Tasker, Trotter passed) to table Ordinance No. 433 for a future date.

Mayor Morrison asked Director Brandewie if he plans on putting a task force together and bringing this item back to the Council.

Director Brandewie stated that there was a request by the Council to put a task force together.

City Manager Cowger stated that the names would be provided at the next Council meeting. The task force is made up of three landlords and two home owners.

Second Reading of Ordinance No. 434 to amend Chapter 146 "Housing Standards" of Pocomoke City Code:

Housing Director Brandewie stated that this will be making a minor changes to Chapter 146-7 (D3). It would increase the violation penalty not to exceed \$100 for the first violation, \$250 for a second violation and \$500 for a third violation. (D4)- deleting "or" and adding "and" posting on property and by deleting "certified mail" to "regular mail". He stated that there was no additional input on this Ordinance.

In a motion (Trotter, Troast passed) to amend Chapter 146 "Housing Standards" of Pocomoke City Code, to increase the violation penalty not to exceed \$100 for the first violation and \$250 for a second violation and \$500 for a third violation. (D4)- deleting "or" and adding "and" posting on property and by deleting "certified mail" to "regular mail".

Second Reading of Ordinance No. 435 to amend Chapter 195 "Solid Waste" of Pocomoke City Code:

Director Brandewie stated that this Ordinance would be changed by adding, "No containers shall be placed in any required front yard setback or in front of main dwelling or main structure". And changing the number of bulk items from 10 to three.

Councilwoman Troast stated that she would like for a notice to be mailed to each citizen. After some discussion, it was recommended that the bulk item would be limited to four (4) items and a notice would be mailed to each citizen.

In a motion (Troast, Tasker) to amend Chapter 195 "Solid Waste" of Pocomoke City Code, by adding "No containers shall be placed in any required front yard setback or in front of main dwelling or main structure". And changing the number of bulk items from 10 to four (4) and each citizen is mailed a copy of the changes.

Second Reading of Resolution No. 511 to accept partial or full financial responsibility for street lights in Woodland Manor and Southern Fields Subdivision:

Mayor Morrison stated that he would like to take out "partial" and take full financial responsibility.

In a motion (Tasker, Trotter passed) to take full financial responsibility for street lights in Woodland Manor and Southern Fields Subdivision.

First Reading of Ordinance No. 436 to add Chapter 85 – Mutual Aid Agreements to Pocomoke City Code:

Mayor Morrison read for the record:

Ordinance No. 436

An Ordinance adding "Chapter 85 Mutual Aid Agreements" to the Pocomoke City Code.

The purpose of this Chapter is to authorize the circumstance under-which Pocomoke City personnel may go or to be sent beyond the boundaries of Pocomoke City.

City Manager to recommend award of Construction Contract Energy Saving Improvements at the Clarke Avenue Pump Station:

City Manager Cowger stated that the funding was approved. We had three bidders, M2 Construction, LLC, Bearing Construction and JJID. The first low bidder left a significant amount of work out of his bid and he was able to withdraw his bid. That left two bidders with Bearing Construction as the low bidder.

In a motion (Troast, Trotter passed) to award Bearing Construction to complete the upgrades to the Clarke Avenue Pump Station in the amount of \$2.337 million dollars.

Discuss vacancies on various Boards and Commissions and update.:

Mayor Morrison asked the Council if they knew anybody that would want to serve on the Boards and Commissions. Mayor Morrison stated that the Planning and Zoning Commissioners and Board of Zoning Appeals members need to be sworn in again as their term has expired. He asked that all Councilmembers reconsider updating the vacancies.

City Manager to discuss water quality and pipes in Pocomoke Heights:

City Manager Cowger showed a water pipe that was in front of the Fire Department on Market Street. He also showed a bottle of water that came out of the fire hydrate after 30 minutes of flushing. He stated that he had only been in his position for eight (8) weeks but lived in Pocomoke all of his life and knew that there was a water issue. He stated that almost half a million dollars has been spent in engineering service and pigging the lines. He had a company to give an estimate of replacing 400 feet of piping the cost of be \$50,000. He contacted Bill East, Director of Public Works, to get him a material list of the cost it would take to replace 400 feet of piping it would be a little over \$5,000. City Manager Cowger stated that he thinks between himself and with help of Public Works and Frank Daniels they can replace the pipes. He would like to begin work immediately.

