

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

1. Call to Order and Pledge of Allegiance.
2. Approval of minutes from meeting of October 2, 2017.
3. Review and approval of bills.
4. Representatives of PKS, Inc., to present audit report for fiscal year ending 2017.
5. Presentation by Olivia Momme, United Way representative.
6. Second Reading of Ordinance No. 433 to add Chapter 186 “Rental Property” to Pocomoke City Code. (recommending to table again)
7. Second Reading of Ordinance No. 434 to amend Chapter 146 “Housing Standards” of Pocomoke City Code.
8. Second Reading of Ordinance No. 435 to amend Chapter 195 “Solid Waste” of Pocomoke City Code.
9. Second Reading of Resolution No. 511 to accept partial of full financial responsibility for street lights in Woodland Manor and Southern Fields Subdivision.
10. First Reading of Ordinance No. 436 to add Chapter 85 – Mutual Aid Agreements to Pocomoke City Code.
11. City Manager to recommend award of Construction Contract Energy Saving Improvements at the Clarke Avenue Pump Station.
12. Discuss vacancies on various Boards and Commissions and update.

Correspondence:

Thank you letter from WorCOA

DHCD announcing Community Legacy grants for Exterior Painting-Costen House; Marva Theater HAC purchase; Downtown Building Improvement

Comments from Council

Comments from Audience

Adjourn

AGENDAS ARE SUBJECT TO CHANGE UNTIL THE TIME OF CONVENING

2



October 2, 2017

The regular meeting of the Pocomoke City Mayor and Council was held in the Council Chambers at City Hall on Monday, October 2, 2017. The meeting was called to order at 6:30 P.M.

Present: Mayor Bruce Morrison  
Council Members: Diane Downing,  
Esther Troast, Dale Trotter, George Tasker  
City Manager Robert L. Cowger, Jr  
City Attorney Roscoe Leslie  
City Clerk: Carol L. Sullivan

Review Minutes:

In a motion (Tasker, Downing passed) to approve the minutes of the September 18, 2017.

Review and approval of bills:

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

Second Reading of Resolution No. 509 to amend City Charter regarding City Manager living within Pocomoke City:

Mayor Morrison read for the record:

A Resolution amending Pocomoke City Charter § C-20 to add the requirement that the City Manager reside at a location that allows the City Manager to be available to meet the needs of the position in a timely manner and to remove the requirement that the City Manager reside within the City.

In a motion (Troast, Trotter passed) to approved Resolution No. 509 to amend City Charter regarding City Manager to reside within 5 miles of the City's boundaries.

Public Hearing of Ordinance No. 433 to add Chapter 186 "Rental Property" to Pocomoke City Code:

Mayor Morrison open the Public Hearing of Ordinance No. 433.

After hearing comments from several members of the audience a motion was made by Councilman Trotter, seconded by Councilman Tasker to table Ordinance No. 433, to add Chapter 186 "Rental Property, Ordinance No. 434, to amend Chapter 146 "Housing Standards" and Ordinance No. 435, to amend Chapter 195 "Solid Waste", for 30 days. These items will be on the November 6, 2017 meeting. A committee will be formed that will include landlords, residents and City employees/officials to discuss the new Chapter 186, "Rental Property".

Second Reading of Ordinance No. 434 to amend Chapter 146 "Housing Standards" of Pocomoke City Code.

This item was tabled to November 6, 2017 meeting.

Second Reading of Ordinance No. 435 to amend Chapter 195 "Solid Waste" of Pocomoke City Code:

This item was tabled to November 6, 2017 meeting.

First Reading of Resolution No. 511 to accept partial of full financial responsibility for street lights in Woodland Manor and Southern Fields Subdivision:

Mayor Morrison read for the record:

A RESOLUTION FOR THE MAYOR AND COUNCIL TO ACCEPT PARTIAL OR FULL FINANCIAL RESPONSIBILITY FOR STREET LIGHTS IN WOODLAND MANOR AND SOUTHERN FIELDS

Housing Director Brandwie stated that after the subdivision is fully developed that the contractor would ask the City to take over the maintenance and responsibility. The street maintenance has been taken over by the City. Why the street lights have not been assumed by the City we don't know as typically it is all done at the same time.

Mr. Mike Hall asked what was meant by partial or full financial responsibility.

Councilman Tasker stated that it should be full financial responsibility for street lights.

Mayor Morrison agreed.

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

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

City Manager to give update on Clarke Ave. Main Pumping Station:

City Manager Cowger stated that we had three bids for the work to be completed on at the Main Pumping Station. One was right in-line with our funds, but he withdrew his bid as he forgot to include the electrical cost. GMB verified that the electrical cost was not included. We went with the second bid which was over by \$400,000. We went back to USDA and MDE to see if they could help us with the difference. Denise McLeish with USDA stated that they would give the City a grant in the amount of \$500,000 and the City would then need to borrow approximately \$367,670 to complete the project. We have received \$1.5M in grant funds. The City will borrow approximately \$1.3M to complete the total project at a cost of \$2.8M. This loan will be for 30 years at a low interest rate.

In a motion (Tasker, Troast passed) to move forward with the improvements at the Clarke Ave Main Pumping project with an estimated amount of \$2.8M.

Correspondence:

Mayor Morrison stated that he received a thank-you note from the Malloy family.

Comments from Council:

Councilwoman Troast requested that she would like to see the police department patrolling Cedar Street an hour before and after school.

Councilwoman Downing thanked Housing Director Brandwie for moving quickly on the trash on 8<sup>th</sup> Street.

Councilman Trotter asked about the grant on Cypress Park Improvements, and asked the City Manager to get started on the grant.

Comments from Audience:

Ms. Keri Foster asked if there was a law for bicycles to have lights on them after dark. She almost hit two bikers as she did not see they. They had dark clothing on as well.

City Manager Cowger stated that he would be having a meeting with Chief Harden and he would bring it up the lights on bicycles problem in town.

Mr. John Walker thanked the Mayor and Council for getting the police to respond to him concerning the Neighborhood Watch program. But, he didn't get the response that he wanted, because Sgt. Beauchamp stated that at this time the Police Department did not have the man power and funding to start the program. Mr. Walker stated that the Chief of Police told him that they do not have the proper paper work to start this program.

Mayor Morrison stated that there should not be a funding problem, as the signs were already in place. He asked City Manager Cowger to follow-up with Chief Harden.

Following a motion by Councilwoman Downing and seconded by Councilman Trotter, the Council voted to meet in a closed session at 7:19 P.M. in the Council Chambers. Present were Mayor Morrison, Councilman Trotter, Councilman Tasker, Councilwoman Downing, Councilwoman Troast, City Manager Cowger, City Attorney Leslie, and City Clerk Carol Sullivan. The Mayor and Council 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 of Maryland items.

Approved: November , 2017

*Carol L. Sullivan*

Carol L. Sullivan  
City Clerk



City of Pocomoke, MD

# My Open Payable Report

As Of 11/03/2017

Summarized by Payable Account

Payable Number	Description	Post Date	Payable Amount	Discount Amount	Shipping Amount	Tax Amount	Net Amount
<b>Payable Account:</b> 81-020-20101 - ACCOUNTS PAYABLE							
<b>Vendor:</b> <u>ABS</u> <u>IN83450</u>	<b>AFFORDABLE BUSINESS SYSTEMS</b> SAVIN SCANNER MAINT AGREEMENT	11/03/2017	70.33	0.00	0.00	0.00	70.33
						<b>Payable Count: (1)</b>	<b>70.33</b>
<b>Vendor:</b> <u>APCO</u> <u>INV0001060</u>	<b>APCO INTERNATIONAL</b> 2018 MEMBERSHIP FOR DISPATCH ACCESS	11/03/2017	248.25	0.00	0.00	0.00	248.25
						<b>Payable Count: (1)</b>	<b>248.25</b>
<b>Vendor:</b> <u>AP7000</u> <u>INV0001059</u>	<b>APM DELMARVA TERMITE &amp; PEST CONTROL</b> LOG CABIN MONTHLY PEST CONTROL	11/03/2017	69.30	0.00	0.00	0.00	69.30
						<b>Payable Count: (1)</b>	<b>69.30</b>
<b>Vendor:</b> <u>HM9310</u> <u>INV0001055</u>	<b>ASSOCIATED INSURANCE CENTERS INC.</b> FIRE DEPT MONTHLY INS PREM	11/03/2017	2,805.00	0.00	0.00	0.00	2,805.00
						<b>Payable Count: (1)</b>	<b>2,805.00</b>
<b>Vendor:</b> <u>BA9899</u> <u>INV0001062</u>	<b>BAYSIDE FIRE PROTECTION CO.</b> SPRINKLER SYSTEM QTRLY REPORT	11/03/2017	965.00	0.00	0.00	0.00	965.00
						<b>Payable Count: (1)</b>	<b>965.00</b>
<b>Vendor:</b> <u>BE2851</u> <u>2377965</u> <u>INV0001061</u>	<b>BESTEMPS OF SEAFORD</b> CONTRACT LABOR/PUBLIC WORKS TEMP HELP/LAB/PW/FINANCE	11/03/2017 11/03/2017	1,245.00 4,343.26	0.00 0.00	0.00 0.00	0.00 0.00	1,245.00 4,343.26
						<b>Payable Count: (2)</b>	<b>5,588.26</b>
<b>Vendor:</b> <u>IN5030</u> <u>INV0001039</u>	<b>CHESAPEAKE EMPLOYERS</b> IWIF MONTHLY INS PREMIUMS	11/01/2017	16,865.00	0.00	0.00	0.00	16,865.00
						<b>Payable Count: (1)</b>	<b>16,865.00</b>
<b>Vendor:</b> <u>CR8888</u> <u>INV0001063</u>	<b>CRAIG'S DRUG STORE, INC.</b> OXYGEN FOR EMS	11/03/2017	81.00	0.00	0.00	0.00	81.00
						<b>Payable Count: (1)</b>	<b>81.00</b>
<b>Vendor:</b> <u>CO2136</u> <u>INV0001041</u>	<b>DELMARVA POWER</b> STREET LIGHTS ON 9TH ST	11/01/2017	30.97	0.00	0.00	0.00	30.97
						<b>Payable Count: (1)</b>	<b>30.97</b>
<b>Vendor:</b> <u>DO8200</u> <u>7768</u>	<b>DOWNTOWN GRAPHICS NETWORK, INC</b> LIGHT BULBS FOR CHRISTMAN DECORATIONS	11/03/2017	683.90	0.00	0.00	0.00	683.90
						<b>Payable Count: (1)</b>	<b>683.90</b>
<b>Vendor:</b> <u>FE3231</u> <u>0429823</u>	<b>FERGUSON ENTERPRISES, INC</b> 20' X 24' PLASTIC PIPE	11/03/2017	449.40	0.00	0.00	0.00	449.40
						<b>Payable Count: (1)</b>	<b>449.40</b>
<b>Vendor:</b> <u>FI3312</u> <u>81581</u> <u>81617</u> <u>81642</u>	<b>FIRE PROTECTIVE SERVICES, INC.</b> FIRE DEPT INSPECT REST. FIRE EXTINGUISHER INSPECTION FIRE DEPT INSP	11/03/2017 11/03/2017 11/03/2017	148.17 207.07 57.50	0.00 0.00 0.00	0.00 0.00 0.00	0.00 0.00 0.00	148.17 207.07 57.50
						<b>Payable Count: (3)</b>	<b>412.74</b>
<b>Vendor:</b> <u>HA8722</u> <u>INV01061634</u> <u>INV01069409</u>	<b>HARRELL'S</b> FERTILZER/FUNGICIDE FUNGICIDE/FERTILIZER	11/02/2017 11/02/2017	1,464.56 1,732.39	0.00 0.00	0.00 0.00	0.00 0.00	1,464.56 1,732.39
						<b>Payable Count: (2)</b>	<b>3,196.95</b>
<b>Vendor:</b> <u>HA4667</u> <u>0109929-IN</u>	<b>HARVEY SALT CO., INC.</b> STREET SALT/CITY HALL SALT	11/02/2017	1,259.44	0.00	0.00	0.00	1,259.44
						<b>Payable Count: (1)</b>	<b>1,259.44</b>
<b>Vendor:</b> <u>HO4800</u> <u>INV0001054</u>	<b>HOLT PAPER AND CHEM CO</b> FIRE DEPT CLEANING SUPPLIES	11/02/2017	534.03	0.00	0.00	0.00	534.03
						<b>Payable Count: (1)</b>	<b>534.03</b>
<b>Vendor:</b> <u>HO5688</u> <u>35902</u>	<b>HOW SWEET IT IS, INC.</b> FLOWERS FOR DOWNTOWN STREETS	11/02/2017	152.50	0.00	0.00	0.00	152.50
						<b>Payable Count: (1)</b>	<b>152.50</b>
<b>Vendor:</b> <u>IN7711</u> <u>173664</u> <u>173999</u>	<b>INTERCOASTAL TRADING, INC.</b> CHLORINE CHLORINE	11/02/2017 11/02/2017	1,107.00 1,353.00	0.00 0.00	0.00 0.00	0.00 0.00	1,107.00 1,353.00
						<b>Payable Count: (2)</b>	<b>2,460.00</b>
<b>Vendor:</b> <u>JO3339</u> <u>28511</u>	<b>JOHN FUNK JR., INC.</b> FILTER ON AIR DRYER	11/02/2017	85.00	0.00	0.00	0.00	85.00
						<b>Payable Count: (9)</b>	<b>3,587.96</b>

