

MINUTES

The Mayor and Council met in regular session on Wednesday, January 11, 2017 at 6:15 p.m. in the meeting room in City Hall.

PRESENT

Kimberly B. Lawson, Mayor
LaVerne Johnson, Council Vice President
Charlotte Scott, Councilwoman
Erik Emely, Councilman
Mark Konapelsky, Councilman
Barbara Ward, Councilwoman
Richard M. Pollitt Jr., City Manager
Joyce L. Morgan, Clerk-Treasurer
Michael Sullivan, City Solicitor

Also in attendance; Valerie Swift, Secretary; Mike Tabor, Chief of Police; Dean Bozman, Code Enforcement Officer; Dennis Parkinson, Superintendent of Public Utilities; Jason Loar, Engineer; Richard Crumbacker; Jennifer Rafter; Eddie Heath; Doug Crockett; Sue Ranson; Tom Disharoon; Billy Gene Swift; Lamount Potter, Sr.

INVOCATION, LORD'S PRAYER AND PLEDGE OF ALLEGIANCE

Mayor Lawson called the meeting to order with the Lord's Prayer and the Pledge of Allegiance.

APPROVAL OF AGENDA

Councilwoman Scott made a motion to accept the agenda for the evening's meeting. Motion seconded by Councilman Konapelsky and carried unanimously.

APPROVAL OF MINUTES

Mayor Lawson presented three sets of minutes for approval.

Councilwoman Scott made a motion to approve the minutes from the Closed Meeting of November 28, 2016. Motion seconded by Councilman Konapelsky and carried unanimously.

Councilwoman Scott made a motion to approve the minutes from the Regular Meeting of December 14, 2016. Motion seconded by Council Vice President Johnson and carried unanimously.

Councilman Konapelsky made a motion to approve the closed minutes from the meeting of December 14, 2016. Motion seconded by Council Vice President Johnson, and carried with abstention by Councilwoman Scott, who was absent.

DEPARTMENT HEAD REPORTS

CHIEF MIKE TABOR reviewed the Municipal Crime Statistics Report. He noted that Index Crimes are major crimes. Chief Tabor advised that there has been a 92% decrease in crime since 2007.

Council Vice President Johnson commented that she was grateful that Chief Tabor reached out to the community during last year's Church shooting.

Mayor Lawson thanked the Chief for his grant work.

DENNIS PARKINSON, PUBLIC UTILITIES SUPERINTENDENT, reviewed activities of his department in his quarterly report. He also noted that he had two men trainer certified.

Councilwoman Ward made reference to the need for a new manhole cover on East Chesapeake Avenue. Mr. Parkinson advised he would take a look at it.

Councilman Emely inquired of Mr. Parkinson of what the number one item that he would like to see fixed. Mr. Parkinson replied it would be the sewer main and inflow and infiltration issue.

Councilman Emely also commended Mr. Parkinson and his department for their for their work on the sewer leak at the Harbor Lights Condo.

Councilwoman Scott inquired of Mr. Parkinson what his greatest accomplishments were since he had come to work with the City. Mr. Parkinson advised replied that doing work "in-house" which has been saving the City money was the greatest accomplishment. Mrs. Morgan noted

that his department is only \$3K over budget.

Mr. Parkinson also added to his list of accomplishments getting his men to get their licenses.

Councilwoman Scott commented that this is good for their self-esteem.

Councilman Konapelsky inquired about any more problems with insubordination. Mr.

Parkinson advised that things are going in a positive direction.

Councilman Konapelsky also made reference to the county back-flow issue. Mr. Parkinson advised that he has not spoken with anybody, but noted that they helped us just recently with the use of their sewer vac.

Mr. Pollitt noted that Mr. Parkinson is on top of paperwork and oversight. He made reference to how a leak in a piece of pipe was handled previously. Mr. Parkinson advised that it had been repaired with five clamps.

Mayor Lawson noted that major water meters are to be installed when the weather breaks.

Mayor Lawson asked Mr. Parkinson which piece of equipment he needed the most for operation. Mr. Parkinson had advised that he needed a 3,500 gallon sewer vac truck.

Mayor Lawson commented that this is why reserve funds are needed.

DEAN BOZMAN, CODE ENFORCEMENT OFFICER, reviewed his quarterly report.