Mayor Morrison stated that he was shocked at the water on Market Street. He stated that he would like to go back to the engineers to see why they haven't suggested replacing the water pipes.

City Manager Cowger stated that we can replace the pipes in house. He stated that he would like to start replacing pipes on Market Street and moving on to the other streets. He stated that they could easily replace five (5) to ten (10) streets a year. He stated we needed to do whatever it takes to replace the pipes, even if it means borrowing money.

Mayor Morrison stated that a serious discussion needed to take place with the engineers and our staff.

City Clerk Sullivan asked if a motion was needed.

City Manager Cowger stated that he was going to get solid numbers.

Mayor Morrison stated that he wants to get together with the folks now, we are not moving forward at this time.

Correspondence:

Mayor Morrison read a thank you letter from WorCOA for the City's donation of \$1,000.

Mayor Morrison stated that the City was awarded three grants from Community Legacy; one for Downtown Building Improvements in the amount of \$30,000; one for the MarVA Theater to replace their HVAC in the amount of \$45,000; and one for the Costen House for exterior painting in the amount of \$100,000.

Comments from Council:

Councilman Tasker asked the potholes to be repaired on Fourth Street.

Councilman Trotter thanked the Public Works Director and City Manager for repairing the lights downtown. Also, he would like to thank the Veterans for their service.

Mayor Morrison stated that the Rotary Club would be doing "Flags for HERO" Saturday morning at 11:00 at the flag pole in Cypress Park.

Comments from Audience:

Mr. Bill Sparrow stated that he had spoken to the City Manager about the need for a traffic light at Market Street Ext where you cross Rt. 13 to Stockton Road.

Following a motion by Councilman Trotter and seconded by Councilwoman Troast, the Council voted to meet in a closed session at 7:15 P.M. in the Council Chambers. Present were Mayor Morrison, Councilman Trotter, Councilman Tasker, Councilwoman Troast, City Manager Cowger, City Attorney Paul Wilber, and City Clerk Carol Sullivan. The Mayor and Council to discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom this public body has jurisdiction; or any other personnel matter that affects one or more specific individuals