**My Open Payable Report**

As Of 11/03/2017

Payable Number	Description	Post Date	Payable Amount	Discount Amount	Shipping Amount	Tax Amount	Net Amount
<a href="#">28512</a>	TROUBLESHOOT WELL	11/02/2017	465.00	0.00	0.00	0.00	465.00
<a href="#">28513</a>	INSTALL/FIX COMMUNICATION LINE	11/02/2017	353.74	0.00	0.00	0.00	353.74
<a href="#">28532</a>	INSTALL BOWER PARTS / BNR	11/02/2017	1,142.26	0.00	0.00	0.00	1,142.26
<a href="#">28575</a>	LIGHTS @ MPS	11/02/2017	177.46	0.00	0.00	0.00	177.46
<a href="#">28597</a>	FIX VFD @MPS	11/02/2017	295.50	0.00	0.00	0.00	295.50
<a href="#">28623</a>	WILLIAM ST WELL REPAIRS	11/02/2017	425.00	0.00	0.00	0.00	425.00
<a href="#">28650</a>	REPAIRS	11/02/2017	322.00	0.00	0.00	0.00	322.00
<a href="#">28651</a>	VFD MPS	11/02/2017	322.00	0.00	0.00	0.00	322.00
<b>Vendor:</b> <a href="#">MI6340</a>	<b>MARKET ST. DELI</b>					<b>Payable Count: (1)</b>	<b>62.25</b>
<a href="#">INV0001056</a>	M&C DINNER	11/03/2017	62.25	0.00	0.00	0.00	62.25
<b>Vendor:</b> <a href="#">ME6250</a>	<b>MEDICAL CLAIM-AID</b>					<b>Payable Count: (1)</b>	<b>4,048.02</b>
<a href="#">INV0001049</a>	BILLING SERVICES	11/02/2017	4,048.02	0.00	0.00	0.00	4,048.02
<b>Vendor:</b> <a href="#">NA7600</a>	<b>NAPA AUTO PARTS</b>					<b>Payable Count: (1)</b>	<b>64.17</b>
<a href="#">INV0001058</a>	MONTHLY STM	11/03/2017	64.17	0.00	0.00	0.00	64.17
<b>Vendor:</b> <a href="#">NO6860</a>	<b>NOCK'S TIRE SERVICE, INC.</b>					<b>Payable Count: (1)</b>	<b>2,148.54</b>
<a href="#">INV0001050</a>	STM	11/02/2017	2,148.54	0.00	0.00	0.00	2,148.54
<b>Vendor:</b> <a href="#">ON6921</a>	<b>ONE CALL CONCEPTS, INC</b>					<b>Payable Count: (1)</b>	<b>36.49</b>
<a href="#">INV0001040</a>	MONTHLY MS UTILITY TICKETS	11/01/2017	36.49	0.00	0.00	0.00	36.49
<b>Vendor:</b> <a href="#">PA7116</a>	<b>PAYCE</b>					<b>Payable Count: (1)</b>	<b>199.95</b>
<a href="#">INV0001051</a>	PAYROLL	11/02/2017	199.95	0.00	0.00	0.00	199.95
<b>Vendor:</b> <a href="#">PI7185</a>	<b>PKS &amp; CO., P.A.</b>					<b>Payable Count: (1)</b>	<b>11,950.00</b>
<a href="#">210898</a>	AUDIT OF FINANCIAL STATEMENTS	11/01/2017	11,950.00	0.00	0.00	0.00	11,950.00
<b>Vendor:</b> <a href="#">PO7150</a>	<b>POCOMOKE CITY VOL FIRE CO</b>					<b>Payable Count: (1)</b>	<b>4,020.95</b>
<a href="#">INV0001052</a>	MONTHLY REIMBURSEMENTS TO PCVFD	11/02/2017	4,020.95	0.00	0.00	0.00	4,020.95
<b>Vendor:</b> <a href="#">QU7290</a>	<b>QUILL CORP.</b>					<b>Payable Count: (3)</b>	<b>377.24</b>
<a href="#">1381156</a>	INK CARTRIDGE	11/02/2017	69.99	0.00	0.00	0.00	69.99
<a href="#">1673912</a>	FINANCE SUPPLIES	11/02/2017	207.72	0.00	0.00	0.00	207.72
<a href="#">1861411</a>	PUBLIC WORKS OFFICE SUPPLIES	11/03/2017	99.53	0.00	0.00	0.00	99.53
<b>Vendor:</b> <a href="#">RE7450</a>	<b>RED THE UNIFORM TAYLOR</b>					<b>Payable Count: (2)</b>	<b>681.70</b>
<a href="#">M265435A</a>	IAN CASTANEDA NEW HIRE RUSH UNIFORMS	11/01/2017	332.85	0.00	0.00	0.00	332.85
<a href="#">M265435B</a>	IAN CASTAMEDA. NEW HIRE RUSH	11/01/2017	348.85	0.00	0.00	0.00	348.85
<b>Vendor:</b> <a href="#">RU5411</a>	<b>RUSTY MERRITT</b>					<b>Payable Count: (1)</b>	<b>50.00</b>
<a href="#">285</a>	MAYOR'S OLD FASHION CHRISTMAS FLYER	11/03/2017	50.00	0.00	0.00	0.00	50.00
<b>Vendor:</b> <a href="#">MO2332</a>	<b>SENTECH SECURITY &amp; COMMUNICATIONS</b>					<b>Payable Count: (1)</b>	<b>160.00</b>
<a href="#">100169</a>	LAB CAMERA SERVICE CALL	11/02/2017	160.00	0.00	0.00	0.00	160.00
<b>Vendor:</b> <a href="#">SH8125</a>	<b>SHARP ENERGY</b>					<b>Payable Count: (1)</b>	<b>5.47</b>
<a href="#">INV0001047</a>	WALMART LIFT STATION GENERATOR	11/02/2017	5.47	0.00	0.00	0.00	5.47
<b>Vendor:</b> <a href="#">SH8745</a>	<b>SHORE SCAN SOLUTIONS</b>					<b>Payable Count: (1)</b>	<b>95.00</b>
<a href="#">3199</a>	City clerk digital retention	11/03/2017	95.00	0.00	0.00	0.00	95.00
<b>Vendor:</b> <a href="#">TE8760</a>	<b>TELEWIRE, INC.</b>					<b>Payable Count: (1)</b>	<b>119.25</b>
<a href="#">49049</a>	CITY HALL MAINT	11/03/2017	119.25	0.00	0.00	0.00	119.25
<b>Vendor:</b> <a href="#">TE8030</a>	<b>TERMINIX</b>					<b>Payable Count: (1)</b>	<b>523.80</b>
<a href="#">INV0001046</a>	ANNUAL RENEWAL PEST CONTROL FOR CITY HALL	11/02/2017	523.80	0.00	0.00	0.00	523.80
<b>Vendor:</b> <a href="#">UN9200</a>	<b>UNUM LIFE INSURANCE</b>					<b>Payable Count: (1)</b>	<b>931.10</b>
<a href="#">INV0001044</a>	LONG TERM INS	11/02/2017	931.10	0.00	0.00	0.00	931.10
<b>Vendor:</b> <a href="#">VE9866</a>	<b>VERNON HOPE</b>					<b>Payable Count: (1)</b>	<b>750.00</b>
<a href="#">INV0001057</a>	722 6TH ST/CLEAN UP/REMOVE TRASH	11/03/2017	750.00	0.00	0.00	0.00	750.00

**My Open Payable Report**

**As Of 11/03/2017**

Payable Number	Description	Post Date	Payable Amount	Discount Amount	Shipping Amount	Tax Amount	Net Amount
<b>Vendor:</b> <u>VU6599</u> <u>40703112</u>	<b>VULCAN MATERIALS COMPANY</b> CLEAN STONE/CRUSH N RUN	11/03/2017	1,181.70	0.00	0.00	0.00	<b>1,181.70</b>
<b>Vendor:</b> <u>WA9300</u> <u>INV0001045</u>	<b>WALMART COMMUNITY</b> MONTHLY STM	11/02/2017	1,493.44	0.00	0.00	0.00	<b>1,493.44</b>
<b>Vendor:</b> <u>WA9307</u> <u>INV0001048</u>	<b>WASTE MANAGEMENT OF DELMARVA</b> POCOMOKE WASTE WATER DEBRIS REMOVAL	11/02/2017	74.03	0.00	0.00	0.00	<b>74.03</b>
<b>Vendor:</b> <u>WO9576</u> <u>INV0001038</u>	<b>WOR CO SOLID WASTE ENTERPRISE FUND</b> MONTHLY LANDFILL BILL	11/01/2017	10,699.60	0.00	0.00	0.00	<b>10,699.60</b>
<b>Vendor:</b> <u>WORTH</u> <u>3754220066</u>	<b>WORTH CONSTRUCTION INC.</b> 8X17 W/18" SIDEWALL	11/03/2017	6,439.27	0.00	0.00	0.00	<b>6,439.27</b>
<b>Vendor:</b> <u>XE9700</u> <u>INV0001042</u>	<b>XEROX CORPORATION</b> MONTHLY MAINT	11/01/2017	934.09	0.00	0.00	0.00	<b>934.09</b>
<b>Vendor:</b> <u>XY8799</u> <u>400739059</u>	<b>XYLEM DEWATERING SOLUTIONS, INC.</b> PARTS FOR SET UP OF PUMPS	11/01/2017	300.00	0.00	0.00	0.00	<b>300.00</b>
			<b>Payable Account 81-020-20101</b>		<b>Payable Count: (59)</b>	<b>Total:</b>	<b>86,806.09</b>

**Payable Account Summary**

Account	Count	Amount
81-020-20101 - ACCOUNTS PAYABLE	59	86,806.09
<b>Report Total:</b>	<b>59</b>	<b>86,806.09</b>

**Payable Fund Summary**

Fund	Count	Amount
81 - DISBURSEMENT FUND	59	86,806.09
<b>Report Total:</b>	<b>59</b>	<b>86,806.09</b>



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**POCOMOKE CITY, MARYLAND**  
**FINANCIAL HIGHLIGHTS - GENERAL FUND**  
**YEAR ENDED JUNE 30, 2017**

