

A G E N D A
POCOMOKE CITY MAYOR AND COUNCIL MEETING
6:30 p.m., Monday, May 1, 2017
City Hall

1. Call to Order and Pledge of Allegiance.
2. Review and approval of minutes from meeting of April 10, 2017.
3. Review and approval of bills.
4. First Reading of Ord. 430 to set the tax rates for 2017-2018.
5. Pocomoke City Volunteer Fire Company to discuss property at Dun Swamp Road.
6. City Manager Crofoot to give an update on budget process for 2017/2018.

Correspondence:

Consumer Confidence Report (CCR).

Colleen Mister and Barbara Tull-Winter Quarters Golf Course

Council Comments

Comments from the Audience

Adjourn

AGENDAS ARE SUBJECT TO CHANGE UNTIL THE TIME OF CONVENING.

The regular meeting of the Pocomoke City Mayor and Council was held in the Council Chambers at City Hall on Monday, April 10, 2017. The meeting was called to order at 6:30 P.M.

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

Review Minutes:

In a motion (Trotter, Hirshman passed) to approve the minutes of the March 20, 2017 meeting as presented. In a motion (Trotter, Hirshman) approved the closed meeting minutes of March 6, 2017.

Susan Brancieki, Worcester County Circuit Court Clerk to swear in Bruce A. Morrison as Mayor for a three-year term.

Worcester County Clerk of Court Susan Brancieki swore in Bruce Morrison as Mayor for a three-year term.

Mayor Morrison to swear in R. Dale Trotter as Councilmember for District 3 for a three -year term.

Mayor Morrison swore in R. Dale Trotter, District 3 Councilman for a three-year term.

Select 1st and 2nd Vice President of the City Council for the coming year.

In a motion (Tasker, Trotter passed) Councilwoman Esther Troast to serve as First Vice President of the City Council for the next year.

In a motion (Troast, Trotter passed) Councilwoman Diane Downing to serve as Second Vice President of the City Council for one year.

Mr. Will Stevenson to discuss information regarding the Golf Course.

Mr. Stevenson gave history update on the golf course. He stated that the deed was restricted to be used as a park or golf course and that it could not be used as a commercial golf course. He stated he heard that some people would like to close the golf course because it loses money. If they had read the most recent audit report in the City's finances is understandable because it does not include the income, it only lists the expenses on page 45 of the audit report. This presents a false impression that there was no income at the golf course. He thinks if the golf course was not there the homes in the area would lose their value and the property tax would decrease for that area. He stated that he would be happy to volunteer his time and effort if the Council would like for to him to see if they can improve the requirements in the future. Mr. Stevenson stated that the condition of the golf course was in much better shape this year than last year and if they stay in this shape the Lions Club would have their tournament there this year.

City Manager Crofoot stated that he was not sure what part of the budget Mr. Stevenson looked at, but he would be happy for him to come in and sit with him. However, we lost \$150,000 last year total. It is a continuing pattern, yes, we lose money on trash collection and water and sewer, which gets used by every citizen in Pocomoke City. City Manager Crofoot stated that if he could have \$25,000 he could make the golf course a very enjoyable passive park, places for picnicking, frisbee golf, they do not require special mowers for greens and chemicals

sprays. It is a money loser while we are struggling. He stated that he is looking at a budget that is half million loss. Many more number of people could use a passive park, and we all use our essential services.

Mayor Morrison stated that they have tough decisions ahead of them to make regarding the budget this year and need to think of ways to cut cost and make money to survive.

Ms. Amy Strong stated that she lives on Winter Quarters Drive, she is not a golfer, but when they bought their property they purchased it because it was on the golf course. They like the environment of living there. She stated that she hopes the City Council would let them know if they plan on closing the golf course, as they would like to have an input before it happens.

Mayor Morrison stated that there would be public meetings and we would keep everyone informed as to what would be happening with the golf course.

Mr. Jim Covington stated that we need to look into the historical grant that would greatly reduce the expense for the City. The supplies, equipment and things needed would have been taken care of. Money and grants are available and we need to take advantage of them.

Second Reading of Resolution No. 506 to reimburse expenditures incurred with respect to Clarke Ave. Main Pumping Station.