Approved: December 4 2017

Carol L. Sullivan

Carol L. Sullivan
City Clerk



City of Pocomoke, MD

My Open Payable Report

As Of 12/01/2017

Summarized by Payable Account

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Payable Number	Description	Post Date	Payable Amount	Discount Amount	Shipping Amount	Tax Amount	Net Amount
Payable Account: 81-020-20101 - ACCOUNTS PAYABLE							
Vendor: AE0650 328854	A. E. MOORE JANITORIAL PAPERTOWELS/KLEENEX TISSUE FOR CITY HALL	12/01/2017	109.02	0.00	0.00	0.00	109.02
						Payable Count: (1)	109.02
Vendor: AL6596 INV0001112	ALARM ENGINEERING RIVERSIDE GRILL/FIRE SYSTEM MONITORING	11/29/2017	84.27	0.00	0.00	0.00	84.27
						Payable Count: (1)	84.27
Vendor: AN0222 44676	ANDERSON FENCE COMPANY, INC. GATE READER FOR SEPTIC HAULERS	12/01/2017	4,795.00	0.00	0.00	0.00	4,795.00
						Payable Count: (1)	4,795.00
Vendor: CO2102 INV0001119	COASTAL HOSPICE IN MEMORY OF GERALDINE W. BETTS C/O ROBERT THOMAS	11/30/2017	75.00	0.00	0.00	0.00	75.00
						Payable Count: (1)	75.00
Vendor: CON CONSTANCE CHRISTM	CONSTANCE CHRISTMAN REFUND OVERPYMT DOS 8/10/2016	11/30/2017	125.78	0.00	0.00	0.00	125.78
						Payable Count: (1)	125.78
Vendor: CO5466 INV0001115	CONSTELLATION NEWENERGY, INC. WNTER QTR LIFT PUMP	11/29/2017	32.28	0.00	0.00	0.00	32.28
						Payable Count: (1)	32.28
Vendor: CR8888 INV0001123	CRAIG'S DRUG STORE, INC. OXYGEN FOR EMS	11/30/2017	126.00	0.00	0.00	0.00	126.00
						Payable Count: (1)	126.00
Vendor: DH2700 ELIZ CRAMER	DHMH MEDICAL ASSIST/ADJUSTMENT SECT REFUND OVERPYMT/E. CRAMER/DOS 11/1/2016	11/30/2017	100.00	0.00	0.00	0.00	100.00
						Payable Count: (1)	100.00
Vendor: ED3060 INV0001116	E D SUPPLY CO INC LIGHT BULBS FOR MALLARDS	11/29/2017	20.28	0.00	0.00	0.00	20.28
						Payable Count: (1)	20.28
Vendor: EA3014 37557	EASTERN SHORE POST, INC. GOLF ADVERTISING	12/01/2017	320.00	0.00	0.00	0.00	320.00
						Payable Count: (1)	320.00
Vendor: EL6599 943707	ELIZABETH R. HEDDINGER MISC PROPERTIES GRASS CUTTINGS	12/01/2017	375.00	0.00	0.00	0.00	375.00
						Payable Count: (1)	375.00
Vendor: GE9770 M17099A	GEORGE E YOUNG, III P.C. BOUNDRY SURVEY/LAGOONS	12/01/2017	6,200.00	0.00	0.00	0.00	6,200.00
						Payable Count: (1)	6,200.00
Vendor: GOLF 268921	GOLF ASSOCIATES GOLF SCORECARDS	12/01/2017	568.34	0.00	0.00	0.00	568.34
						Payable Count: (1)	568.34
Vendor: HA8766 219420SA	HARRIS FIRE PROTECTION CO. INC. INSPECTION OF KITCHEN HOOD AT RESTAURANT	12/01/2017	293.17	0.00	0.00	0.00	293.17
						Payable Count: (1)	293.17
Vendor: IN7711 174490 174453	INTERCOASTAL TRADING, INC. 8 BOTTLES CHLORINE FOR WTP ALUMINUM SULFATE	11/29/2017 12/01/2017	984.00 5,419.20	0.00 0.00	0.00 0.00	0.00 0.00	984.00 5,419.20
						Payable Count: (2)	6,403.20
Vendor: JO3339 28716 28739 28740	JOHN FUNK JR., INC. FIELD CALIBRATION SERVICES REWIRE VALVE CONTROLS AT WATER TREATMENT PLANT PROGRAMMING PLC/TROUBLE SHOOTING POWER FAIL	12/01/2017 12/01/2017 12/01/2017	620.00 5,232.83 230.00	0.00 0.00 0.00	0.00 0.00 0.00	0.00 0.00 0.00	620.00 5,232.83 230.00
						Payable Count: (3)	6,082.83
Vendor: KERRA KERRA JOHNSON	KERRA JOHNSON REFUND OVERPYMT FOR KERRA JOHNSON DOS 4/7/2017	11/30/2017	1,068.00	0.00	0.00	0.00	1,068.00
						Payable Count: (1)	1,068.00
Vendor: LO5780 115754	LOCAL GOVERNMENT INSURANCE TRUST ENDSMT/MOBILE EQUIPMENT	12/01/2017	5.00	0.00	0.00	0.00	5.00
						Payable Count: (1)	5.00
Vendor: MA9821 7401	MAKUCHAL'S SIGNS REFLECTIVE GRAPHICS NEW A3	12/01/2017	3,225.00	0.00	0.00	0.00	3,225.00
						Payable Count: (1)	3,225.00