Information selected from audited financial statements

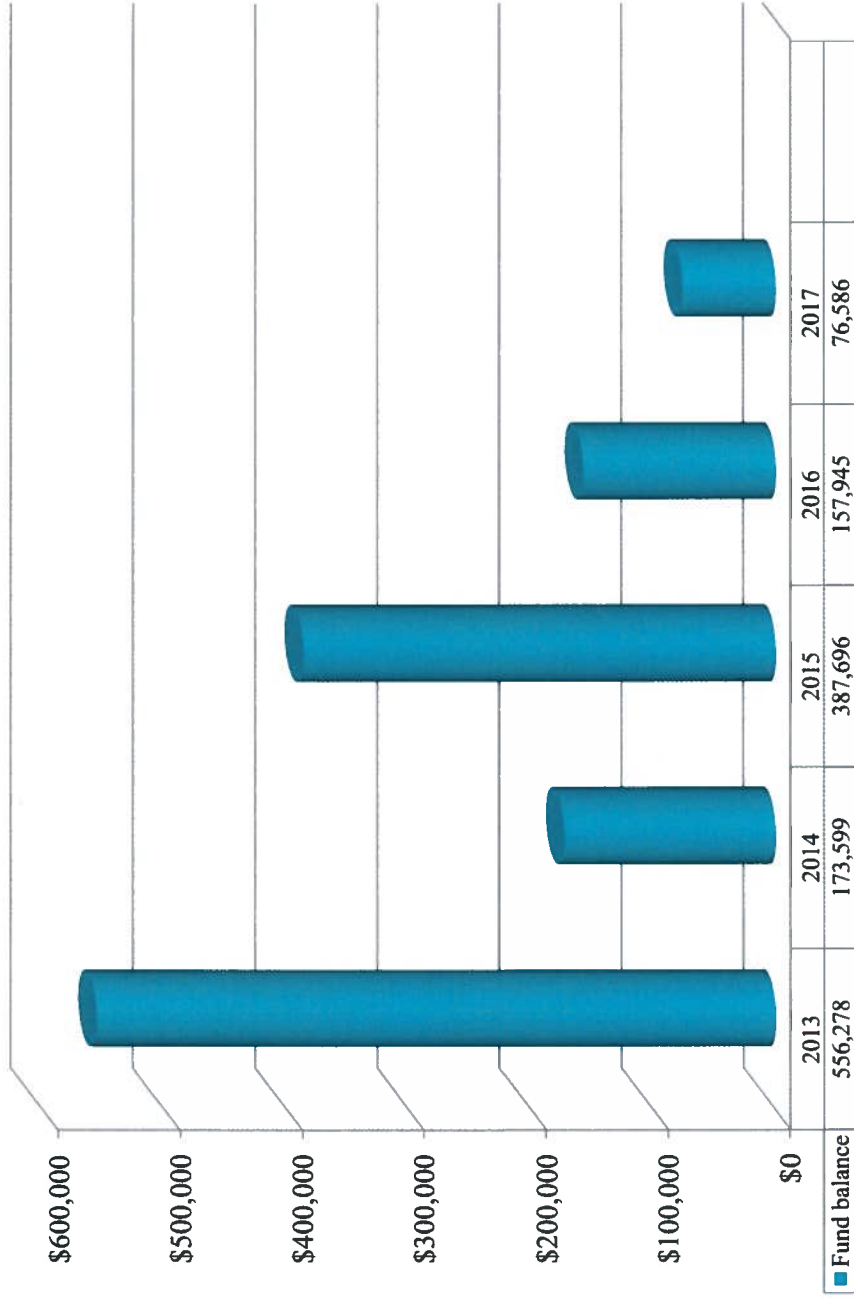
Prepared by: PKS & Company, P.A.

Contact: Leslie A. Michalik, CPA CFE

[lamichalik@pkscpa.com](mailto:lamichalik@pkscpa.com)

	2017		2016
	Budget	Actual	Actual
<b>Revenues</b>			
Taxes	\$ 3,589,950	\$ 3,697,187	\$ 3,623,491
Licenses and permits	112,500	111,420	152,352
Intergovernmental	891,750	968,069	896,605
Charges for services	266,875	265,330	237,527
Investment earnings	1,000	1,197	1,215
Miscellaneous	96,750	67,447	111,943
<b>Total revenues</b>	<b>4,958,825</b>	<b>5,110,650</b>	<b>5,023,133</b>
<b>Expenditures</b>			
General government	585,801	657,169	631,060
Public safety	1,566,044	1,670,753	1,594,736
Public works	910,952	769,476	797,547
Parks, recreation, and cultures	304,414	301,799	240,181
Urban development and housing	93,480	112,134	92,783
Economic development	116,343	112,063	105,794
Employee benefits	1,044,136	1,025,889	912,242
Miscellaneous	124,075	102,722	121,112
Debt service	167,934	144,836	169,819
Capital outlay	513,239	155,068	371,023
<b>Total expenditures</b>	<b>5,426,418</b>	<b>5,051,909</b>	<b>5,036,297</b>
Revenues over (under) expenditures	(467,593)	58,741	(13,164)
<b>Other financing sources (uses)</b>			
Proceeds from issuance of debt	950,000	-	25,413
Prior year surplus	34,703		
Transfers to (from) other funds	(517,110)	(140,100)	(242,000)
<b>Net other financing sources (uses)</b>	<b>467,593</b>	<b>(140,100)</b>	<b>(216,587)</b>
<b>Net change in fund balance</b>	<b>\$</b>	<b>\$ (81,359)</b>	<b>\$ (229,751)</b>
<b>Fund balances, end of year</b>		<b>\$ 76,586</b>	<b>\$ 157,945</b>

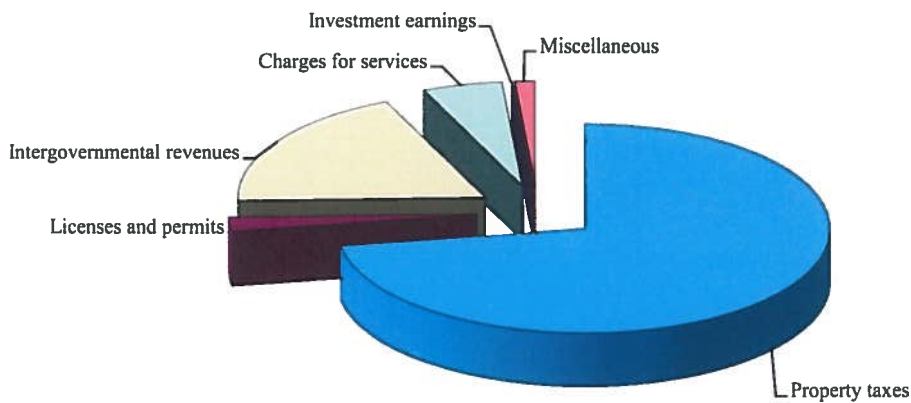
# Pocomoke City, Maryland General Fund Balance



# POCOMOKE CITY, MARYLAND

## GENERAL FUND REVENUES BY SOURCE

YEAR ENDED JUNE 30, 2017



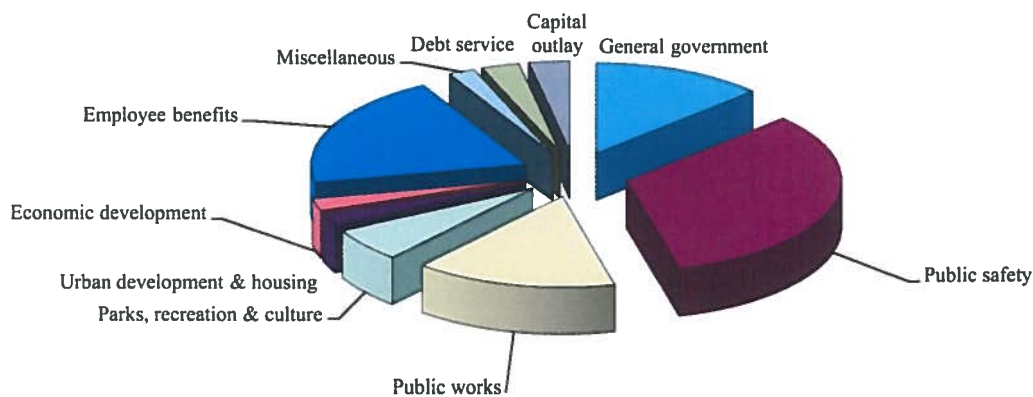
	2017		2016
	\$	%	\$
Property taxes	\$ 3,697,187	72.34%	\$ 3,623,491
Licenses and permits	111,420	2.18%	152,352
Intergovernmental revenues	968,069	18.94%	896,605
Charges for services	265,330	5.19%	237,527
Investment earnings	1,197	0.02%	1,215
Miscellaneous	67,447	1.32%	111,943
<b>Totals</b>	<b>\$ 5,110,650</b>	<b>100.00%</b>	<b>\$ 5,023,133</b>

Graph prepared by PKS and Company, P.A.

# POCOMOKE CITY, MARYLAND

## GENERAL FUND EXPENDITURES BY CATEGORY

YEAR ENDED JUNE 30, 2017



	2017		2016
	\$	%	\$
General government	\$ 657,169	13.01%	\$ 631,060
Public safety	1,670,753	33.07%	1,594,736
Public works	769,476	15.23%	797,547
Parks, recreation & culture	301,799	5.97%	240,181
Urban development & housing	112,134	2.22%	92,783
Economic development	112,063	2.22%	
Employee benefits	1,025,889	20.31%	912,242
Miscellaneous	102,722	2.03%	121,112
Debt service	144,836	2.87%	169,819
Capital outlay	155,068	3.07%	371,023
<b>Totals</b>	<b>\$ 5,051,909</b>	<b>100.00%</b>	<b>\$ 4,930,503</b>

Graph prepared by PKS and Company, P.A.

# POCOMOKE CITY, MARYLAND

## GENERAL FUND EXPENDITURES BY TYPE

YEAR ENDED JUNE 30, 2017



	2017		2016
	\$	%	\$
Salaries	2,169,232	42.94%	1,963,503
Employee Benefits	1,025,889	20.31%	912,242
Capital Outlay	155,068	3.07%	371,023
Debt Service	144,836	2.87%	169,819
Other Operating	1,556,884	30.82%	1,619,710
<b>Totals</b>	<b>\$ 5,051,909</b>	<b>100.00%</b>	<b>\$ 5,036,297</b>

**POCOMOKE CITY, MARYLAND**  
**FINANCIAL HIGHLIGHTS - WATER AND SEWER FUND**  
**YEAR ENDED JUNE 30, 2017**

Information selected from audited financial statements

Prepared by: PKS & Company, P.A.

Contact: Leslie A. Michalik, CPA CFE

[lamichalik@pkscpa.com](mailto:lamichalik@pkscpa.com)

	2017	2016
Operating revenues		
Charges for services	\$ 1,782,426	\$ 1,778,474
Operating grants and donations	18,000	0
Miscellaneous and late charges	61,963	58,158
Total operating revenues	1,862,389	1,836,632
Operating expenses		
Salaries and wages	396,667	371,024
Employee benefits	280,394	283,004
Materials and supplies	266,976	285,517
Heat, light, and power	317,941	225,737
Maintenance facility	224,770	268,381
Depreciation	501,374	499,628
Other operating expenses	374,308	301,695
Total operating expenses	2,362,430	2,234,986
Operating loss	(500,041)	(398,354)
Non-operating revenues (expenses) and transfers		
Interest expense	(116,525)	(121,532)
Transfers in	205,900	242,000
Net non-operating revenues and transfers	89,375	120,468
Decrease in net position	\$ (410,666)	\$ (277,886)
Net position		
Investment in capital assets	\$ 8,198,239	\$ 8,511,931
Unrestricted	(372,790)	(275,816)
Net position, end of year	\$ 7,825,449	\$ 8,236,115

**POCOMOKE CITY, MARYLAND**  
**FINANCIAL HIGHLIGHTS - AMBULANCE FUND**  
**YEAR ENDED JUNE 30, 2017**

Information selected from audited financial statements

Prepared by: PKS & Company, P.A.