City Manager stated that this is to ensure our ability to reimburse ourselves from the USDA loan and grant for expenditures incurred with rehabilitating and improvements from the Clarke Ave. Main Pumping Station. IRS requires us to have a Resolution for us to reimburse ourselves.

Councilwoman Downing asked what percentage would we be reimbursed.

City Manager stated that he doesn't know as there are too many variables. It doesn't enable us to borrow or spend money, it enables us to recover money.

Councilwoman Downing asked how much money we would have to spend.

City Manager Crofoot stated that the projected cost of the Clarke Ave. Main Pumping Station rehabilitation is just under \$2.5 million dollars.

Councilwoman Downing asked if the City would need to come up with the whole amount.

City Manager Crofoot stated that part of the money will be paid by a grant, under Maryland Department of Environment, the rest of the money will be paid from USDA loan, which is roughly \$1 million dollars from the state, and \$1.5 million from a USDA loan. In conjunction with that, however, both the MDE grant and USDA loan are committed to upfront are not funded until the project it complete. We also have on the next item that we will need to issue a bond anticipation note to a bank that will fund the payments on the project until the project it completed, at which time when the grant and USDA loan is disbursed the bank that is providing the construction will be paid off out of the permanent financing. All the bills will have been paid, we will have been paying interest to carry the bank loan, when the principal is disbursed from the grant and USDA loan the interim bank gets paid and we start debt service payments on the USDA loan. For the coming year budget, we estimated one-half year of debt service, one year of interim financing interest and half-one year of reservice and replacement funds. Something we have never done with our projects before. As long as the loan is outstanding we have to put \$38,000 a year for replacement funds, so if things break and are replaced we will have money there to pay for them. The annual payments, debt service plus replacements funds will be around \$105,000 a year to carry that \$2.5 million-dollar debt.

In a motion (Hirshman, Trotter passed) to approve Resolution No 506 to reimburse expenditures incurred with respect to Clarke Ave. Main Pumping Station. Councilwoman Downing nay.

Approval of Bank Solicitation Letter for Interim Financing - Clarke Avenue Pumping Station:

City Manager Crofoot stated that it's the letter to the banks soliciting bids for the construction finance that we just talked about.

In a motion (Tasker, Hirshman passed) to proceed with the bank solicitation letter for interim financing. Nay Councilwoman Downing and Councilwoman Troast.

Update on of Wastewater Clean-up invoices – none hit \$25,000:

City Manager Crofoot stated that the bill for CES for pumping out the pumping station and hauling it over to the lagoons was \$24,000 plus. There was several weeks of \$3,000 a week of pump work. The bypass pumps are gone, we had the rebuild pump install, the other pump is overheating, we are keeping the second pump cooled when its operating.

Authorize Mayor to sign Proclamation for Fair Housing Month-April 2017:

In a motion (Downing, Trotter passed) to authorize Mayor to sign the proclamation.

Eagle Scout candidate Greg Treuth would like permission to build benches at DDC for his Eagle Scout project.

Mr. Greg Treuth, sponsored by the Salisbury Elks Lodge, would like to build an outside classroom at the Delmarva Discovery Center. He asked the Mayor and Council for their approval of the project.

In motion (Tasker, Trotter passed) to give Greg Treuth permission to build an outside classroom at the Delmarva Discovery Center for his Eagle Scout project.

City Manager Crofoot to give an update on budget process for 2017/2018:

City Manager Crofoot stated that you have heard most of it. Next week he would have a budget to present to them.

City Manager to discuss donation of land on 6th Street:

City Manager Crofoot stated where the telephone company is located on 6th Street and our building there is about a one acre vacant lot. He stated that he had a call from an agent representing the property owner stating they are considering donating the land to the City. City Manager Crofoot said that he would like to see an environmental report before accepting. If all is okay he would like to have Council's approval.

In a motion (Hirshman, Trotter passed) to accept the donation of land on 6th Street if there is no clean-up needed from the environmental report.

Discuss giving authority to City Manager to have property surveyed at Wastewater Treatment Plant:

City Manager Crofoot stated that we do not have a coherent up-to-date survey of the land to show exactly where the land available is within that parcel. He stated that he knew about how many acres that is available, but he would like to have a something to show to someone that may

be interested in purchasing land. It will show all the properties separately, including the vacant property and show the shape of the land available.

Mayor Morrison asked if he knew about how much it will cost.