He noted that Safety Resources had done a safety assessment report of municipal buildings.

Mr. Bozman reviewed the snow removal procedures this past weekend. He noted that he felt that not enough salt was applied, but with a foot of snow, it was hard to determine. Mr.

Bozman advised that 214 man hours had been logged in during this event.

Mayor Lawson noted that the City needs to designate snow emergency routes citing cars being parked on Chesapeake Avenue preventing snow removal.

Councilman Emely noted that the employees worked hard.

Councilman Emely noted a fire call for property behind Immanuel Church, without smoke

detectors and asked Mr. Bozman how we can monitor rental units. Mr. Bozman advised that the landlord is supposed to contact the City.

Councilman Konapelsky advised that CO2 detectors are also needed.

Mayor Lawson commented that inspection regulations are needed.

MRS. JOYCE L. MORGAN, CLERK-TREASURER, presented her financial report for the first six months of the fiscal year.

Mrs. Morgan noted that the reduced state assessment will affect City income.

Councilman Konapelsky made reference to recouping legal fees pertaining to ITAV.

Mr. Sullivan advised that it is not included in the grant but in the sub-recipient agreement.

Mr. Pollitt advised that the City is not responsible for any expense.

Councilman Emely made reference to monitoring of vehicle fuel use. Mrs. Morgan advised that she receives reports showing any alerts and overage.

Councilman Konapelsky inquired of the allowance for going to the hardware store. Mr. Bozman advised that personnel is allowed to spend \$25 and anything over requires a Purchase Order.

Mrs. Morgan noted that Brown's Court needs a rent analysis to cover payment in lieu of taxes, which would require an increase in rates. She advised that the rate has to cover the cost of the facility.

Councilwoman Scott inquired if there is any budget item that is a cause for alarm or any expected windfall. Mrs. Morgan advised that any windfall will equal a shortfall. She advised that if she can't tell you why a figure is over budget, this would be a cause for alarm.

Mayor Lawson made reference to the City's ambulance fuel contribution and expressed his gratitude for all that the ambulance and fire department does.

MR. RICK POLLITT, CITY MANAGER, presented his bi-weekly report, highlighting its contents.

In reference to the item regarding the return of the Salvation Army sports program to the Armory, Councilman Emely inquired if they would be using the upstairs only. Mr. Pollitt advised that this is correct.

Councilman Emely also inquired if the items had been removed from downstairs. Mr. Pollitt and Mr. Bozman advised that they had requested the director remove all items belonging to the Salvation Army from the building..

Mr. Pollitt noted that the Eastern Shore is fortunate to have the new District Engineer for the SHA, Jay Meredith, replace Donnie Drewer as Mr. Meredith, a Dorchester County native will be an excellent resource for the City. Councilman Emely also highly complimented the choice of Mr. Meredith, an exercise participated in by Mr. Pollitt.

MR. JASON LOAR, CITY ENGINEER, advised that the turbine is in the process of being commissioned. He advised that there will be testing with Delmarva Power on Thursday. He commented that the turbine is not 100% complete but is moving along.

Councilwoman Scott inquired if we have collected the penalty associated with the delay in the wind turbine activation. Mr. Sullivan advised that it is not a penalty but a payment on the loan and that it is on schedule to be covered.

Councilwoman Scott inquired of Mr. Loar if he is optimistic about the turbine going on line. Mr. Loar advised that he was.

Mayor Lawson noted that Davis, Bowen and Friedel had now moved in to the building adjacent to the old Wonderbread warehouse in Salisbury.

UNFINISHED BUSINESS.

2ND READER OF FLASHING SIGN ORDINANCE #667

At this time, Councilman Emely made a motion to adopt for 2nd Reader Ordinance 667. Motion seconded by Council Vice President Johnson. Councilman Konapelsky inquired if political signs

require a permit. Mr. Sullivan advised that they do not. Motion carried unanimously.

REVIEW OF SURPLUS VEHICLE BIDS

Mayor Lawson noted that one late bid had been rejected.

He then presented a slide which reviewed all bids received, highlighting the high bids.

At this time, Councilman Emely made a motion to accept the high bids. Motion seconded by Councilman Konapelsky and carried unanimously.