Contact: Leslie A. Michalik, CPA CFE

[lamichalik@pkscpa.com](mailto:lamichalik@pkscpa.com)

	2017	2016
Operating revenues		
Charges for services	\$ 539,779	\$ 485,348
Operating grants and donations	454,255	416,584
Total operating revenues	994,034	901,932
Operating expenses		
Salaries and wages	507,197	489,189
Employee benefits	187,448	188,580
Materials and supplies	72,974	85,239
Heat, light, and power	6,556	6,156
Maintenance facility	14,944	9,747
Vehicle operating expenses	49,580	45,186
Depreciation	51,839	45,585
Bad debt expense (recovery)	8,023	(7,769)
Other operating expenses	15,070	14,283
Total operating expenses	913,631	876,196
Operating loss	80,403	25,736
Non-operating revenues (expenses)		
Capital grants	0	11,787
Interest expense	(2,409)	(3,129)
Gain (loss) on disposal of assets	0	300
Net non-operating revenues (expenses)	(2,409)	8,958
Increase (decrease) in net position	\$ 12,194	\$ 34,694
Net position		
Invested in capital assets, net of debt	\$ 207,508	\$ 225,470
Unrestricted	(159,494)	(189,650)
Net position, end of year	\$ 48,014	\$ 35,820

Memo  
regarding  
Draft  
Ordinance

Memorandum

To: Mayor Bruce Morrison  
City Council Members  
Bobby Cowger, City Manager

Date: November 2, 2017

Re: Council Action on Draft Ordinance Changes

From: Daniel L. Brandewie, Planning Director

---

**Ordinance No. 433 An Act to Add Chapter 186 "Rental Property" (Registration and Licensing)**  
**Recommend tabling action**

Staff met with citizens and interested parties on October 11, 2017, to discuss the draft Ordinance No. 433, "Rental Property" for the purpose of establishing a rental registration and licensing program. Based on citizen input and discussions with the City Manager, staff is recommending Council table action on new legislation at this point in time. It was recommended that Staff focus on exterior maintenance issues and abandoned properties at the present time; and to act on interior property maintenance and other rental unit violations on a complaint basis. It is recommended to revisit this topic in the future with additional input from the public and Housing Task Force.

**Ordinance No. 434 Housing Standards: An Act to Amend §146-7 D 3-4** (revisions to penalties and notification requirements for placement of interior furnishings in the front yard of a dwelling/porches).  
**Recommend approval.**

Staff is recommending Council approve this ordinance to increase fines for placement of interior furnishings in front yard areas/front porches more than 3 days in advance of the scheduled bulk pick-up. There has been no additional public input. The ordinance change would also allow notification by regular (not certified) mail or posting on the property.

**Ordinance No. 435 Solid Waste: An Act to Amend §195-6 B and §195-7 G.** (to prevent trash containers from being left in the front yard areas and to reduce the number of bulk pick-up items from 10 to 3 items). **Recommend approval with changes.**

Staff is recommending Council approve this ordinance by adding a sentence to prevent trash containers from being left or placed in the front yard after pick-up as noted in §195-6 B; and modify the language in §195-7 G to reduce the number of bulk items that can be picked up from ten (10) to three (3) items.

Attachments:

Ordinance No. 433

Ordinance No. 434

Ordinance No. 435

Chapter 146 HOUSING STANDARDS §146-7 D 3, 4 (excerpt with proposed changes).

Chapter 195 SOLID WASTE §195 6 B and §195-7 G (excerpts with proposed changes).



Revised: November 2, 2017

Prepared by: Pocomoke City Planning, Zoning and Housing  
Department

Note: Deletions are shown as strikethrough. Proposed language is shown as underlined and highlighted.

## **Revisions to Chapter 146 Housing Standards**

### **§ 146-7. Maintenance of dwellings and dwelling units.**

#### **A. Structural soundness.**

(1) Members. Every foundation, door, outer wall, ceiling and roof shall be weathertight, watertight and rodentproof, shall be capable of affording privacy and shall be kept in good repair.

(2) Openings. Every window, exterior door and basement hatchway or stairway shall be weathertight, watertight and rodentproof and shall be kept in good working condition and repair.

(3) Stairs and porches. Every inside and outside stair and handrail and every porch and porch rail shall be so constructed as to safely support the maximum load that normal use may require and shall be kept in safe condition and good repair at all times. The Housing Inspector may require a handrail for each stair if deemed necessary.

**B. Mechanical soundness of plumbing.** All plumbing shall be properly installed and maintained in sanitary condition, free from defects, leaks and obstructions.

**C. Safe egress for dwellings.** Every dwelling unit shall have at least one (1) unobstructed means of ingress and egress leading to safe open space at ground level and to a public street or alley. Where there is more than one (1) dwelling unit on a second story or where there are more than two (2) stories, a minimum of two (2) approved exit ways shall be provided for every occupied story above or below the first story; except, however, that a second story may be served by a single stairway if such stairway is enclosed by one-hour fire-resistant materials where such second story does not exceed two thousand four hundred (2,400) square feet in floor area and the distance from the dwelling units to the stairway is less than fifty (50) feet.

**D. Placement of interior furniture in front yards and on open porches prohibited**

(1). Furniture, furnishings, appliances and decorations associated with the interior of a residential dwelling and constructed of materials not intended and suitable for outdoor usage shall not be placed, used or left:

- a. In the front yard of a dwelling, or
- b. On an unenclosed, exterior porch or balcony of a dwelling.

(2). The prohibition shall not apply to the following:

- a. Wood, metal, wicker, or plastic furniture;
- b. Outdoor patio furniture with weather resistant cushions;
- c. Upholstered furniture bearing an authentic label from the manufacturer; indicating it is intended and rated for outdoor use; and
- d. Upholstered furniture duly designated for bulk item collection provided it is placed

there no more than three days in advance of the scheduled bulk item collection.

(3). Penalties. Violations shall subject to a civil penalty not to exceed ~~\$25.00~~ \$100.00 for a first violation, ~~\$50.00~~ \$250.00 for a second violation and ~~\$250.00~~ \$500.00 for a third violation.

(4). Removal. If a violation persists more than seven (7) days after notice is provided by either posting or regular ~~certified~~-mail, then the City shall be permitted to remove and dispose of the objects.

(5). If this ordinance amendment or any portion thereof is held to be invalid by any court of competent jurisdiction, said decision shall not affect the validity of the remaining provisions.

## Revisions to Chapter 195

### Solid Waste

#### § 195-6. Preparation for collection.

A. Tree trimmings, hedge and bush clippings and similar material shall be cut or broken in forty-inch lengths and securely tied with rope or cord in bundles not more than three (3) feet thick before being deposited for collection. Large branches, trimmings and hedge and bush clippings will also be collected periodically upon published notice for disposal by chipping.

B. All containers shall be placed at the sidewalk area near the curb-line on the days designated for garbage collection. No containers shall be permitted in such areas except on the days designated for collection, and containers must be removed by nightfall of the day of collection. **No containers shall be placed in any required front yard setback or in front of the main dwelling or main structure.**

#### § 195-7. Collection practices.

A. Frequency of collection and removal. Collections of all waste accumulated will be available to all residences, apartment houses of four (4) units or fewer and boarding- and rooming houses twice each week, except for holidays, inclement weather or to meet other city requirements.

B. Limitation on quantity. Four (4) containers or fewer will be collected on each collection day from any single dwelling or other establishment served by the city waste collection, except that four (4) additional bags will be collected during the leaf-falling season.

C. Contagious disease refuse or rubbish. The removal of wearing apparel, bedding or other rubbish or refuse from homes or other places where highly infectious or contagious diseases have prevailed shall be performed under the supervision and direction of an officer, agent or employee of the State Department of Health. Such rubbish shall not be placed in containers for regular collection.

D. Inflammable or explosive rubbish or refuse. Highly inflammable or explosive materials shall not be placed in containers for regular collection but shall be disposed of as directed by the Superintendent of Public Works at the expense of the owner or possessor thereof.

E. Commercial and industrial establishments. Establishments not served by the city garbage collection shall provide containers as provided in ~ 195-5, but without regard to provisions as to size or number being collected. Commercial establishments shall have waste removed at least twice a week. Restaurants shall have garbage removed at least four (4) times a week.

F. Large branches, trimmings and hedge and bush clippings will be collected for

disposal by chipping on the second Wednesday of the month or at such other times as are published. Such items shall not be placed at the curb or roadside or alley before six p.m. of the Monday before the scheduled bulk collection. Branches with diameter in excess of eight (8) inches shall not be accepted.

G. Other bulk items, such as ordinary household furniture and appliances, will be collected for disposal on the second Wednesday of the month or at such other times as are published. However, no more than ~~ten (10)~~ **three (3)** items will be accepted and such items shall not be placed at the curb or roadside or alley before six p.m. of the Monday before the scheduled bulk collection. Items not acceptable for collection include automobile parts, tires, construction materials, dangerous or hazardous materials, and other items which may be added to this list or published in the future.

6



THE MAYOR AND CITY COUNCIL OF POCOMOKE CITY

ORDINANCE NO. 433

AN ORDINANCE OF THE MAYOR AND COUNCIL OF POCOMOKE CITY ORDAINING AND ADDING "CHAPTER 186 –“ Rental Property” TO THE POCOMOKE CITY CODE

INTRODUCED BY: Mayor Bruce Morrison on behalf of the City Council

AN ACT to add Chapter 186- Rental Property to the Pocomoke City Code

The purpose of this chapter is to protect the health, safety and welfare of the City residents and to prevent deterioration of the housing stock in the City.

MAYOR AND CITY COUNCIL OF POCOMOKE CITY

\_\_\_\_\_  
Bruce Morrison

INTRODUCED, read first time, September 18, 2017, ordered posted and public hearing scheduled on the 2nd day October at 6:30 p.m. in the City Council Chambers, City Hall, 101 Clarke Avenue, Pocomoke City, Maryland 21851

By Order of:

\_\_\_\_\_  
Carol L. Sullivan, City Clerk

PUBLIC HEARING

HAVING been posted and notice of time and place of hearing and copies having been made available to the public and the press, a public hearing was held \_\_\_\_\_. Reported favorably with amendments; read second time and ordered to be considered on \_\_\_\_\_.

**CHAPTER 186  
Rental Property**

**[HISTORY: Adopted by the City Council of Pocomoke City as indicated in article histories. Amendments, as enacted, will noted where applicable.]**

Article 1  
Residential Rental Housing

**§ 186-1 Purpose.**

The purpose of this article is to protect the health, safety and welfare of the City residents and to prevent deterioration of the housing stock in the City.

**§186-2 Definitions and word usage.**

Unless specifically defined in this article or unless context clearly requires a different meaning, terms used in this article have the meanings given to them by the currently adopted edition of the International Property Maintenance Code. For the purposes of this article, certain words and phrases used in this article are defined as follows:

**APPLICABLE LAW:** All federal, state, and local laws, rules, and regulations, including applicable codes adopted by reference, and including all such International Codes as may be applicable to residential properties as adopted by the City or in force by reference or requirement of federal, state, or local law or regulation.

**CODE OFFICIAL:** The official who is charged with the administration and enforcement of this chapter or code, or any duly authorized representative or designee.

**DEPARTMENT:** The Department of Planning, Housing, and Zoning.

**DEPARTMENT, DIRECTOR OR ADMINISTRATOR OF:** The Director or other individual in charge of administration of the Department, or their designee.

**PERSON, OWNER:** Any individual, proprietorship, partnership, authorized agent, corporation, association, real estate investment trust, trust or any other legal entity having a vested interest in a residential rental property.

**RESIDENTIAL RENTAL DWELLING UNIT:** Any building or portion of a building in which a person resides in which consideration of money or other goods or services are paid or provided to the owner of such building, or the owners authorized representative or other tenant. This definition shall include the letting or rental of the following structures as defined in the Code of the City of Pocomoke City ("Pocomoke City Code"): Any single family residential dwelling unit, multifamily residential dwelling unit, two-family residences, boardinghouse, rooming house, lodging house, group home of any type, intermediate care home or institution, or handicapped or infirm home. This definition does not include owner occupied single-family residences in which no more than two rooms are let, provided the rooms do not have separate kitchen and bath facilities.

**§ 186-3 Rental operating license required.**

- A. It shall be unlawful for any person to let any residential rental dwelling unit within the City without first having obtained a license for said unit as hereinafter provided. The license shall be good for the fiscal year of the City, July 1 through June 30. Renewal period shall be any time after April 1. The fee shall not be prorated with respect to a new license issued during a fiscal year.
  