City Manager Crofoot stated he would estimate \$5,000.

In a motion (Troast, Hirshman passed) to give City Manager authority to hire a local surveyor to complete a survey of land at the Wastewater Treatment Plant.

Comments from Council:

Councilman Trotter gave a special thanks to the employees and to Karah for the Spring Festival. He stated that the Nature Trail needs some attention.

City Manager Crofoot stated that we did receive a grant to repair the Nature Trail, and that Public Works had replaced some boards.

Councilman Hirshman stated that 10th and Market Street still needs to be repaved from the electric company repair work, and it's going on a couple of years now.

City Manager Crofoot stated that he would like to get Jim Smith down here to over the repairs as there is several other places that need to be repaired.

Councilman Tasker asked if the signs could be moved to the correct place for crossing the street.

City Manager Crofoot stated that if he could get permission he would ask our employees to move the sign.

Comments from audience:

Mr. Duane Durham stated that he was in favor of closing the golf course.

Ms. Monna VanEss asked about the extra cost that the City is borrowing for rehabilitation of the main pumping station. Will that be added to our monthly bills?

City Manager Crofoot stated that the water and sewer fund is set to lose a lot of money. When our financial analysis reviewed our financials, they stated that the Water and Sewer fund should be self-sufficient. That the City should not be moving funds into the account. City Manager Crofoot stated that it was not up to him to say whether the recommendation would be taken up whole or in part. Ideally, water and sewer funds are enterprise funds and are self-sufficient.

Following a motion by Councilwoman Downing and seconded by Councilman Trotter, the Council voted to meet in a closed session at 7:45 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 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; to discuss or to consider a matter that concerns the proposal for a business or industrial organization to locate, expand, or remain in the State Maryland items.

Approved: _____
Carol L. Sullivan
City Clerk



29631 Foskey Lane
 Delmar, MD 21875
 Phone # (410) 742-2718
 Fax # (410) 742-2838

Invoice

Date	Number
4/12/2017	12400

Billing Address		
City of Pocomoke P. O. Box 29 Pocomoke City, MD 21851		
P.O. #	Authorized By	Date Completed
	Mike Phillips	3/29/2017

Job Location	
City of Pocomoke City Public Works and Wastewater Clarke Avenue Sewage Pumping Station Pocomoke City, MD 21851	
Job No.	Terms
Mike Phillips	Net 30

Description	Qty	Rate	Amount
February 8 to March 29, 2017: Clarke Avenue Pump Station Bypass. For set up of 2 Emergency Bypass Pumps due to City Pump failures at Main Pump Station at Clarke Avenue.			
Bypass Install	1	2,688.00	2,688.00
Bypass Pumps February 8 to March 9, 2017.	1	11,052.83	11,052.83
Bypass Pumps March 10 to March 29, 2017.	1	11,040.94	11,040.94
Bypass removal and tear down.	1	1,344.00	1,344.00
Pumps service in field.	1	628.32	628.32

Vendor# _____
 AMT _____
 GL#'s _____

APR 20 2017

CK# _____
 Date Approved _____
 Date Paid _____

If you have any questions please call me at (443) 497-2704. Thank you. David Banks	Total	\$26,754.09
--	--------------	-------------

***** Please mail payments to: P. O. Box 8040 Salisbury, MD 21802 *****

ORDINANCE 430

AN ORDINANCE OF THE MAYOR AND COUNCIL OF
POCOMOKE CITY, MARYLAND SETTING THE TAX RATES
FOR FISCAL YEAR 2017-2018

WHEREAS, Section C-56 of the City Charter requires the City Council to establish the tax rate for the next fiscal year for the various classes of property subject to be taxed based upon the tax revenues called for by the budget; and

WHEREAS, the tax revenues for the fiscal year 2017-2018 have been established by the and approved on May 15, 2017 wherein they are fully set forth.

