

August 14, 2017

The regular meeting of the Pocomoke Mayor and Council was held in the Council Chambers at City Hall on Monday, August 14, 2017. The meeting was called to order at 6:30 P.M.

Present: Mayor Bruce Morrison  
Council Members: Brian Hirshman, Dale Trotter, Diane Downing, Esther Troast, George Tasker  
City Attorney: Roscoe Leslie  
City Clerk: Carol Sullivan (Interim Manager)  
Deputy City Clerk: Paula Sparrow

Introduction

Mayor Morrison introduced the incoming City Manager Robert “Bobby” Cowger. Mr. Cowger will begin his new position in two weeks. We welcome Mr. Cowger.

Review Minutes

In a motion (Troast, Trotter passed), to approve the minutes of the July 17, 2017 meeting and the minutes of the closed session.

Review Bills

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

Swear in new Board Members to BZA and Ethics Commission

Robert Price was absent at tonight’s meeting. He was to be sworn in as a new member of the Board of Zoning Appeals.

William Sparrow was sworn in by Mayor Morrison as a new member of the Ethics Commission. Mayor Morrison thanked Mr. Sparrow for serving on this commission.

Linda Redmond – Dance Loft

Linda Redmond was present and received a Certificate of Appreciate from the Mayor and Council in recognition of her thirty-five-year business in Downtown Pocomoke City. Mrs. Redmond is retiring.

Marc Scher, of the Downtown Pocomoke Association, and Karah Lacey were present and presented her with a plaque.

Mrs. Redmond thanked the Mayor and Council for the opportunity to work in the downtown area and their support over the years.

### Lions Club Donation

Mayor Morrison presented Lions Club President Sean Stevenson and Pat Tomasovic a Certificate of Appreciation for the Club's donation of a bench in Cypress Park.

### K9 Purchase

Police Chief William Harden was present to request approval to replace the department's recently deceased K-9 "Jet". J.C. Richardson, of Wicomico County, will be training this dual-purpose animal who will be trained in narcotics detection and patrol service. Mr. Richardson has 20 years experience training canines. Insurance death benefits on K-9 "Jet" and a \$1,000 donation from the Pocomoke Elks Club will cover this purchase.

In a motion (Trotter, Troast passed) to purchase new K-9 for the Pocomoke City Police Department.

Mayor Morrison questioned how long the training would take. Chief Harden anticipates the training would take approximately three months.

### George E. Young Auto Parts Bills

Mayor Morrison explained the business had been closed since 2015 after the death of his father. He recommended the Council waive the water and sewer bills including late fees be waived, and also business taxes for 2015 and 2016. He stated that everyone had a copy of the request letter from Mr. Ed Young

In a motion (Hirshman, Trotter passed) to waive all bills.

Mr. George E. Young, III (son) was present and thanked the Mayor and Council for the waiver of these bills.

### New Ambulance

EMS Director Mike Thornton was present to discuss the purchase of a new ambulance. He has been speaking to 911 Leasing Company and explained the terms and rates available. Mr. Thornton said the cost would be about \$190,000, with \$10,000 down and financed for either 5 or 7-year terms. The interest rate for 5 years would be 3.37% with a \$3,293 monthly payment, and a 7-year term would be 3.62% with a \$2,453 monthly payment. He added that the monthly payment equals about the charge received for 3 calls per month. We could pay semi-annually or annually, as well.

Councilman Trotter asked about the service time of an ambulance. Mr. Thornton stated 10 years is typical.

Mayor Morrison asked Mr. Thornton to meet with Finance Director Janet Wilson to discuss a five year versus a seven year payment term.

In a motion (Tasker, Troast passed) to purchase the ambulance after speaking with the Finance Director with the best payment term.

### Housing/Planning and Zoning Director

Dan Brandewie was present to request approval for submission of a Community Parks and Playground (CP&P) application for grant funding through the Department of Natural Resources. There are three items the City will apply for. Remodeling the restrooms and restroom showers; addressing the erosion on stream banks which are jeopardizing the walkways and tennis courts; and converting

two of our three tennis courts into pickleball courts. Electrical upgrades and lighting would also be included in the grant application. The grant funding should cover all expenses for this project.

In a motion (Troast, Trotter passed) to authorize submission of the CP&P grant application.

Mr. Brandewie also requested permission to solicit bids for an R.F.P. for an outside contractor to perform inspections and permit-related services related to Code compliance. Since Harvey Davis retired, the City does not have a certified building inspector. Mr. Brandewie explained that he is not a qualified building inspector. Councilman Tasker asked how long would it take for him to get his certification. He stated he did not know. Councilman Trotter asked him if this was something he would like to pursue, or would he rather have the City secure an outside source. Mayor Morrison asked if this was something the County Inspector could do. Mayor Morrison said this would be done as an “as needed” service. Mr. Brandewie explained there is not a great demand for this service. Councilwoman Downing said using the County would be better than hiring someone else. Mayor Morrison asked Mr. Brandewie to contact Ed Tudor, of the County, and ask if there was any way they could help the City. Councilwoman Downing said we may have to have a M.O.U. if the County gets involved.