- B. Within 60 days after the effective date of this section, the legal owner of record, or its or their authorized representative, shall make written application to the City for a rental unit license upon such form or forms as the City shall from time to time designate. Such application shall be submitted together with a nonrefundable rental license fee, as approved and authorized by the City Council. Application by an authorized agent shall not relieve the owner of the responsibility for the truth and accuracy of the statements in the applications, or the requirement to obtain same, or for the required fee.
  
- C. The holder of the residential rental license shall be the owner of the rental housing unit. If applicable, all owners shall certify to the City {he name, address, and telephone number of an authorized agent qualified to asept notice or authorize repairs on behalf of the owner. The application shall contain a consent to inspection during reasonable hours for the entire term of the license.
  
- D. The City shall issue or deny a rental housing license. The Department shall receive all applications and coordinate a review process, as necessary, with the Department staff, the Fire Marshal, and any other appropriate City, county or state agencies. The issuance of a license is not to be construed as proof or acknowledgment by the City that the subject property complies with Applicable Law, pending determination by inspection. A denial shall be in writing, setting forth the code violation(s) and/or other reason(s) for such denial.

**§ 186-4 Inspections.**

- A. All residential rental properties shall be subject to periodic inspections by the Code Official and any applicable regulations and laws of the Pocomoke City Code. inspections may be conducted by outside agencies and service providers at the direction of the Code Official.
  
- B. Inspections shall be performed pursuant to the laws and regulations as established by Applicable Law.
  
- C. If an inspection reveals a violation of the provisions of Applicable Law, the Code Official shall prosecute the violation(s) in accordance with Applicable Law. Fines shall be imposed in accordance with Applicable Law and The Pocomoke City FEES, CHARGES, RATES, FINES, AND PENALTIES SCHEDULE (the "Schedule"), as from time to time adopted and published by the City Council.

- D. The Code Official may grant a waiver of inspection for certain federal or state residential rental housing programs, such as the Housing and Urban Development ("HUD") Section 8, or similar programs where inspections are routinely performed as a requirement to qualify for such housing. Waivers shall be granted, provided the owner, or his or her authorized agent, provides documentation of the most recent inspections performed by the applicable authority or otherwise demonstrates compliance with all applicable codes and regulations. Granting of waivers does not relieve the owner of compliance with all applicable City, State, or federal laws. The City reserves the right to perform inspections for compliance with this code. The per unit fee under this Chapter 186 shall not be waived.,

**§186-5 Revocation or denial of license; injunction.**

- A. A license may be suspended, revoked, or denied by the Code Official if the owner fails to remedy or correct violations in accordance with S 186-4C, fails to maintain proper rental license, or fails to comply with an order or notice by the Code Official. Suspensions, revocations, or denials of a license shall be in addition to and not a substitution for such penalties and fines as provided for herein.
- B. Reinstatements of suspensions or revocation of a license is subject to a fine in accordance with the Schedule, as established and adopted by resolution of the City Council, that may be amended from time to time.
- C. In addition to any other remedies which may be available in the event of a violation of the provisions of this Chapter, the Code Official may seek an injunction to prevent the renting, or offering to rent, of rental dwelling units in the City which do not have a current, valid license issued and legally in force.
- D. Unpaid fines, fees, expenses or related costs incurred for adjudication and/or abatement of a violation(s) shall be charged to the owner of such property, if not paid in 90 days; all unpaid fines and costs shall be a lien against such property and shall be collectible in the same manner in which delinquent taxes against such real estate shall be collectible, or by any action at law as deemed appropriate.

**§ 186-6 Terms of license.**

- A. Licenses shall be issued for a term of one year, renewable for additional one-year terms, subject to payment of a license fee, in the amount as established in the Schedule. The initial license fee shall not be less than \$25.00 per unit. Each unit shall require an application and multiple units in a single building or structure shall be counter and licensed separately, with the fee applying to each such unit.



- B. Licenses issued hereunder shall not be transferable, and subsequent title holders of a residential rental property shall be required to obtain a separate license.
- C. Failure to remit payment 30 calendar days from the date of notification for renewal of a license shall be assessed a late payment fee in accordance with the Schedule.

**§ 186-7 Display of licenses.**

Licenses issued under this article shall be produced by the property owner, landlord on the demand of a tenant or prospective tenant and shall be made available at reasonable times for examination by an authorized agent of the City.

**§186-8 Fees.**

The City Council of Pocomoke City is hereby authorized to enact a resolution establishing a general fee schedule of license, inspection, reinspection fees, penalties and fines pursuant to the administration of this Code. Any fees, fines, and expenses shall be subject to the collection procedures as established herein.

**§ 186-9 Violations and penalties.**

Any violation of this article shall be considered a municipal infraction, and any person violating any provision of this article shall be subject to the fines and penalties in accordance with the Schedule and the Pocomoke City Code.

**§ 186-10 Appeals.**

Any person affected by the decision of the Code Official may appeal such decision and fines thereof, in accordance with, and in the manner of process as, by the Housing Board of Review, pursuant to § 146-13 of Chapter 146 of the Pocomoke City Code.

**§ 186-11 Severability.**

Should any provision, section, paragraph, sentence or word of this article be determined unconstitutional, such decision shall not affect the validity of the remaining portions of this

BE IT FURTHER ENACTED by the City Council of Pocomoke City that this Act shall take effect on the \_\_\_\_ day of \_\_\_\_\_, 2015.

PASSED this \_\_\_\_\_ day of \_\_\_\_\_, 2017.

ATTEST:

CITY COUNCIL OF POCOMOKE CITY

\_\_\_\_\_  
Carol Sullivan, City Clerk

\_\_\_\_\_  
Esther Troast

\_\_\_\_\_  
Diane Downing

\_\_\_\_\_  
George Tasker

\_\_\_\_\_  
Dale Trotter

\_\_\_\_\_  
Brian Hirshman

Approved:

\_\_\_\_\_  
Bruce A. Morrison, Mayor

7



**THE MAYOR AND CITY COUNCIL OF POCOMOKE CITY**

**ORDINANCE NO. 434**

**AN ORDINANCE OF THE MAYOR AND CITY COUNCIL  
OF POCOMOKE CITY AMENDING SECTION §146-7 OF THE HOUSING  
STANDARDS OF THE POCOMOKE CITY CODE**

INTRODUCED BY: Mayor Bruce Morrison on behalf of the City Council

AN ACT to amend § 146-7 of Chapter 146 the Pocomoke City Code

The purpose of this ordinance is to add and delete certain language to § 146-7 (D), (3-4), of the Pocomoke City Code to amend said penalties fees.

MAYOR AND CITY COUNCIL OF POCOMOKE CITY

\_\_\_\_\_  
Bruce Morrison

INTRODUCED, read first time, September 18, 2017 ordered posted and public hearing scheduled on the 2<sup>nd</sup> day October 2017 at 6:30 p.m. in the City Council Chambers, City Hall, 101 Clarke Avenue, Pocomoke City, Maryland 21851

By Order of:

\_\_\_\_\_  
Carol Sullivan, Clerk

**PUBLIC HEARING**

HAVING been posted and notice of time and place of hearing and copies having been made available to the public and the press, a public hearing was held \_\_\_\_\_. Reported favorably with amendments; read second time and ordered to be considered on \_\_\_\_\_.

SECTION 1. Be it hereby enacted by the City Council of Pocomoke City that be and it is hereby amended by adding at the end thereof, the following:

§146-7 D- 3. Penalties. Violations shall subject to a civil penalty not to exceed ~~\$25.00~~ \$100.00 for a first violation, ~~\$50.00~~ \$250.00 for a second violation and ~~\$250.00~~ \$500.00 for a third violation.

4. Removal. If a violation persists more than seven (7) days after notice is provided by either posting ~~and~~ ~~or~~ ~~regular~~ ~~certified~~ mail, then the City shall be permitted to remove and dispose of the objects.

BE IT FURTHER ENACTED by the City Council of Pocomoke City that this Act shall take effect on the \_\_\_\_ day of \_\_\_\_\_, 2017

PASSED this \_\_\_\_\_ day of \_\_\_\_\_, 2017.

ATTEST:

CITY COUNCIL OF POCOMOKE CITY

\_\_\_\_\_  
Carol Sullivan, City Clerk

\_\_\_\_\_  
Esther Troast

\_\_\_\_\_  
Diane Downing

\_\_\_\_\_  
George Tasker

\_\_\_\_\_  
Dale Trotter

\_\_\_\_\_  
Brian Hirshman

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

Bruce A. Morrison, Mayor

8



THE MAYOR AND CITY COUNCIL OF POCOMOKE CITY

ORDINANCE NO. 435

AN ORDINANCE OF THE MAYOR AND CITY COUNCIL  
OF POCOMOKE CITY AMENDING SECTION §195 OF THE SOLID WASTE OF THE  
POCOMOKE CITY CODE

INTRODUCED BY: Mayor Bruce Morrison on behalf of the City Council

AN ACT to amend Chapter 146 the Pocomoke City Code

The purpose of this ordinance is to add and delete certain language to § 146-7 (D), (3-4), of the Pocomoke City Code to amend said placements of trash containers and reduce the number of bulk pick-up items from ten (10) to three (3).

MAYOR AND CITY COUNCIL OF POCOMOKE CITY

\_\_\_\_\_  
Bruce Morrison

INTRODUCED, read first time, September 18, 2017 ordered posted and public hearing scheduled on the 2nd day October 2017 at 6:30 p.m. in the City Council Chambers, City Hall, 101 Clarke Avenue, Pocomoke City, Maryland 21851

By Order of:

\_\_\_\_\_  
Carol Sullivan, Clerk

PUBLIC HEARING

HAVING been posted and notice of time and place of hearing and copies having been made available to the public and the press, a public hearing was held \_\_\_\_\_. Reported favorably with amendments; read second time and ordered to be considered on \_\_\_\_\_.

SECTION 1. Be it hereby enacted by the City Council of Pocomoke City that be and it is hereby amended by adding at the end thereof, the following:

**§ 195-6. Preparation for collection.**

A. Tree trimmings, hedge and bush clippings and similar material shall be cut or broken in forty-inch lengths and securely tied with rope or cord in bundles not more than three (3) feet thick before being deposited for collection. Large branches, trimmings and hedge and bush clippings will also be collected periodically upon published notice for disposal by chipping.

B. All containers shall be placed at the sidewalk area near the curb-line on the days designated for garbage collection. No containers shall be permitted in such areas except on the days designated for collection, and containers must be removed by nightfall of the day of collection. **No containers shall be placed in any required front yard setback or in front of the main dwelling or main structure.**

BE IT FURTHER ENACTED by the City Council of Pocomoke City that this Act shall take effect on the \_\_\_\_ day of \_\_\_\_\_, 2017

PASSED this \_\_\_\_\_ day of \_\_\_\_\_, 2017.

ATTEST:

CITY COUNCIL OF POCOMOKE CITY

\_\_\_\_\_  
Carol Sullivan, City Clerk

\_\_\_\_\_  
Esther Troast

\_\_\_\_\_  
Diane Downing

\_\_\_\_\_  
George Tasker

\_\_\_\_\_  
Dale Trotter

\_\_\_\_\_  
Brian Hirshman

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

Bruce A. Morrison, Mayor

RESOLUTION NO. 511

9



A RESOLUTION FOR THE MAYOR AND COUNCIL TO ACCEPT FULL FINANCIAL RESPONSIBILITY FOR STREET LIGHTS IN WOODLAND MANOR AND SOUTHERN FIELDS SUBDIVISIONS.

WHEREAS, The Mayor and Council wishes to promote health and safety including, but not limited to, the advantages of street lights to all its citizens on a fair and equal basis.

WHEREAS, Woodland Manor and Southern Fields Subdivisions have met the conditions and criteria as to the ownership of the street lights.

WHEREAS, Woodland Manor and Southern Fields Subdivisions declare their streets are now and will be in the future publicly accessible.

