

October 3, 2016

Pocomoke City Mayor and Council held a regular meeting in the Council Chambers at City Hall on Tuesday October 3, 2016. The meeting was called to order at 6:30 P.M.

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

Review and approval of minutes from meeting on September 6, 2016:

In a motion (Tasker, Downing passed) to approve the minutes of the August 15, 2016, meeting as presented.

Discussion and comments from Worcester County Commissioner Merrill Lockfaw:

Mayor Morrison welcomed Commissioner Lockfaw. He asked if he could help Pocomoke with getting a rec center. Mayor Morrison stated that Snow Hill, Berlin had a rec center and we have the YMCA but that is across the highway and is difficult to get to. It is also expensive.

Commissioner Lockfaw stated that transportation to Snow Hill is a big issue. He stated that there are needs here on the lower end of the county. He has spoken with the county administrator and they are trying to put some things together. They are going to try to get the recreation department involved with the schools to offer tutoring and sports. The north end of the county seems to get a lot, they do but they have some great planners and resources available with their tax base. Need to start small programs and work from them to grow into larger programs. Maybe the old armory could turn into something great for Pocomoke. He stated that he knows that it will take a lot of work and vision to plan which all can be possible. He stated that the County is willing to work with Pocomoke to help to have activities for the youth. He stated if you have any ideas or questions regarding this please let him know as he is willing to help.

Mayor Morrison stated that he had talked to the schools, the schools stated that they don't have the money or staff as it cost them money. The schools are perfect as they have a gym, we just need to utilize the resources available.

Commissioner Lockfaw stated that he would talk to other commissioners in regards to using the schools, he would need other commissioners on board. He also stated that he would follow up with the Board of Ed if the City would like for him to do so.

Mayor Morrison stated yes, he would like for him to talk to the Board of Ed about using the gyms at our local schools.

Mr. Ronnie White asked if it was possible to use the gym now at the Armory building, using the outside entrance of the building.

City Manager Crofoot stated that he didn't think so, but he would take another look at the building.

Commissioner Lockfaw asked to go on the tour to look at the Armory building.

Mayor Morrison thanked Commissioner Lockfaw for attending tonight's meeting and discussing the options for Pocomoke's youth.

Save the Youth comments and announcement – Miriam Cane:

Mayor Morrison stated that Ms. Cane was not in attendance tonight.

City Manager Crofoot stated that she wanted to talk about the youth center before the ribbon cutting. The ribbon cutting was very well attended. They plan to be open to around seven to seven thirtyish each week night. It is set up very nice.

Authorize Mayor to sign Proclamation 4 H week October 4-8, 2016:

Mayor Morrison read for the record.

Ms. Kelly Richardson was present to receive the Proclamation and she had some 4-H members with her. She gave the Mayor and Council a goodie bag. She explained what 4-H stood for and the activities that the members are involved in. Several youth members spoke about what they liked most by being a 4-H member.

Authorize Mayor to sign MOU with Worcester County concerning radio tower located at 1637 Dun Swamp Road:

City Manager Crofoot stated there's a statewide of re-configuring the emergency radio system. In order to do that the State and County are upgrading the system to an 800 megahertz system. The County will need to locate some equipment in various areas in the County, ideally on the City's water tower located at Dun Swamp Road. The County will be absorbing the majority of the cost. They will be upgrading all sixteen (16) portable police radios, five (5) EMS mobile radios, nine (9) portable radios, replace desk top radio and replace twenty-two (22) vehicle phase 1 radios for the Public Works Department. We will need to absorb the cost of upgrading in car radios and the desk top for dispatch. The cost of the upgrade will be around \$54,000 to the City. We all have to be on the system, it is a cost that we would have had to absorb in any event. City Manager Crofoot recommended that the City enter into the MOU with the County.

In a motion (Trotter, Troast passed) to authorize Mayor Morrison to sign the MOU with Worcester County to locate their radio tower at 1637 Dun Swamp Road.

Discuss amendment to Personnel Policy-Section 19, Bereavement/Special Leave (adding grandchildren to bereavement):

City Manager Crofoot stated that we had an occasion to visit that policy. Would just like to have a formal vote tonight. The Council was polled to approve at the time it was needed.

In a motion (Tasker, Downing) passed to amendment Personnel Policy-Section 19, Bereavement/Special Leave adding grandchildren to bereavement.