Mayor Morrison thanked Mr. Brandewie for the work he is doing.

#### First Reading of Resolution 508

#### A RESOLUTION OF THE MAYOR AND COUNCIL OF POCOMOKE CITY, MARYLAND TO UPDATE A HANDBOOK OF PERSONNEL POLICIES FOR CITY EMPLOYEES

WHEREAS, Pocomoke City has had a Handbook of Personnel Policies for employees for many years; and

WHEREAS, this Handbook serves as guide to employees to their day-to-day interactions with other employees and citizens of Pocomoke City; and

WHEREAS, it is appropriate to update such Handbook from time-to-time in accordance with changing policies, state laws, etc;

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.

Mayor Morrison said this will be back on the table for Second Reading on September 18. Councilwoman Downing said some of the council had said they did not have copies of the old personnel policy handbook to use for comparison. Mayor Morrison asked Ms. Sullivan to take care of this.

#### Relocation of Recycling Bins

Public Works Director Bill East was present to discuss the City’s new location for the recycling bins. Mayor Morrison said we have received a lot of complaints about the other two locations at Tractor Supply and Advanced Auto. The City recently acquired a vacant lot on Sixth Street adjacent to the Verizon property. The City plans to fence in the area, and crusher run would be placed on the lot base. Councilman Hirshman asked if it could be monitored for violators with a camera at the police department. Mr. East stated Delmarva Power will raise the power wires. In a motion (Hirshman, Troast passed) to relocate the bins to the City’s new site on Sixth Street.

### Correspondence

Debbie Tull sent a thank you note for the flowers in remembrance of her late brother John Walter Tull.

Free Indeed Ministries, of Snow Hill, Maryland, sent a thank you note for the City's donation for their fundraiser.

Vicky Johnson's family sent a thank you note for the flowers sent for their granddaughter's funeral.

A letter from Pocomoke High School was received requesting a donation for the 3<sup>rd</sup> Annual Susan Pusey 5K Run and Pancake Breakfast on September 30, 2017. In a motion (Tasker, Trotter passed) to donate \$500 for a Gold Sponsorship at this event.

### Mayor and Council Items

Councilman Tasker asked about the street sweeper and spoke about the condition of the streets. Bill East has ordered a new broom for the sweeper and it should be here this week. The crew will probably be able to sweep streets in half the town.

Councilwoman Troast suggested the landlords be addressed about the trash situation. The Council needs to re-address the issue and fine the landlords. They are the ones that are contributing to the way the town looks. Mayor Morrison asked Housing Director Dan Brandewie to work on this.

Councilwoman Troast stated that about 70% of the City's homes are rentals, many with problems all over town. Mayor Morrison said we already have guidelines already on the books regarding bulk item collection, etc. Mayor Morrison said this will be put on the September agenda and addressed at that time.

Councilman Hirshman told Dan Brandewie the grass was knee high at 511 Walnut Street.

Karah Lacey – Community Clean Up Day The two schools need to be involved in a volunteer program, along with the principals. Mayor Morrison said that he would like to wait until it is cooler to begin this task in a few areas of town. Councilman Tasker said the City needs to get things cleaned up as you come into town, as well.

Mayor Morrison asked Ms. Lacey where we stand with flower pots. She said there was a delay again on the flower pots.

Councilman Tasker asked Ms. Lacey if she had worked together with Mike Shannon with Fourth Friday and Saturday's Boat Docking Contest. She said she saw him in passing but they were in a hurry and had not talked. Councilman Tasker said he would like to set up his stand on Willow Street for the events.

In a motion (Trotter, Downing passed) to adjourn at 7:15 p.m.

Following a motion by Councilman Hirshman and seconded by Councilman Trotter, the Council voted to meet in a closed session under provision of Section 3-305 (b) (4) of the General Provisions Annotated Code of Maryland at 7:22 p.m. in the Council Chambers. Present were Mayor Morrison; Councilmen Hirshman, Trotter, Tasker, Councilwomen Downing and Troast; City Attorney Leslie;

Acting Manager Sullivan and Deputy City Clerk Sparrow. Item discussed was a matter that concerns the proposal for a business or industrial organization to locate, expand, or remain in the State.

The Executive Session was adjourned at 7:40 p.m.

Approved: \_\_\_\_\_ 2017

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Paula M. Sparrow  
Deputy City Clerk