My Open Payable Report

As Of 12/01/2017

Payable Number	Description	Post Date	Payable Amount	Discount Amount	Shipping Amount	Tax Amount	Net Amount	
Vendor: MA5936	MARYLAND ENVIRONMENTAL SERVICE						Payable Count: (2) 4,599.25	
<u>248983</u>	WTP SAMPLING/OCTOBER 2017	11/30/2017	589.00	0.00	0.00	0.00	589.00	
<u>248984</u>	WWTP SAMPLING/ OCT 2017	11/30/2017	4,010.25	0.00	0.00	0.00	4,010.25	
Vendor: NO6860	NOCK'S TIRE SERVICE, INC.						Payable Count: (1) 3,359.00	
<u>OCT 2017</u>	VARIOUS POLICE VEH REPAIRS	12/01/2017	3,359.00	0.00	0.00	0.00	3,359.00	
Vendor: PA7116	PAYCE						Payable Count: (2) 398.77	
<u>853356</u>	PAYROLL	11/30/2017	195.44	0.00	0.00	0.00	195.44	
<u>856081</u>	PAYROLL	11/30/2017	203.33	0.00	0.00	0.00	203.33	
Vendor: PO7150	POCOMOKE CITY VOL FIRE CO						Payable Count: (1) 882.98	
<u>NOV PURCHASES</u>	NOV PURCHASES	11/30/2017	882.98	0.00	0.00	0.00	882.98	
Vendor: QU7290	QUILL CORP.						Payable Count: (2) 211.02	
<u>2318274</u>	MISC OFFICE SUPPLIES	11/29/2017	193.73	0.00	0.00	0.00	193.73	
<u>2494860</u>	CASHIER SIGN	11/29/2017	17.29	0.00	0.00	0.00	17.29	
Vendor: RU5411	RUSTY MERRITT						Payable Count: (1) 200.00	
<u>301</u>	MONTHLY WEBSITE MAINT/DEC 2017	11/30/2017	200.00	0.00	0.00	0.00	200.00	
Vendor: SO8314	SOMERSET WELL DRILLING CO., INC.						Payable Count: (1) 138,764.81	
<u>6216</u>	WTP VALVE UPGRADE & MEDIA REPLACEMENT	12/01/2017	138,764.81	0.00	0.00	0.00	138,764.81	
Vendor: SO8200	SOUTHEASTERN EMERGENCY EQUIP						Payable Count: (2) 616.57	
<u>783009</u>	MED SUPPLIES	11/30/2017	440.23	0.00	0.00	0.00	440.23	
<u>784320</u>	MED SUPPLIES	11/30/2017	176.34	0.00	0.00	0.00	176.34	
Vendor: TO8909	TOM'S REFRIGERATION						Payable Count: (1) 240.00	
<u>13319</u>	CKD WALK IN COOLER/CHARGED FREON/FIXED LEAKS/MALLA	11/29/2017	240.00	0.00	0.00	0.00	240.00	
Vendor: TR2854	TREETOP PRODUCTS						Payable Count: (1) 312.15	
<u>TP00011959</u>	SIGNS FOR HAULERS	11/28/2017	312.15	0.00	0.00	0.00	312.15	
Vendor: TY8755	TYLER TECHNOLOGIES						Payable Count: (2) 8,034.08	
<u>025-183136</u>	ENERGOV/PROJECT MGMT/TRAVEL/2/2017	11/29/2017	5,534.08	0.00	0.00	0.00	5,534.08	
<u>025-189397</u>	ENERGOV PROJECT MANAGMENT/FEB 2017	11/29/2017	2,500.00	0.00	0.00	0.00	2,500.00	
Vendor: UL9050	ULINE						Payable Count: (1) 450.00	
<u>91040233</u>	MEDICAL SUPPLIES	11/30/2017	450.00	0.00	0.00	0.00	450.00	
Vendor: UT0010	UTILITY SERVICE CO., INC						Payable Count: (1) 29,900.82	
<u>428772-73</u>	WATER TOWERS MAINTENANCE	11/14/2017	29,900.82	0.00	0.00	0.00	29,900.82	
Vendor: WA9307	WASTE MANAGEMENT OF DELMARVA						Payable Count: (1) 912.85	
<u>INV0001113</u>	ROLL OFF	11/29/2017	912.85	0.00	0.00	0.00	912.85	
Vendor: WA3050	WATERFORD PRINTING						Payable Count: (1) 322.40	
<u>46605/46577</u>	BUS CARDS-DANIELS/SGT/LT	11/30/2017	322.40	0.00	0.00	0.00	322.40	
Vendor: WE9866	WEBB, CORNBROOKS, WILBER, VORHIS, DOUSE & LESLIE, LLP						Payable Count: (1) 3,850.00	
<u>10122017</u>	CITY ATTORNEY'S MONTHLY STM	11/29/2017	3,850.00	0.00	0.00	0.00	3,850.00	
Payable Account 81-020-20101							Payable Count: (43) Total:	223,062.87

Payable Account Summary

Account	Count	Amount
81-020-20101 - ACCOUNTS PAYABLE	43	223,062.87
Report Total:	43	223,062.87

Payable Fund Summary

Fund	Count	Amount
81 - DISBURSEMENT FUND	43	223,062.87
Report Total:	43	223,062.87

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MAYOR AND CITY COUNCIL OF POCOMOKE CITY

ORDINANCE NO. 436

An Ordinance adding “Chapter 85 Mutual Aid Agreements” to the Pocomoke City Code.