WHEREAS, Woodland Manor and Southern Fields subdivisions have come to the Mayor and Council of Pocomoke City for full relief from cost pertaining to ownership and maintenance of the street lights in their development.

NOW THEREFORE, BE IT RESOLVED BY THE MAYOR AND COUNCIL OF POCOMOKE CITY, THAT:

SECTION 1. Pocomoke City offers the following plans and conditions for acceptance of full financial responsibility of future maintenance costs including monthly utility costs associated with street lights of Woodland Manor and Southern Fields Subdivisions.

SECTION 2. The named Planned Development will select a following plan:

Plan 1: At this time the Residential Planned Development will keep its current financial responsibility for the street lights as is.

Plan 2: The Residential Planned Development wishes to install or use standard street lights normally associated with a standard (type and quantity) subdivision lighting. Pocomoke City will then take full financial responsibility of maintenance and future monthly utility costs. The installation cost of additional street lighting or standardization in Woodland Manor and Southern Fields will be the responsibility of the lot owners or the homeowners association within Woodland Manor and Southern Fields.

Plan 3: Woodland Manor and Southern Fields Subdivision will notify Delmarva Power that Pocomoke City has taken over the responsibility of street lights in the subdivision as they currently set. Any new street lights will become the financial responsibility of the home owners request.

This resolution shall be in full force and effect from and after its passage and signing by the Mayor.

October 02, 2017  
Date Introduced

November 6, 2017  
Date Passed

\_\_\_\_\_  
Council Vice President

APPROVED BY ME THIS 6<sup>th</sup> DAY OF November 2017

\_\_\_\_\_  
Carol L. Sullivan, City Clerk

\_\_\_\_\_  
Bruce A. Morrison, Mayor

10

**MAYOR AND CITY COUNCIL OF POCOMOKE CITY**

**ORDINANCE NO. 436**

**An Ordinance adding “Chapter 85 Mutual Aid Agreements” to the Pocomoke City Code.**

**Introduced by:** Mayor Bruce Morrison on behalf of the City Council

**An Act** to add Chapter 85- Mutual Aid Agreements to the Pocomoke City Code.

The purpose of this chapter is to authorize the circumstances under which Pocomoke City personnel may go or be sent beyond the boundaries of Pocomoke City.

MAYOR AND CITY COUNCIL OF POCOMOKE CITY

\_\_\_\_\_  
Bruce Morrison

**Introduced**, read first time, November 6, 2017, ordered posted and public hearing scheduled on November 20, 2017 at 6:30 PM in the City Council Chambers, City Hall, 101 Clarke Avenue, Pocomoke City, Maryland 21851

By Order of:

\_\_\_\_\_  
Carol L. Sullivan, City Clerk

**PUBLIC HEARING**

**Having** been posted and notice of time and place of hearing and copies having been made available to the public and the press, a public hearing was held November 20, 2017. Reported favorably with amendments, read second time and ordered to be considered on November 20, 2017.



**§85-1. Police Mutual Aid Agreements Authorized.**

- A. The City Manager is authorized to enter into mutual aid agreements with the State of Maryland, any county or municipal corporation, in or outside the State of Maryland, or any federal agency to provide mutual aid through the furnishing of police or other employees and agents, together with all necessary equipment.
- B. Any agreement for mutual aid must provide that each of the parties to the agreement:
  - (1) Waive any claims against all other parties to the agreement that may arise out of their activities outside their respective jurisdictions under such agreement; and
  - (2) Indemnify the other parties to the agreement from all claims by third parties for property damage or personal injury that may arise out of the activities of the other parties to the agreement outside their respective jurisdictions under the agreement.

**§85-2. Authority to Send Personnel and Equipment Beyond City Limits**

Personnel of the police department and other officers, agents, and employees of the City, together with all necessary equipment, may lawfully go or be sent beyond the boundaries of Pocomoke City to any point within or outside the State of Maryland under the following circumstances:

- A. Upon the direction of the Chief of Police (or designee) acting at the request of the State of Maryland, another state, a county, or a municipal corporation;
- B. Under a mutual aid agreement; or
- C. Under any statute of the State of Maryland or other lawful authority.

BE IT FURTHER ENACTED AND ORDAINED, that this ordinance shall take effect from and after the date of its approval by the Mayor.

November 6, 2017  
Date Introduced

\_\_\_\_\_  
Date Passed

\_\_\_\_\_  
Council Vice President

APPROVED BY ME THIS <sup>th</sup> DAY  
OF NOVEMBER 2017

Attest:

\_\_\_\_\_  
Carol L. Sullivan, City Clerk

\_\_\_\_\_  
Bruce A. Morrison, Mayor



Carol Sullivan <carol@cityofpocomoke.com>



## Clarke Ave PS - Procurement Approval Packages

1 message

**Chris Derbyshire** <CDerbyshire@gmbnet.com>  
To: "Bobby Cowger (bobby@pocomokemd.gov)" <bobby@pocomokemd.gov>  
Cc: Carol Sullivan <carol@pocomokemd.gov>

Thu, Oct 12, 2017 at 9:25 AM

Mr. Cowger,

As I noted in my email to you yesterday, we will be sending two (2) procurement approval packages out, one (1) to USDA and one (1) to MDE for the referenced project. Each agency has its own "checklist" for what needs to be included. I have attached these checklists to this email for your reference and noted next to each item, who will be providing/preparing the items.

Now that the Award Recommendation has been made, the next item we need to address that requires Council approval are Construction Phase Engineering Services. Both agencies require full-time construction phase engineering services be provided on projects that they are funding and the scope and complexity of the project requires this as well. GMB is currently under contract with the City to provide "Design Services During Construction"; this work was contracted under the same agreement where design and bidding services were authorized. The "Design Services During Construction" work is explained in detail in the agreement, but to summarize, it's basically the technical engineering work that comes up during a construction project. To fulfill all of the Construction Phase Services needs during the project, the City must also execute an agreement for Construction Management and Inspections (CM&I) services. The CM component is all the day to day paperwork items/correspondence, coordination with inspector, and handling payment applications, schedule review, RFIs, etc. The Inspection component is for full-time inspection by an Owner's Site Representative. GMB is estimating the cost of CM&I services (13 months of construction) to be \$214,500. Note that this amount has already been budgeted into the project costs that we discussed with MDE and USDA the other day; so we're not looking to add more cost. GMB is able to provide the City with CM&I services for this project and will prepare for the City's consideration a proposal for CM&I services, to fulfill the City's construction phase engineering services needs. I will send this as a separate correspondence and present it in format that is suitable to the funding agencies.

Regarding the attached checklists; when we're at a point where the City items need to be prepared (after Council approval), I have attached to this email 2 template letters (Work Doc Files) that can be used and just added to City letterhead. I've also included a sample of what the Attorney letter looks like.

Right now, there is not anything that you need to do, just digest all this and let me know what questions you have. I looked at the Council schedule this morning and I suggest that we plan to have the Award Recommendation and CM&I services (assuming you concur with our proposal) on the agenda for the November 6<sup>th</sup> Council meeting. Therefore, assuming all goes well, we could probably have the packages to the agencies by the following week and that would provide about 30 days for review/approval before the bid expires (12/12/17). Note that I've already spoke to Bearing Construction and they can extend the bid valid period if we need to.

Best regards, Chris

**GMB** Chris Derbyshire, P.E.  
ARCHITECTS / ENGINEERS Vice President / Sr. Project Manager  
206 West Main Street | Salisbury, MD | 21801

410.742.3115 | [www.gmbnet.com](http://www.gmbnet.com) | [Find us on facebook](#)

6 attachments

**GMB** image001.png  
ARCHITECTS / ENGINEERS 49K

MDE Part B Listing.pdf  
191K

MDE-9 Construction Services Intent Letter.doc

 27K

 **USDA Check List attachment.pdf**  
39K

 **MDE & USDA-5 Award Concurrence Letter.doc**  
27K

 **6.1 County Attorney Bid Adequacy Distribution.pdf**  
30K

■ ■ ■ ■

ARCHITECTS  
ENGINEERS

206 WEST MAIN STREET  
SALISBURY, MD 21801  
PH: 410.742.3115  
PH: 800.789.4462  
FAX: 410.548.5790

SALISBURY  
BALTIMORE  
SEAFORD

www.gmbnet.com

■ ■ ■ ■

JAMES H. WILLEY, JR., PE  
PETER A. BOZICK, JR., PE  
JUDY A. SCHWARTZ, PE  
CHARLES M. O'DONNELL, III, PE  
W. BRICE FOXWELL, PE  
A. REGGIE MARINER, JR., PE  
JAMES C. HOAGESON, PE  
STEPHEN L. MARSH, PE  
DAVID A. VANDERBEEK, PE  
ROLAND E. HOLLAND, PE  
JASON M. LYTLE, PE  
CHRIS B. DERBYSHIRE, PE  
W. MARK GARDOCKY, PE  
MORGAN H. HELFRICH, AIA  
KATHERINE J. MCALLISTER, PE

JOHN E. BURNSWORTH, PE  
MICHAEL G. KOBIN, PE  
VINCENT A. LUCIANI, PE  
JERRY KOTRA  
ANDREW J. LYONS, JR., PE

October 11, 2017

City Hall, P.O. Box 29  
101 Clarke Avenue  
Pocomoke City, Maryland 21851

Attn: Robert L. Cowger, City Manager

Re: Recommendation for Award of Construction Contract  
Energy Saving Improvements at the Clarke Avenue Pump Station  
Pocomoke City, MD  
GMB File No. 140205-B

Dear Mr. Cowger:

On September 13, 2017 Bids for the above referenced project were received, opened, and read publicly. A total of three (3) Bids were submitted by contractors from Delaware, Maryland, and Pennsylvania. Subsequent to the Bid opening, in accordance with the Instructions to Bidders, M2 Construction, LLC requested to withdraw its Bid. The Total Base Bid for the two (2) remaining Bids was \$2,337,400.00 and \$2,675,000.00. A tabulation of all Bids is enclosed with this letter of recommendation for award.

The lowest Bid of \$2,337,400.00 was submitted by Bearing Construction, Inc. of Sudlersville, MD. The second lowest Bid was submitted by JJID, Inc. of Bear, DE (\$2,675,000.00). The Engineer's estimate for the Total Base Bid was \$1,866,402 which is approximately 20% below the lowest bid received.

GMB has reviewed the two (2) Bids and we offer the following comments:

- Both bidders have acknowledged receipt of all addenda.
- Both bidders have provided the required bid bond.
- The difference between the first and second low Bids is approximately \$0.337M or approximately 14%.
- Both JJID, Inc. and Bearing Construction Inc. have performed pumping station improvement projects within the State of Maryland in the cost range of this particular project.
- Bearing Construction was the contractor who recently successfully completed the Enhanced Nutrient Removal (ENR) upgrade of the City's WWTP and also constructed the original BNR WWTP facility.

GMB has worked with both Bearing Construction and JJID, Inc. on several projects. GMB's experience for both contractors is that; they did satisfactory work; they typically self-perform work (excluding electrical), superintendents assigned to the job were experienced and worked well with clients; they satisfactorily managed subcontractors; and jobs were completed in a satisfactory timeframe barring any circumstances outside of the Contractor's control.

The basis for the proposed project is energy savings and rehabilitation of the pump station. The existing pumping station was constructed in the late 1960s, is approximately 50-years old and in need of significant rehabilitation. The station is the City's primary sewage pump station with all sewage passing through the facility before being pumped to the City's WWTP. Accordingly, the station is a critical piece of City infrastructure and investment into the station's long-term service is crucial. Currently, MDE has appropriated to the City an EWIP grant in the amount of \$1M to cover eligible (energy saving) improvements and USDA has appropriated a loan of \$966,000. Based on the lowest Bid received, it is estimated that approximately \$868,000 of additional funding is needed to cover the total project costs. It is GMB's understanding that USDA has agreed to appropriate to the City an additional \$368,000 in loan funding and \$500,000 in grant funding. Accordingly, greater than 50% of the total project costs will be covered by grant funding and there is adequate funding to cover all project costs.