NOW, THEREFORE, BE IT ENACTED AND ORDAINED BY THE CITY COUNCIL OF POCOMOKE CITY, MARYLAND that the tax rates be and the same are hereby levied for the fiscal year ending June 30, 2018 on each One Hundred Dollars (\$100.00) worth of property as assessed, in accordance with the following schedule of property classifications:

<u>PROPERTY CLASSIFICATIONS</u>	<u>RATE/\$100.00</u>
Real Property-owner occupied residential	\$0.9375
Real Property-other	\$1.1311
Personal Property	\$2.00
Railroads	\$2.00
Public Utilities	\$2.40
Ordinary Business Corporations (Excluding Manufactured Inventory and the first \$125,000.00 of Commercial Assessed Inventory)	\$2.00
Equipment Used in Manufacturing Process	\$1.00

BE IT FURTHER ENACTED AND ORDAINED THAT THIS ORDINANCE shall take effect from and after the date of its approval by the Mayor.

May 1, 2017
Date Introduced

May 15, 2017
Date Passed

Council Vice President

ATTEST:

APPROVED BY ME THIS 15th DAY OF
MAY 2017

CAROL L. SULLIVAN, CITY CLERK

BRUCE A. MORRISON, MAYOR



**Pocomoke City Volunteer Fire
Company, Inc**
1410 Market Street
Pocomoke City, MD
21851
www.pocomokefire.com



Mayor and Council
City of Pocomoke
PO Box 29
Pocomoke City, MD 21851

April 21, 2017

Dear Mayor and Council,

The Board of Directors and executive officers of the Pocomoke City Volunteer Fire Company respectfully request to be included on the agenda on the May 1 City Council meeting. The Fire Company would like to discuss a situation that has arisen in regards to the recent transfer of property on Dun Swamp Road from the City to the Fire Company.

As you are aware, the Fire Company deeded its storage building and the property on which it sits at the site of the former firehouse on 5th Street to the City in exchange for the City-owned VFW property on Dun Swamp Road. This transfer was intended to assist the City in its attempt to sell the entire 5th Street property as one parcel. The property transfer also came with a significant cost to the Fire Company. Since our former 5th Street building is still actively used for storage by the Fire Company, the organization entered into a contract to have a new 40' by 60' storage building erected on the Dun Swamp Road property at a cost of \$50,000.00. This building will be utilized to store the equipment now housed at the 5th Street building.

The property acquired by the Fire Company is described as 2 acres, 227' x 229'. The VFW utilized and maintained the land that extended from a wood-line on the north side of the parcel to a swale on the south side. Parking, turkey shoots, barbecues and other outdoor activities were conducted by the VFW on the parcel of land that extended from their club house to the swale on the south side of the building. When the Fire Company entered into the building contract, the new storage building was designed to be constructed on the south side of the former VFW club house in order to afford easy access from the current driveway and to limit any disturbance to the property. The Fire Company also engaged the firm of George E. Young to conduct a metes and bounds survey of the property to accurately delineate the boundary lines. The City did not have the parcel surveyed prior to the transfer to the Fire Company.

As a result of the survey, it was discovered that the property does not extend to the swale on the south side as previously thought. Instead the south property line is 33 feet to the north of the swale. As designed, a corner of the proposed new Fire Company storage building sits on or barely extends across the current south property line. This 33 foot wide by 229 foot deep parcel (0.17 acres) served as an extension of the VFW property; was maintained and utilized by the VFW; and was presumed to be part of their property. Currently it serves no useful purpose. It is not farmed nor utilized for any other activity and does not provide an easement or access to other property.

In order for the Fire Company to move forward with the construction of our new storage building, the Pocomoke City Volunteer Fire Company formally requests that the City of Pocomoke deed this strip of land to the Fire Company. In exchange, the Fire Company will deed a similar sized parcel on the north side of the property owned by the organization.

We are prepared to make this presentation at the May 1 City Council meeting. Thank you for taking this request into consideration. Please contact me at either 410-677-5655 or 443-783-5581 to confirm our request to be placed on the agenda or should you have any questions.