Introduced by: Mayor Bruce Morrison on behalf of the City Council

An Act to add Chapter 85- Mutual Aid Agreements to the Pocomoke City Code.

The purpose of this chapter is to authorize the circumstances under which Pocomoke City personnel may go or be sent beyond the boundaries of Pocomoke City.

MAYOR AND CITY COUNCIL OF POCOMOKE CITY

Bruce Morrison

Introduced, read first time, November 6, 2017, ordered posted and public hearing scheduled on November 20, 2017 at 6:30 PM in the City Council Chambers, City Hall, 101 Clarke Avenue, Pocomoke City, Maryland 21851

By Order of:

Carol L. Sullivan, City Clerk

PUBLIC HEARING

Having been posted and notice of time and place of hearing and copies having been made available to the public and the press, a public hearing was held November 20, 2017. Reported favorably with amendments, read second time and ordered to be considered on November 20, 2017.

§85-1. Police Mutual Aid Agreements Authorized.

- A. The City Manager is authorized to enter into mutual aid agreements with the State of Maryland, any county or municipal corporation, in or outside the State of Maryland, or any federal agency to provide mutual aid through the furnishing of police or other employees and agents, together with all necessary equipment.
- B. Any agreement for mutual aid must provide that each of the parties to the agreement:
 - (1) Waive any claims against all other parties to the agreement that may arise out of their activities outside their respective jurisdictions under such agreement; and
 - (2) Indemnify the other parties to the agreement from all claims by third parties for property damage or personal injury that may arise out of the activities of the other parties to the agreement outside their respective jurisdictions under the agreement.

§85-2. Authority to Send Personnel and Equipment Beyond City Limits

Personnel of the police department and other officers, agents, and employees of the City, together with all necessary equipment, may lawfully go or be sent beyond the boundaries of Pocomoke City to any point within or outside the State of Maryland under the following circumstances:

- A. Upon the direction of the Chief of Police (or designee) acting at the request of the State of Maryland, another state, a county, or a municipal corporation;
- B. Under a mutual aid agreement; or
- C. Under any statute of the State of Maryland or other lawful authority.

BE IT FURTHER ENACTED AND ORDAINED, that this ordinance shall take effect from and after the date of its approval by the Mayor.

November 6, 2017
Date Introduced

Date Passed

Council Vice President

APPROVED BY ME THIS 4th DAY
OF DECEMBER 2017

Attest:

Carol L. Sullivan, City Clerk

Bruce A. Morrison, Mayor

Resolution No. 511

A RESOLUTION OF THE MAYOR AND COUNCIL OF POCOMOKE CITY, MARYLAND TO AMEND CHAPTER 3 OF EMPLOYEE HANDBOOK POLICIES TO ADD COMPENSATORY TIME EXEMPT EMPLOYEES

Compensatory Time Exempt Employees

A. Policy Statement

Pocomoke City wishes to recognize that in some situations, Pocomoke City employees who are exempt from the overtime provisions of the federal Fair Labor Standards Act and equivalent Maryland law (collectively referred to herein as “FLSA exempt”) may be required to work significantly longer work hours or work weeks than normally are required. This policy is designed to treat such situations equitably and to recognize the work, commitment and dedication of employees who put in those extended hours. This policy applies to all Pocomoke City employees designated as FLSA exempt and is the only compensatory time policy applicable to these employees.

B. Purpose of Compensatory Time

Full-time FLSA exempt employees generally are expected to work at least forty (40) hours or fifty (50) hours each week, depending on their schedule, and as many hours as necessary to complete their jobs. This policy does not change these expectations. It does, however, recognize the existence of unusual circumstances in which the workload of particular Pocomoke City exempt employees may be especially burdensome. Examples of these circumstances might include but are not limited to:

1. Temporary high priority project assignments with mandatory deadlines,
2. Overload work performed while vacancies in a department are being filled,
3. High volume of service calls, or
4. Work required in meeting work deadlines related to the administrative cycle.
5. Employees become eligible for compensatory time in these situations only when they are unable to fulfill the tasks within normal business hours.