For the reasons listed above, Bearing Construction, Inc. was found to be the lowest, responsive, responsible bidder for the Total Base Bid. Accordingly, GMB recommends that the City of Pocomoke award construction of the Energy Saving Improvements at the Clarke Avenue Pump Station to Bearing Construction, Inc. of Sudlersville, Maryland at the Total Base Bid price of Two Million Three Hundred Thirty-Seven Thousand Four Hundred Dollars (\$2,337,400.00) contingent upon USDA and MDE's approval of the Construction Bid Approval Package and appropriation of funding proposed by USDA and MDE such that 100% of project costs are covered via grant and loan dollars.

We routinely recommend that the City's attorney review the bid documents. If the City concurs with our recommendation, please prepare an appropriate letter of concurrence and intent to award as well as a letter from your attorney regarding the adequacy of the bidding process.

If you need additional information, or if you would like to discuss any of these matters further, please feel free to contact our office at (410) 742-3115.

Sincerely,



Chris B. Derbyshire, P.E.  
Vice-President / Sr. Project Manager

CBD/cs

Enclosure:  
Certified Bid Tabulation



GEORGE, MILES & BUHR, LLC

# Tabulation of Bids

PROJECT NAME: Energy Saving Improvements at Clarke Ave. Pumping Station  
 GMB JOB NO.: R140205.B  
 BIDS OPENED: 9-13-17 @ 2:00 P.M.

Item No.	Bid Item Description	Units	Est. Qty.	J.M.D. Inc. Unit Price	Total Price	Bearing Construction, Inc. Unit Price	Total Price
<b>SCHEDULE A: LUMP SUM BID ITEM</b>							
A1	Pump Station Work	LS	-	\$ 2,450,000.00	\$ 2,450,000.00	\$ 2,072,000.00	\$ 2,072,000.00
<b>SCHEDULE B: UNIT PRICE BIDS</b>							
B1	Concrete Demolition and Repair	SF	4,600	\$ 35.00	\$ 161,000.00	\$ 42.00	\$ 193,200.00
B2	Concrete Wall and Slab Leveling Mortar	SF	4,600	\$ 10.00	\$ 46,000.00	\$ 12.00	\$ 55,200.00
B3	Miscellaneous Existing Reinforcing Prep and Anti-Corrosion Coating	LF	250	\$ 15.00	\$ 3,750.00	\$ 18.00	\$ 4,500.00
B4	Chemical Injection Repair of Leaking Crack	LF	150	\$ 75.00	\$ 11,250.00	\$ 60.00	\$ 9,000.00
				Schedule B Subtotal	\$ 222,000.00		\$ 261,900.00
<b>SCHEDULE C: CONTINGENT UNIT PRICE BID ITEMS</b>							
C1	Excavation below Subgrade	CY	5	\$ 50.00	\$ 250.00	\$ 50.00	\$ 250.00
C2	Furnish and Place Gravel Bedding	CY	5	\$ 100.00	\$ 500.00	\$ 50.00	\$ 250.00
C3	Furnish and Place Special Backfill	CY	5	\$ 50.00	\$ 250.00	\$ 50.00	\$ 250.00
C4	Miscellaneous Excavation and Backfill	CY	5	\$ 100.00	\$ 500.00	\$ 50.00	\$ 250.00
C5	Furnish and Place Miscellaneous 4,000 Concrete	CY	5	\$ 300.00	\$ 1,500.00	\$ 500.00	\$ 2,500.00
				Schedule C Subtotal	\$ 3,000.00		\$ 3,500.00
<b>TOTAL BASE BID (SCHEDULE A + B + C)</b>					<b>\$ 2,675,000.00</b>		<b>\$ 2,337,400.00</b>

Subcontractor Trade	Subcontractor's Name	Subcontractor's Name
Coating	To be determined after scope review.	Maccari Co.
Electrical		Billbrough Electric Inc.

Equipment	Supplier's Name	Supplier's Name
Comminutor/Grinder	Franklin Miller	Franklin Miller
Pumps	Xylem/Flygt	Flygt
Valves	Dezurik	

Engineer's Estimate: \$ 1,866,402.00

CERTIFIED BY:

Chris B. Derbyshire, P.E.

MARYLAND DEPARTMENT OF THE ENVIRONMENT  
OFFICE OF BUDGET AND FINANCING

**CONSTRUCTION BID APPROVAL PACKAGE**  
(STATE GRANT, EPA GRANT AND STATE REVOLVING FUND (SRF) CAPITAL PROJECTS)

The following items are to be submitted to the WQFA for review and approval for each separate construction contract participating in an MDE/EPA grant and/or SRF program.

1. **Updated project cost summary/budget signed by the project or authorized representative.** Recommended format is attached. GMB
  - Construction costs should reflect the bid(s) you desire to accept.
  - Estimated costs for any future construction contracts should be entered.
  - Enter estimated or actual costs for equipment/materials purchased outside the construction contract.
  - Budgeted costs for technical services should be adequate and reasonable. Note: MDE funding participation will be capped per its A/E cost eligibility policy.
  - A reasonable budgeted amount should be entered for the recipient's administrative/legal costs, such as office staff salaries and expenses, procurement advertising, contract review, etc. Note: based on MDE guidance (12/01/2010), recipients have the option to take a "fixed fee allowance" of up to 3% of construction bid contract cost, to be disbursed pro rata over the actual construction schedule, without any supporting documentation. If the recipient does not select the "up to 3% fixed fee allowance", the recipient may claim actual administrative costs incurred with supporting documentation detailing the task, time spent, wages paid, etc., with each pay request, not to exceed 5% of construction bid contract cost. If this line item is over 5% of the construction cost, a justification must be submitted to MDE for review and approval in order to allow funding participation beyond 5% of the construction cost.
  - Budgeted contingency costs may be entered for 5% of the actual bid amounts for contracts that have been bid and 10% of the estimated construction costs for any future contracts to be bid.
  
2. **Evidence of Advertisement(s).** Copies of newspaper notices, invoices for publication, etc. GMB
  
3. **CERTIFIED Bid Tabulation.** A copy of the bid tabulation showing **all** bids received signed by the owner's project or authorized representative or consulting engineer. A separate certification may be submitted to attest that a true and accurate tabulation of all bids has been received. GMB
  
4. **Bid Bond.** A copy of the bid bond or a signed certification that a bid bond or equivalent equal to 5% or more of the bid amount was received. GMB
  
5. **Recommendation for Award.** A copy of the Engineer's recommendation, along with the Owner's concurrence (separate statement/note, contained in cover letter, or copy of memo, or purchase order request, etc. that states the Owner's recommendation for award). GMB **NOTE:** a detailed explanation must be provided if the low bidder is not selected. City
  
6. **Selected Proposal.** A copy of the signed proposal, including acknowledgment of receipt of all addenda. GMB

Revised 10/31/2014



**CONSTRUCTION BID APPROVAL PACKAGE**  
(STATE GRANT, EPA GRANT AND STATE REVOLVING FUND (SRF) CAPITAL PROJECTS)

7. **Certification by project or authorized representative or a legal opinion on ROW and/or easements.** (N/A for SCE/SW grants). Provide a statement that indicates all ROW's and/or easements have or will be obtained such that the project will not be interrupted. If this is not an issue for your project, please provide a statement to that effect. GMB
8. **Assurances for Compliance with Federal Laws and Regulations Form.** Submit the form from the construction contract documents, signed and dated by the prime contractor. If other State or Federal funding is involved, forms associated with that funding are acceptable provided they assure compliance with Non-Discrimination in Employment, Debarment/Suspension, Anti-kickback, Contract Work Hours and Safety Standards, and Federal or State wage rates, as required per the sources of funding for the project. GMB
9. **Statement Regarding Construction Phase Engineering.** Provide a brief statement concerning arrangements in place or your intentions for which engineering consultant will be providing construction inspection and project management services. City
10. **Drawdown Plan:** If the project involves multiple agency funding sources, describe the plan in which these various funding sources will be used on this construction contract (e.g., MDE first, CDBG last, etc.) GMB

*In addition, specified projects funded by EPA and State Grants or State Revolving Fund should include:*

**11. Small, Minority and Women's Business Enterprise Participation.**

- **Recipient.** For projects funded with State Grants only (no SRF funds), the Good Faith Efforts Checklist with supporting documentation, and Attachment A of the State Grant insert must be submitted. For projects funded through the State Revolving Fund (and State/federal grants), the Good Faith Efforts Checklist with supporting documentation, and Attachment 1 from the SRF Loan Recipient DBE Guidance must be submitted.
- **Prime Contractor.** For projects funded with State Grant, only (no SRF), the Good Faith Efforts Checklist with supporting documentation, and Attachment A of the State Grant insert must be submitted. For projects funded through the State Revolving Fund (and State/federal funds), the Good Faith Efforts Checklist with supporting documentation, and Forms 6100-3 and 6100-4 from the SRF State insert must be submitted. For projects funded with EPA Grants only, Forms 6100-3, 6100-4, and 6100-2 must be submitted.
- For assistance, please contact Bambi Turner, M/WBE Program Manager, WQFA at 410-537-3146 or via email at bambi.turner1@maryland.gov.

Not applicable to MDE-EWIP funded projects.

Mail complete package to:

Jag Khuman, Director  
Maryland Water Quality Financing Administration  
Maryland Department of the Environment  
1800 Washington Boulevard  
Baltimore, Maryland 21230

**PROJECT BUDGET SUMMARY**

Category	Total Project	SRF Loan Participation	Grant Participation	Other Funding
<b>1. <u>Construction</u></b>				
Contract No.	\$	\$	\$	\$
Contract No.				
Force Account				
Later Contracts				
	\$	\$	\$	\$
<b>2. <u>Technical Services</u></b>				
A/E Basic	\$	\$	\$	\$
A/E Other				
A/E Inspection				
Force Account				
<b>3. <u>Equipment/Miscellaneous</u></b>				
	\$	\$	\$	\$
<b>4. <u>Administrative / Legal / Fiscal</u></b>				
	\$	\$	\$	\$
<b>5. <u>Land / Other</u></b>				
	\$	\$	\$	\$
<b>6. <u>Contingency</u></b>				
	\$	\$	\$	\$

**TOTALS**

\$                                  \$                                  \$                                  \$

Project or Authorized Representative	Date
Name and Title	

7/00

Revised: 10/15/2014

TYPE ON POCOMOKE CITY LETTERHEAD

November XX, 2017

George, Miles & Buhr, LLC  
206 W. Main Street  
Salisbury, MD 21801

Attn: Mr. Chris Derbyshire, P.E.

Re: Construction Phase Engineering  
Energy Saving Improvements at the Clarke Avenue Pump Station  
Pocomoke City, MD

Dear Mr. Derbyshire:

Pocomoke City proposes to utilize George, Miles and Burh for construction phase engineering services related to the *Energy Saving Improvements at the Clarke Avenue Pump Station* as outlined in GMB's proposal dated October XX, 2017; contingent upon Maryland Department of the Environment's (MDE) appropriation of \$1M of EWIP grant funding and USDA's appropriation of funding such that all project costs are fully funded.

Pocomoke City is looking forward to working with GMB and MDE to make this a successful project.

Sincerely,

Robert L. Cowger  
City Manager

Enclosure: GMB Proposal Dated October XX, 2017



United States Department of Agriculture  
Rural Development  
State Office

## Document Check list for Bid Awards

This checklist is for use by USDA Loan Specialists, Consulting Engineers and Owners while preparing contract documents for USDA Projects

### 2. Documents required to issue Concurrence of the Bid (con03)

- GMB** 1. X Engineered prepared Bid Tabulation of all bids
- GMB** 2. X Copy of all bids including schedule of values, bid bond, Certification on Debarment (AD-1048), Compliance Statement (RD 400-6) and Prohibition on Lobbying Certificate (RD 1940Q Ex A-1).
- GMB** 3. X Proof of Advertisement (copy of invoice to the periodical and/or the advertisement)
- GMB** 4. X Letter from the engineer to the owner recommending acceptance of a bid.
- City** 5. X Letter from the owner to USDA concurring in the recommendation of award.
- City** 6. X Letter from the owner's attorney regarding the adequacy of the bidding process.
- GMB** 7. X Written statement or other evidence showing that positive efforts were made to utilize small business and minority-owned businesses.
- GMB** 8. X A revised cost breakdown on the total project and available funding sources to match projected cost.