Sincerely,

Jeffrey N. Barbierr

Chairman, Board of Directors

Pocomoke City Volunteer Fire Company, Inc

RECEIVED
APR 24 2017

BY: Paula Sparrow



1569

© 2016 Google

Current property line

33' wide

Proposed property line

Proposed Building

Imagery date: 3/8/2013 48°02'40.77" N 75°23'30.70" W elev: 20 ft eye alt: 17.1 ft

Google Earth





Carol Sullivan <carol@cityofpocomoke.com>

Fwd: 2016 CCR Monitoring Data for MD0230006 City of Pocomoke City

1 message

Ernie Crofoot <ernie@pocomokemd.gov>

Wed, Apr 5, 2017 at 9:22 AM

To: Carol Sullivan <carol@cityofpocomokemd.gov>, Brian Hirshman <councilmanhirshman@cityofpocomoke.com>, Bruce Morrison <mayormorrison@cityofpocomokemd.gov>, Dale Trotter <councilmantrotter@cityofpocomoke.com>, Diane Downing <councilwomandowning@cityofpocomoke.com>, Esther Troast <councilwomantroast@cityofpocomoke.com>, George Tasker <councilmantasker@cityofpocomoke.com>

Agenda item for April 17, 2017 meeting.

Note: there were no violations noted at the 3 test sites (wells).^{2/27}

May Meeting

Ernest A. Crofoot
City Manager and City Attorney
101 Clarke Avenue
P.O. Box 29
Pocomoke City, Maryland 21851
410-957-1333 (Office)
410-708-9603 (Cell)
ernie@pocomokemd.gov

----- Forwarded message -----

From: **Chris Watling -MDE-** <chris.watling@maryland.gov>
Date: Wed, Apr 5, 2017 at 8:35 AM
Subject: 2016 CCR Monitoring Data for MD0230006 City of Pocomoke City
To: russ@cityofpocomoke.com

Dear Water System Owner/Operator:

Attached is a report that include the 2016 drinking water sampling results and violations for your water system. The report was generated from MDE's new database (SDWIS) and is provided to assist you in preparing your Consumer Confidence Report (CCR) covering calendar year 2016.

As required by the CCR Rule, the attached report provides a list of regulated contaminants that had detected levels in the drinking water during the calendar year (or, for contaminants that are tested less frequently than annually, the most recent detections that are no more than five years old). The new format includes required or advisory language. It is important to note that water sampling data for all water treatment plants are summarized together. If your water system is under a consent agreement, variance, or other exemption, an explanation must be added. Additional notation may be required if the water system did not have a Maximum Contaminant Level (MCL) violation but had individual results above the MCL, or secondary MCL (SMCL).

CCR Deadlines:

- Customers must receive CCRs by July 1, 2017.
- CCRs must be submitted to MDE by July 1, 2017.
- CCR Certification Forms must be submitted to MDE by October 1, 2017, but preferably by July 1, 2017.

If you wish to implement electronic distribution of the CCR, and have not previously been approved to do so, please contact me (chris.watling@maryland.gov) or Mark Jacobs (mark.jacobs@maryland.gov) for additional information.

We look forward to receiving your 2016 CCR and certification. Please feel free to contact me at [410-537-3577](tel:410-537-3577) or via email if you have any questions.

Chris Watling
Regulatory and Compliance Engineer

April 28, 2017



Dear Mayor and Members of Pocomoke City Council:

Winter Quarts Golf Course is one of the oldest golf courses on the Eastern Shore, anchored by the log cabin and boating facilities and by extension the nature trail. It represents Pocomoke's natural and cultural heritage, contributing much to our IMAGE.

For fifty years the Winter Ladies Golf Assoc. ran tournaments, brought in new golfers and contributed financially and with hands-on effort, projects that enhanced the course. Now we want to add our support for keeping WQ's open; the ability to be outside engaged in physical activity contributes greatly to our lives.

The Ladies of WQ's would like to see everyone connected to the golf course from the top down to be more positive and proactive in promoting WQ's. Identify our customer base and offer some incentives to play golf at WQ's. Basic public relations, communication, could help grow players and encourage others to return. And at the golf course offer genuine hospitality; let players know that we're glad to have them play at WQ's

From a business point of view WQ's should be a viable part of a package inviting businesses to locate in our Industrial Park and retirees to choose Pocomoke City for their retirement home. Winter Quarters pairs well with Pocomoke's non-profit cultural programs. WQ's and Greenway's real estate provides a significant tax base and is a well maintained and attractive neighborhood. WQ's continues to be a tool for soliciting grants.

If you are not a golfer, go to WQ's, get a cart and slowly check out the golf course-observe the natural setting. You just might see deer, bluebirds and heron. And who knows you may even decide to chase that little white ball around WQ's!

Respectfully,

Colleen Mister
Barbara Tull
Representing Winter Quarters Ladies Golf