C. How Earned

Compensatory time is granted on an hour-for-hour basis. There is no provision for earning time and a half for hours exceeding the work-week. Time will be earned and usable in 15 minute increments. Compensatory time is earned only with prior approval from the Department Head or his designee. Both the employee and the supervisor shall discuss in advance the need for unusually long work hours in a workweek for which compensatory time might be appropriate. When compensatory time is to be accrued based on discussions described above, all documented hours worked beyond fifty (50) in a workweek, depending on their schedule, shall be granted as compensatory time. Work taken home will not be eligible for Compensatory time. For travel outside the area, transit time (excluding meal times) on an employee’s time will be eligible for

Compensatory time as will travel time inside the area when during regular work hours; travel from one worksite to another, and if called out after work hours in emergency situations.

D. How Used

Employees must obtain prior approval from their supervisor in order to use compensatory time. Compensatory time should be taken before vacation time is taken. Employees are encouraged to take Compensatory time within the following 90 days. When 80 hours of compensatory time are accumulated, the supervisor must schedule a conference to schedule draw down of the Compensatory time with the employee.

E. Not Transferable

Compensatory time may not be converted to any other type of leave or transferred to any other position within Pocomoke City.

F. Records

Compensatory time will be authorized in writing. If the need for compensatory time is due to an emergency, then the authorization will be as soon as practical after the event requiring the compensatory time. The employee's record of accumulated compensatory time will be kept on the City's payroll system by payroll clerk. The amount of accumulated compensatory time, annual leave, and sick leave will be shown on the employee's bi-weekly pay summary.

G. Separation

Upon cessation of employment prior to retirement or eligibility for retirement, there is no payout of compensatory time, and any remaining compensatory time is lost.

NOW, THEREFORE, the Mayor and Council of Pocomoke City, by this Resolution, do hereby adopt the revised Employee Handbook of Personnel Policies which is attached hereto and dated this date.

December 4, 2017

Date Introduced

January , 2018

Date Passed

Council Vice President

APPROVED BY MY THIS th
DAY OF JANUARY 2018

Carol L. Sullivan, City Clerk

Bruce A. Morrison, Mayor



8



**Pocomoke City Police Department
Interoffice Memo**

TO Mayor Bruce Morrison

DATE: 14 November 2017

FROM: Chief William H. Harden Sr.

RETURN: Yes No

For your information

Discuss with Council

Furnish Appropriate Material

Meet with _____

Take Appropriate Action

Investigate and Reply

SUBJECT: Council Meeting Agenda

We are respectfully requesting your approval to be placed on the City Council Agenda for December 4, 2017, to discuss the addition of one (1) additional officer. This is per our recent conversation regarding the addition of necessary sworn staffing.

STAY SAFE – BE ALERT

REPLY:

Signature:

Date:

Nov. 20th
AGENDA

9

Date: November 6, 2017
To: Robert Cowger
City Manager
City of Pocomoke
Re: Water & Sewer connection fees

Dear Mr. Cowger,

Our company, Amber Ridge II, LLC is scheduled to settle by year end on the purchase of all of the currently unimproved residential building lots in the Southern Fields Subdivision sections 1 & 2. As well as all of the currently unimproved residential building lots on Hillcrest Drive in the Woodland Manor Subdivision.

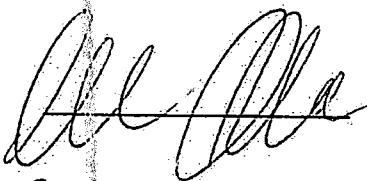
In efforts to further build momentum in these projects and to keep costs as low as possible for potential homeowners in both of these projects; we would respectfully request a reduction to the water and sewer connection fees assessed by the City of Pocomoke.

My understanding is the current fee structure is \$4,500 for water connection charge and \$4,500 for sewer connection charge, for a total fee of \$9,000 per new dwelling. We would request this fee be reduced by 50% for the first twenty (20) homes we build in both of these subdivisions.

Feel free to contact me if you have any questions or would like to further discuss this request.

We look forward to partnering with the City of Pocomoke on these exciting projects.

Respectfully,


CHRIS GREIKERSON
MEMBER
AMBER RIDGE II, LLC