### 3. Documents required to issue Contract Award Letter (con04a, con04b, con04c)

1. \_\_\_ Copy of the executed Contract Agreement (1910-8-A-1)
2. \_\_\_ Copy of the Performance and Payment Bonds (1910-28A & 1910-28B)
3. \_\_\_ Notice of Award (1910-22)
4. \_\_\_ Notice to Proceed (1910-23)
5. \_\_\_ Certificate of Owner's Attorney (Bulletin 14 pg 7 or Exhibit CG-A of 1910-8-FA)

1221 College Park Drive • Suite 200 • Dover, DE 19904-8713  
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Washington, DC 20250-9410 or call (800) 795-3272 (voice) or (202) 720-6382 (TDD)

TYPE ON POCOMOKE CITY LETTERHEAD

November XX, 2017

George, Miles & Buhr, LLC  
206 W. Main Street  
Salisbury, MD 21801

Attn: Mr. Chris Derbyshire, P.E.

Re: Owner's Concurrence of Award Recommendation  
Energy Saving Improvements at the Clarke Avenue Pump Station  
Pocomoke City, MD

Dear Mr. Derbyshire:

Pocomoke City Council hereby concur with George, Miles & Buhr (GMB) letter of recommendation of award dated October 11, 2017, to the low bidder, Bearing Construction, Inc., for the Total Base Bid. This award is contingent upon Maryland Department of the Environment's (MDE) appropriation of \$1M of EWIP grant funding and USDA's appropriation of funding such that all project costs are fully funded.

Pocomoke City is looking forward to working with Bearing Construction, GMB, USDA, and MDE to make this a successful project.

Sincerely,

Robert L. Cowger  
City Manager

# Wicomico County, Maryland

## Department of Law

P.O. BOX 870  
SALISBURY, MARYLAND 21803-0870  
410-548-3792  
FAX: 888-389-5365

RICHARD M. POLLITT, JR.  
COUNTY EXECUTIVE

R. WAYNE STRAUSBURG  
DIRECTOR OF ADMINISTRATION

EDGAR A. BAKER, JR.  
COUNTY ATTORNEY

TAMARA LEE-BROOKS  
PUBLIC INFORMATION OFFICER

November 06, 2014

Denise E. MacLeish  
Community Program Director, USDA  
1221 College Park Drive, Suite 200  
Dover, DE 19904

Re: Morris Mill Urban Service Water District- Water Distribution, Contract 1- Adequacy of Bidding

Dear Ms. MacLeish:

Please be advised that I am the Deputy County Attorney for Wicomico County, Maryland and I have reviewed the bid process for the above referenced project including the Advertisement for Bids (Request), the bids received, the bid tabulation, the advertisements and the engineer's recommendation. To the best of my knowledge, information and belief, it is my opinion that the bid process was complied with as required by Wicomico County law and policy and applicable USDA rules and regulations. Should you have any questions, please feel free to call.

Very truly yours,



Maureen F. Lanigan  
Deputy County Attorney

Enclosures

cc: Katherine McAllister, project engineer

POCOMOKE CITY, MARYLAND  
BOARDS AND COMMISSIONS

12



<u>BOARD/COMMISSION MEMBER</u>	<u>TERM EXPIRES</u>	<u>DISTRICT</u>
<u>PLANNING AND ZONING COMMISSION (5 YEARS)</u>		
Gail Gladding	April 2016	3
Ryan Hurley	April 2016	
Steven Mills	April 2016	
Alex Kagan	April 2016	
Rebecca Skorobatsch	April 2021	
<u>Board of Zoning Appeals (3 Years)</u>		
Rob Clarke	April 2018	5
Robert Price	August 2020	1
Douglas Matthews	April 2014	3
Jay Pittman	April 2014	1
John Chamberlain	April 2014	1
<u>Housing Authority (3 Years)</u>		
Vacant	April 2014	3
Rev. George Tasker	April 2014	1
Ben Robbins	April 2014	5
Faye Tyndall	April 2014	1
Vacant		4
<u>Board of Housing Review (3 Years)</u>		
Faye Tyndall	April 2014	1
James Jones	April 2014	3
Cynthia Haynie	April 2014	3
Vacant	April 2014	4
C. Larry Fykes	April 2014	5
<u>Board of Elections Supervisors (2 Years)</u>		
Curtis Milbourne	February 2018	3
Alan Butler	February 2018	3
Grace Holland	February 2018	4
Todd Nock	February 2018	4
Sylvia Fletcher	February 2018	1
Altn. Member	Patty Forbush	
Altn. Member	Cory Dean	
<u>City Fair Board (Ord. No. 250) (3 years)</u>		
Norman Ennis	June 2013	
Judy Hinman	June 2013	
Dean Ennis	June 2013	
Vacant		
Vacant		
Vacant		
Vacant		
Vacant		
<u>Ethics Commission (2 Years) only 3 members:</u>		
Jim Covington	October 2016	Will Stevenson
William Sparrow	August 2019	



# WorCOA

Worcester County Commission on Aging, Inc.

*Our mission is to enhance the quality of life of all Worcester County citizens 50 years and older by providing programs and services that promote active, independent and healthy lifestyles.*



October 2, 2017

Pocomoke City Council  
PO Box 29  
Pocomoke City, MD 21851

Dear Pocomoke City Council,

Thank you for your generous donation of \$1000 to the Worcester County Commission on Aging on August 30, 2017. Your contribution will go directly to the Pocomoke Senior Center to support programs for participants. We appreciate your acknowledgement of our work for the seniors.

The Worcester County Commission on Aging is a 501(c)3 tax-exempt, non-profit corporation (EIN 52-1127958), and we rely on contributions such as yours. All contributions are tax deductible; no goods or services were provided in exchange for this contribution.

Thank you again for helping the elderly of Worcester County.

Very truly yours,

LuAnn Siler, M.Ed.  
Director of Senior Programs

*Please retain this acknowledgement for your records; a year-end contribution statement or a copy of our current financial statement is available upon request. Documents and information submitted to the state of Maryland under the Maryland Charitable Solicitations Act are available from the office of the Secretary of State, State House, Annapolis, MD 21401 for the cost of copying and postage.*

4767 Snow Hill Road • PO Box 159 • Snow Hill, Maryland 21863  
410.632.1277 • FAX 855.230.5496 • info@worcoa.org • www.worcoa.org

Worcester Adult  
Medical Day Services  
4767 Snow Hill Road  
Snow Hill, MD 21863  
410.632.0111

Berlin  
Senior Center  
10129 Old Ocean City Blvd.  
Berlin, MD 21811  
410.641.0515

Ocean City  
Senior Center  
104 41<sup>st</sup> Street  
Ocean City, MD 21842  
410.289.0824

Snow Hill  
Senior Center  
4767 Snow Hill Road  
Snow Hill, MD 21863  
410.632.1277

Pocomoke City  
Senior Center  
400 Walnut Street  
Pocomoke City, MD 21851  
410.957.0391





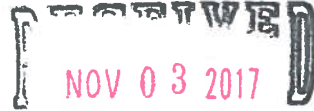
LARRY HOGAN  
*Governor*

BOYD K. RUTHERFORD  
*Lt. Governor*

KENNETH C. HOLT  
*Secretary*

TONY REED  
*Deputy Secretary*

October 31, 2017



The Honorable Bruce Morrison  
Mayor  
City of Pocomoke  
101 Clarke Avenue  
Pocomoke, MD 21851

Re: Application ID# SRP-CL-2018-Pocomoke-00128; "Downtown Building Improvement."

Dear Mayor Morrison:

On the behalf of Governor Larry Hogan and Lieutenant Governor Boyd K. Rutherford, it is my pleasure to inform you that your funding request for the FY 2018 Community Legacy (CL) Program, has been approved in the amount of \$30,000. Specifically, these funds will be available to assist you with the Downtown Building Improvement Program.

This funding is conditional upon execution of an agreement between the Maryland Department of Housing and Community Development (The Department) and the City of Pocomoke. The CL Program is administered by the Department through the Division of Neighborhood Revitalization. Currently, staff is preparing the agreement and will be in contact with your office in the near future to discuss the specific terms of your agreement.

Again, congratulations on your award. If I may be of further assistance on this or any other matter, please do not hesitate to contact me or Kevin N. Baynes, Director of State Revitalization Programs, at 410-209-5823 or via email at [kevin.baynes@maryland.gov](mailto:kevin.baynes@maryland.gov).

Sincerely,

Kenneth C. Holt  
Secretary

cc: Kevin N. Baynes, Director, State Revitalization Programs

KCH/ knb



OFFICE OF THE SECRETARY  
MARYLAND DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT  
7800 HARKINS ROAD, LANHAM, MD 20706  
301-429-7461, TOLL FREE 800-756-0119, FAX 240-334-4732





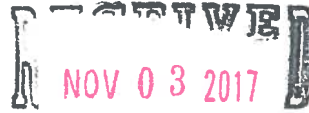
LARRY HOGAN  
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*Deputy Secretary*

October 31, 2017



The Honorable Bruce Morrison  
Mayor  
City of Pocomoke  
101 Clarke Avenue  
Pocomoke, MD 21851

Re: Application ID# SRP-CL-2018-Pocomoke-00400; "Marva Theater HVAC purchase."

Dear Mayor Morrison:

On the behalf of Governor Larry Hogan and Lieutenant Governor Boyd K. Rutherford, it is my pleasure to inform you that your funding request for the FY 2018 Community Legacy (CL) Program, has been approved in the amount of \$45,000. Specifically, these funds will be available to assist you with the Marva Theater HVAC purchase Project.

This funding is conditional upon execution of an agreement between the Maryland Department of Housing and Community Development (The Department) and the City of Pocomoke. The CL Program is administered by the Department through the Division of Neighborhood Revitalization. Currently, staff is preparing the agreement and will be in contact with your office in the near future to discuss the specific terms of your agreement.

Again, congratulations on your award. If I may be of further assistance on this or any other matter, please do not hesitate to contact me or Kevin N. Baynes, Director of State Revitalization Programs, at 410-209-5823 or via email at [kevin.baynes@maryland.gov](mailto:kevin.baynes@maryland.gov).

Sincerely,

A handwritten signature in blue ink that reads "Kenneth C. Holt".

Kenneth C. Holt  
Secretary

cc: Kevin N. Baynes, Director, State Revitalization Programs

KCH/ knb



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LARRY HOGAN  
Governor

BOYD K. RUTHERFORD  
Lt. Governor

KENNETH C. HOLT  
Secretary

TONY REED  
Deputy Secretary

October 31, 2017

NOV 03 2017

The Honorable Bruce Morrison  
Mayor  
City of Pocomoke  
101 Clarke Avenue  
Pocomoke, MD 21851

Re: Application ID# SRP-CL-2018-Pocomoke-00354; "Exterior Painting-Costen House."

Dear Mayor Morrison:

On the behalf of Governor Larry Hogan and Lieutenant Governor Boyd K. Rutherford, it is my pleasure to inform you that your funding request for the FY 2018 Community Legacy (CL) Program, has been approved in the amount of \$100,000. Specifically, these funds will be available to assist you with the Exterior Painting-Costen House Project.

This funding is conditional upon execution of an agreement between the Maryland Department of Housing and Community Development (The Department) and the City of Pocomoke. The CL Program is administered by the Department through the Division of Neighborhood Revitalization. Currently, staff is preparing the agreement and will be in contact with your office in the near future to discuss the specific terms of your agreement.

Again, congratulations on your award. If I may be of further assistance on this or any other matter, please do not hesitate to contact me or Kevin N. Baynes, Director of State Revitalization Programs, at 410-209-5823 or via email at [kevin.baynes@maryland.gov](mailto:kevin.baynes@maryland.gov).

Sincerely,

Kenneth C. Holt  
Secretary

cc: Kevin N. Baynes, Director, State Revitalization Programs

KCH/ knb



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