

November 2, 2015

The regular meeting of the Pocomoke City Mayor and Council was held in the Council Chambers at City Hall on Monday, November 2, 2015. The meeting was called to order at 7:30 P.M.

Present: 1st Vice President George Tasker, presiding
Council Members: Diane Downing, Brian Hirshman, Esther Troast, Dale Trotter
City Manager/City Attorney: Ernie Crofoot
City Clerk: Carol L. Sullivan

Mayor Bruce Morrison was not in attendance as he had surgery on Friday.

Review Minutes:

In a motion (Trotter, Downing passed) to approve the minutes of the October 5, and October 13, 2015 meetings as presented.

Review Bills:

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

Mayor Morrison to read the findings of Open Meeting Compliance Board:

Councilman Tasker read the findings of the Open Meeting Compliance Board.

Mr. Crofoot stated that of the meetings, only the meeting of July 13 was in violation of the Open Meeting Act. Mayor Morrison did address this at the August meeting and he apologized to the press and audience that night. The meetings of June 26 and 29th are not covered by the open meeting law as they were regarding personnel issues. The letter can be found on the City's web page.

Representatives of P.K.S., Inc. to present annual audit report for fiscal year 2015:

Mr. Mike Klegler stated that the purpose of their attendance was to make a formal presentation to highlight the annual audit findings. He added that the firm's audit opinion was "a clean or unqualified opinion", which is the highest opinion that they can render regarding the City's audit.

Ms. Leslie Michalik discussed the General Fund Revenues by source, stating that total revenues were \$5,128,892. Property taxes accounted for 66% of the total revenue, followed by

intergovernmental revenues of 18%. The largest expense category was Public Safety at 33%, followed by Public Works at 18%. The largest expenditures were for salaries and employee benefits with a total of 59%. The total water and sewer net position at year end was \$8,477,473. The Ambulance fund had an increase of \$38,488 in net position with a net position at end of year of \$1,126.

Mr. Klegler stated that at the end of year cash on hand was \$387,696 which is a relatively 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.

Councilman Tasker thanked them for coming and going over the financial report.

Present a "Certificate of Appreciation" to Ms. Kelly Richardson and Worcester County 4-H for participating in "Make a Difference Day" by decorating outside of Pocomoke City's Police Department on Saturday, October 24:

Councilman Tasker presented Ms. Kelly Richardson and Worcester County 4-H a Certificate of Appreciation for decorating the outside of Pocomoke City's Police Department.

Ms. Richardson thanked the local retail stores that donated items for the decoration and stated that the children and parents earned money of their own that they donated.

City Manager-Request funds to be transferred to replace seven (7) windows on second floor at City Hall:

City Manager Crofoot stated that the windows upstairs had gaps between the walls and windows leaving the area very drafty. He stated that he would like to transfer funds from Clubhouse Expense and Housing-grass cutting, debris, maintenance for non-City owned property to Housing Capital Outlay in the amount of \$2,500 for replacement windows on the second floor.

In a motion (Troast, Hirshman passed) to transfer the funds from Clubhouse Expense and Housing-grass cutting, debris, maintenance for non-City owned property to Housing Capital Outlay in the amount of \$2,500.

Mr. Doug Guns, Director of Golf Operations, to present funds raised by golf tournaments to MarVa Theater and Delmarva Discovery Center:

Mr. Guns stated that a golf tournament was hosted by the Winter Quarters Golf Course for the MarVa Theater and Delmarva Discovery Center. He presented a check in the amount of \$500 to Katy Fleming of the MarVa Theater for their education program. He also had a check in the amount of \$375 that he would present to the Delmarva Discovery Center for their STEM Classroom.

City Manager-Request to sign new lease agreement with Xerox Corporation:

City Manager Crofoot stated that this contract would be buying off another contract which would save the City approximately \$1,498 yearly, he recommended approving the agreement.