Approval of contract with GMB for Clarke Ave. Pumping Station Design services:

City Manager Crofoot stated that GMB has done some preliminary environmental work. We have a grant from Maryland Energy for one million dollars, the total upgrades will cost about \$2.1 million dollars. We are applying for a grant for USDA for the balance. This is a preliminary design agreement that will be funded out of the grant. He recommended the Council to approve the contract with GMB.

In a motion (Troast, Hirshman passed) to approve the contract with GMB for the Clarke Ave. Pumping Station Design.

Budget amendment request and purchase of backhoe:

City Manager Crofoot stated that the amendment request was to move the money from the capital outlay from last year to this year. That's to buy the already approved software for land use and planning permits and inspections. Also there is a \$1,000 amendment to correct a salary level that was incorrectly stated in this year's budget. He asked that the Council approve the written budget amendment request. The backhoe is in the budget and we have the money to purchase it but we were going to borrow the funds for the purchase. So I would like your approval to go ahead to purchase without borrowing the funds, and paying it back once we borrow the funds.

In a motion (Trotter, Troast passed) to approve the budget amendment request and approve to purchase the backhoe now and pay back the general funds account once the City borrowed money for capital outlay items.

Discuss implementing Capitalization Policy:

City Manager Crofoot stated that Janet Wilson and he had meet with the auditors and they made a recommendation to have a policy for the capitalization of items rather than an expense of items. This is an appropriate policy for us and City Manager Crofoot recommends an approval. He also stated that the auditors have completed our audit and they will be coming on the 17th to discuss the fiscal year 2016 financial statements.

In a motion (Tasker, Trotter passed) to implement the Capitalization Policy.

Schedule work session for updating Charter regarding -Election:

Mayor Morrison stated that he would like to schedule a work session to update the Charter regarding Election procedures.

Everyone agreed to schedule a work session for October 11 at 5:30 at City Hall in the Council Chambers.

Discuss letter from Tri-Council concerning appointment of municipal representative from Worcester County to that board:

In a motion (Trotter, Downing passed) to appoint Esther Troast to be considered to represent Worcester County to the Tri-County Council.

Approval of "Enegov" software and related services contract for land use, planning, housing and zoning:

City Manager Crofoot stated this is to purchase the land use software package. We need approval of the Enegov contract to move forward. He also stated that there are four applications for the Circuit Rider program.

In a motion (Troast, Hirshman passed) to approve the Enegov software contract.

Authorize City Manager to sign contract with Public Advisory Consultants:

City Manager Crofoot stated that Public Advisory Consultants give advice to counties, towns, and other agencies on debt structure. As to how much they can borrow, how to get the best bargain for their borrowing and how much they can afford to borrow and the best way to try to borrow money. This firm has a reasonable price. We really need a forecast and a plan to move forward. They are a financial planner and he recommends that the City has one.

Mayor Morrison asked how often would we use them.

City Manager Crofoot stated that they would be used to formulate where to borrow money and what our borrowing capacity could be. For what we need, he doesn't envision that this would be huge expenditure. They work from their office; they will email us for what they may need. We are using them as a consultant, as to when and how much we need to borrow.

Councilwoman Downing stated that she doesn't see the need for a consultant at this time.

City Manager Crofoot stated that we could consolidate our debt at a lower rate. Somebody needs to put that package together. They will consolidate all debt and advise us on where, and how much money to borrow at the best rate.

Mayor Morrison stated that he would like to have a limit on this service.

In a motion ((Troast, Hirshman passed) to authorize to use Public Advisory Consultants with a limit of \$5,000. Councilwoman Downing nay.

Report on auto on Saturday, October 1, 2016:

City Manager Crofoot stated that the sale of vehicles was \$1,375, with the possibility of \$800 for the old trash truck. He stated that not one of the vehicles were in a fair condition. They all were in bad condition. All the cars have been moved and cash has been turned in. He wanted to publicly thank former Chief of Police J D Ervin for serving as the auctioneer for this sale. He also suggested that once a vehicle is taken out of service, that we get it detailed and sell it immediately. City Manager Crofoot thanked City Clerk Sullivan and Superintendent Bill East for their help with the auction.

