

December 7, 2015

The regular meeting of the Pocomoke City Mayor and Council was held in the Council Chambers at City Hall on Monday, December 7, 2015. The meeting was called to order at 7:30 P.M.

Present: Mayor Bruce Morrison
Council Members: Diane Downing, Brian Hirshman,
Esther Troast, George Tasker, Dale Trotter
City Manager/City Attorney: Ernie Crofoot
City Clerk: Carol L. Sullivan

Review Minutes:

In a motion (Trotter, Troast passed) to approve the minutes of the November 16, 2015 meetings as presented.

Review Bills:

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

Recognition of Parade Committee Chairman Mike Shannon and volunteers for another successful Christmas Parade:

Mayor Morrison presented Mike Shannon a plaque for another successful Christmas Parade. He thanked Mike and all the volunteers for making this event so successful.

Mr. Shannon thanked the Mayor and Council for all the support the City gives him and the parade committee. He also stated how stressful this past Sunday and Monday were as the weather did not cooperate this year. By re-scheduling they lost 20 units in the parade. He also thanked the community for coming out and supporting the parade each year.

City Manager-employee Contract-William Harden-Chief of Police:

City Manager Crofoot stated that everyone had a copy of the contract. He stated that it was similar to his contract and he encouraged the Council to approve it.

In a motion (Hirshman, Trotter passed) to approve the Chief of Police contract. Downing abstained.

City Manager to discuss letter to septic haulers:

City Manager Crofoot stated that a letter will be mailed to the septic haulers informing them of the new hours at the Clarke Avenue Main Pump Station. The letter explains that changes were being made due to haulers dumping grease and leaving debris in the basket. Also all delivery/disposal sheets are to be sent to the City within three days of dumping; the sheets must be completed with time, date, location where it was pumped from, the company's name and the identification of the truck and driver must be shown.

Letter to MDIA, thanking them for quick response:

City Manager Crofoot stated that he sent a letter to Middle Department Inspection Agency, for their quick response that they provided on December 1st to inspect the new meter and connections for the downtown street lamps. He stated that they were at the locations within a half hour to inspect; and the lights were on for the Christmas Parade.

City manager-grant writing and administering proposal-Valerie Mann:

City Manager Crofoot proposed to hire Valerie Mann as the City's grant writer and to administer the grants. He stated that it was not a reflection on anybody's work; but it does take a lot of time to search for grants and to administer them, as all the individuals handling this at the current time has other duties. This will help them by allowing more time for their full-time duties. Ms. Mann has experience in the area of searching for grants to a specific project and he feels that it would not take away from other duties that employees are doing full-time.

In a motion (Tasker, Troast passed) to hire Ms. Valerie Mann as the City's grant writer and to administer the grants.

Introduction and First reading of Ordinance No. 423 adding "Chapter 70-Purchasing" to Pocomoke City Code:

Mayor Morrison read for the record: Below is a summary of Ordinance No. 423:

The purpose of this chapter is to provide the taxpayers of Pocomoke City with an economical and efficient method of public purchasing. The chapter will promote maximum competition without compromising quality; provide fairness in selection of vendors; assure quality goods and services at the best price; and provide clear, accurate, and uniform information on goods, services or construction to be purchased. This will be accomplished by implementing standardized regulations and procedures under a uniform purchasing system.

City Manager to discuss donation of ambulance A-2 to Newark Volunteer Fire Company:

City Manager Crofoot stated that Newark Volunteer Fire Company was interested in acquiring our ambulance A-2. This ambulance was replaced in July and we do not have a need for it. This is a small fire company and they don't have funds to purchase a new ambulance. This would be a second ambulance for them.

Councilman Tasker asked if they had a pumper truck that the City could get for a trade, as the pumper truck currently at the Fairgrounds needs to be replace.

In a motion (Tasker, Trotter passed) to donate the ambulance to Newark Volunteer Fire Company.

Delmarva Discovery Center to request to apply for Maryland Bond in the amount of \$170,000 for the Touch Tank:

Ms. Stacey Weisner, asked permission to submit a request for \$170,00 in capital funding from the Governor's budget through the Department of Budget and Management, for a Touch Tank. She asked the City to provide a letter stating she has permission to speak on the City's behalf. She stated that she would like to request letters to apply for a State Bond Bill in the

amount of \$170,000; a letter to submit an “Intent to Apply” and application to the Maryland Heritage Area Authority for \$50,000 and a letter to apply for CDBG funds to make the building more handicap accessible.

In a motion (Trotter, Downing passed) to support the request of Delmarva Discovery Center in applying for grants on the City’s behalf for Delmarva Discovery Center.

Councilman Tasker stated that Barbara Tull was selected for the “Jefferson Award” and that the show would air on December 20, 2015 on WBOC.

Comments from Council:

Councilman Tasker stated that the potholes on Lynnhaven Drive needed more than putting gravel in them. The gravel comes out of the potholes as the cars run over them.

Councilman Trotter stated that he has noticed several street lights being out in town. In the past the police officer would make a list and give it to Paula to have the lights repaired. He would like to see this happen again.

Mayor Morrison stated that the City would hold its annual Christmas Breakfast for employees on December 16 at the Community Center at 8:00 A.M.

The meeting for December 21 has been cancelled.

Comments from Audience:

Mr. Mike Shannon thanked the Mayor and Council for all the City does in preparing for the Christmas Parade and other events that he is involved with. He stated that the Public Works Department does a great job in preparing for the events.

Following a motion by Councilman Trotter and seconded by Councilman Hirshman the Council voted to meet in a closed session at 8:24 P.M. in the Council Chambers. Present were Mayor Morrison, Councilman Hirshman, Councilman Trotter, Councilman Tasker, Councilwoman Downing, Councilwoman Troast, City Manager/City Attorney Crofoot, and City Clerk Carol Sullivan. The Mayor and Council discussed employee issues as permitted under the provisions of Section 3-305 (b), (1) of the General Provisions Annotated Code of Maryland the meeting adjourned at 8:45 PM.

Approved: _____

Carol L. Sullivan
City Clerk