In a motion (Troast, Trotter passed) to approve City Manager Crofoot to sign new lease agreement with Xerox Corporation.

Chief Harden to request approval of non-competitive purchase-Pocomoke City Police Department security cameras:

Chief Harden stated that the current camera system the Police Department has currently is about ten years old. It has major issues and no active maintenance contract. There are a total of 19 cameras with 11 located in the Police Department and seven (7) on various streets. He would like to have ADVANTECH to install new cameras and a service agreement contract.

City Manager Crofoot stated that this item was in the budget for \$20,100. This contract would be for \$19,950 for the video and access system upgrades with a \$75.00 monthly hosting fee.

In a motion (Troast, Trotter passed) to approve ADVANTECH to install new cameras and a service agreement contract in the amount of \$19,950 with monthly hosting fee of \$75.00 and to waive the normal bidding process.

Discussion-twice monthly meetings:

City Manager Crofoot stated that he would like to have the Mayor and Council meetings twice a month on the first and third Monday of each month. He realizes everyone's time is valuable but there are, at times, items that can't wait for the next month meeting before a decision is made.

Comments from Council:

Councilman Hirshman asked when the potholes would be repaired.

City Manager Crofoot stated that the Public Works Department have been working at the dump site as that is a priority at this time. Bulk of that work should be completed within a couple of weeks. At which time cold patch would be the next priority.

Councilman Trotter asked if the response letter to MDE could be on the website. Also, he thanked City Clerk Carol Sullivan and IT Rusty Merritt for adding the "Comments/Suggestion" box on the City's website.

Comments from Audience:

A citizen asked if more security cameras would be beneficial and if we would see fewer officers on the street. He would like to have the presence of police officers more visible with foot patrol.

City Manager Crofoot stated that applications have been received and the vacancies will be replaced as soon as possible. Also a 17th officer position was approved; once all vacancies have been filled there will be two more officers on the street.

Chief Harden stated that officers have not changed their foot patrol; they are still out on the street.

Councilman Tasker asked what the time frame was to have new officers hired and on the street.

Chief Harden stated that if they are already certified we could have them on the street within two to four weeks, but if they go to the police academy, it would be approximately eight (8) months before they are working the streets.

Mr. Duane Durham, Winter Quarters Drive, stated that he recently purchased his home on Winter Quarters Drive. He was not familiar with the golf course and how much damage the golf balls can cause to his property and family. He would like for the City to purchase a net and install it so that golf balls would not be hitting his property.

City Manager Crofoot stated that he would make sure the "T-box" was aligned in the right direction; if it is not aligned properly than the City would be responsible. He and Doug Guns looked at the "T-box" and it is align correctly. Therefore, the City is not responsible for damages caused to Mr. Durham's property.

Mr. Durham stated that he came before the Council for help and he has asked for help was denied.

Mr. Ronnie White and Mr. James Jones, "Citizens for A Better Pocomoke" passed out a letter requesting that District 4 be on the 2016 election ballot.

Ms. Marlene Milbourne asked what was going to happen to the house at 709 Clarke Ave., it is an eye sore.

City Manager Crofoot stated that there were some houses on the schedule for control burn. He stated that he would like to put together a group to discuss that area.

Councilman Tasker stated that sometimes the property is reverted to the City and he would like to work with habitat to put homes back on the property.

Following a motion by Councilman Trotter and seconded by Councilwoman Downing the Council voted to meet in a closed session at 9:15 P.M. in the Council Chambers. Present were Councilman Hirshman, Councilman Trotter, Councilman Tasker, Councilwoman Downing, Councilwoman Troast, City Manager Crofoot, and City Clerk Carol Sullivan. The Mayor and Council and guest discussed the proposal for a business or industrial organization to locate, expand, or remain in the State of Section 3-305 (b), (4) of the General Provisions Annotated Code of Maryland the meeting adjourned at 10:05 PM.

Approved: _____

Carol L. Sullivan
City Clerk