City Manager to discuss draft of rules for septic haulers:

City Manager Crofoot stated that there was a demonstration of a portable septic hauler station known as "the beast", it did a really good job. Although we didn't get as many haulers in as we would have liked for the demonstration, it did an awesome job. It will give an accurate count of gallons that is off-loaded from the truck. It cost approximately \$200,000, separates the fat oil, grease and grit material and hard stuff so it doesn't go into our system. We will have set hours, a person will be there at all times, we will charge for the capacity of the tanker. The receipts are duplicated and signed by the driver and the attendant. A driver manifest will be required; the driver is supposed to submit manifest to us. All haulers need to be pre-register. Proposed that the rate stays the same. We are also looking at a meter to attach to the hoses that will measure the off-load of the truck.

Mayor Morrison asked when would the non-summer hours begin.

City Manager Crofoot stated that he would like to talk to the drivers to see when the drop off in hotel and campgrounds begin and will set the hours accordingly.

Mayor Morrison asked when would these rules become effective.

City Manager Crofoot stated he would recommend November 1.

In a motion (Tasker, Troast passed) to accept the draft rules for septic haulers with a beginning date of November 1.

Superintendent of Golf Course Ken Bolon to give an update on the golf course:

Mr. Bolon stated that this was the hardest summer that he has every experienced in his seventeen yearsof doing this work. He stated that he would take some questions if anyone had any.

Mayor Morrison stated that he liked the ideas that Mr. Bolon had emailedand he hopes that we can move forward and as he gets comfortable out on the golf course.

Councilman Tasker asked if the greens had improved.

Mr. Bolon stated that they had improved some.

Councilman Tasker asked about the weeds.

Mr. Bolon stated that they are starting to die off.

Mayor Morrison thanked Mr. Bolon for coming in and for the job he is doing.

Ordinance Public discussion curfew:

After some discussion, the consensus was not to have a curfew ordinance. The police could patrol the area of Fourth and Laurel more often.

Comments from Mayor and Council:

Councilwoman Troast asked if the County was still taking care of the mosquito control as she has gotten several phone calls this week.

City Manager Crofoot stated that he would follow-up on the spraying in this area.

Councilman Hirshman stated that Pastor Cartwright was here tonight to give an update on his church purchasing the old fire house.

Pastor Cartwright stated that they are still very interested in the purchase and he asked where they stood since they submitted their bid in June.

Mayor Morrison asked Pastor Cartwright to give them his vision of the old firehouse as to how they plan on using it.

Pastor Cartwright stated that the first floor would be a sanctuary and activities on the second floor for the youth. He stated that it would be approximately three years for the completion of the repairs and for the activities for the youth. They would have fundraisers to help with the renovation.

Mayor Morrison asked Pastor Cartwright to bring back to the Council in writing a plan of action.

Pastor Cartwright stated that he could have a written plan by December.

Comments from the audience:

Ms. Susan King stated that she lives on Cedar Street and she would like to see something done about the speeding on that street. She stated that people were running the stop signs andnot

slowing down. She would like to know what could be done about it before kids or somebody gets hurt.

Mayor Morrison asked City Manager Crofoot to continue to check on the speeding cameras like Snow Hill has.

City Manager Crofoot stated he knows that there is a problem with speeding on Cedar Street.

Ms. King asked if somebody could be patrolling Cedar Street before and after school dismissal.

City Manager Crofoot stated that they could have patrolling there, but as you know when the police are present there is no speeding. Once they are not there speeding begins again. He suggested to install speed humps.

Councilwoman Troast stated that she visited Bel-Air recently and they have speed humps and she recommends speed humps.

City Manager Crofoot stated that he would look at the cost of the speed cameras and also what the cost of installing speed humps on Cedar Street.

Ms. Monna VanEss asked about the status of the houses on Second Street.

City Manager Crofoot stated that it's not only the legal issues but it cost approximately \$30,000 each to demolish the houses. He stated the he asked Commissioner Lockfaw to check into reducing the tipping fees at the landfill for the debris. He also stated that the City has applied for grants to help with this expense.

Ms. VanEss stated that Oxford and Maple Streets have the same problems. Is it possible to post "no trespassing" signs?

Following a motion by Councilman Trotter and seconded by Councilman Tasker, the Council voted to meet in a closed session at 8:10 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 a matter that concerns the proposal for a business or industrial organization to locate, expand, or remain in the State.

Approved: _____

Carol L. Sullivan
City Clerk