Mr. Pollitt noted that the bids were opened publicly on January 9th, but the amounts of the bids were not disclosed.

Councilwoman Scott commented that \$1,990 was the total net.

NEW BUSINESS

ADOPTION OF RESOLUTION #439 AMENDING THE CITY'S COMPREHENSIVE PLAN TO INCORPORATE THE CITY'S GROWTH TIERS MAP

Mr. Pollitt explained the Tier Map requirement and advised that it was recommended by the Planning Commission.

Councilman Konapelsky made a motion to accept Resolution #439. Motion seconded by Council Vice President Johnson and carried unanimously.

ADOPTION OF CITY OF CRISFIELD FAIR HOUSING AND EQUAL OPPORTUNITY PLAN, CDBG MINORITY BUSINESS PLAN, AND CDBG SECTION 3 PLAN

After a brief discussion, Councilman Emely made a motion to adopt the plans as presented. Motion seconded by Councilman Konapelsky and carried unanimously.

Councilwoman Scott inquired if Mr. Pollitt had reviewed the plans. Mr. Pollitt noted that they were tailored to the City from samples used by Technical and Community Services in the County and requested by Anne Stringer, DHCD.

Councilman Emely noted that according to Section 3, MWE and WBE must be posted.

MAYOR AND COUNCIL Q & A AND DISCUSSION

Mr. Loar noted that the Waste Water Study had been submitted to USDA and he is working with Ms. Rafter on the MDE application. He also advised that the plans for Hammock Point paving are in and ready to review for bids.

Councilman Konapelsky inquired of the status of the Greenspace. Mayor Lawson advised that The plans are at Davis, Bowen and Friedel. Mr. Loar advised that Andrew Welch is working on them.

Mayor Lawson noted that Ms. Rafter and Mr. Loar are working on the Waste Water Treatment Plant grant and Ms. Rafter is working on the A & E District.

Councilman Emely inquired about the City dump truck. Mr. Bozman advised that it is still at T & T Auto.

Councilman Emely advised that the rules for the use of the depot is still needed. He advised that he doesn't want the lack of rules to hold up events there.

Councilman Konapelsky asked Mr. Pollitt to get a list of rules. Mr. Pollitt advised that he had held off due to the development of the Green Space.

Councilman Emely advised that he just needs a check list.

Mr. Pollitt advised that he would have it for the second meeting in February.

Councilman Emely made reference to the demo on 4th Street being done by the County and asked about using them to tear down another building. Councilman Konapelsky advised that he doubts that funds are available.

Councilman Emely made reference to the issue with the county regarding the bids for the Captain's Galley Restaurant building. He noted that the unsuccessful bidder had plans.

Mr. Pollitt advised that one bidder had worked with EDC concerning installation of a deck.

Councilwoman Ward noted that we need the rules for the depot because we need to be

able to hold activities there.

Council Vice President Johnson noted that the City had been busy during the Holidays with Christmas events. She also commended the Bicycle Give Away program sponsored by Lamont Potter, at the Community Center, and the Police Department's annual Toy Drive.

Council Vice President Johnson also noted that she met with Ms. Rafter about Main Street revitalization.

Councilwoman Scott thanked Councilman Emely for his push on advertising surplus vehicles.

She noted that she is also glad Captain's Galley sold, that Council Vice President Johnson is focusing on uptown Main Street, and that Councilwoman Ward is focusing on the depot.

Councilman Konapelsky noted that he had gotten tickets for the upcoming Presidential Inauguration.

Mayor Lawson noted that his meeting with the Sanitary District was cancelled and scheduled for the second meeting in January.

Mayor Lawson noted that with the new software for the water and sewer departments billing system comes the need for new water and sewer rates. He advised that notifications would be sent to customers of their cost for high usage, once rates are established.

Mrs. Morgan advised that she thinks customers will correct their usage once their bill goes up. She advised that a community outreach would be done once a rate option is chosen.

Mayor Lawson advised that he is meeting with Brian Murphy, Mr. Pollitt and Council Vice-President Johnson tomorrow to discuss his future plans.

Mayor Lawson noted that Substance Abuse Center opening at McCready Hospital.

Mayor Lawson noted that no bids were received for the surplus properties and suggested revisiting in April with criteria.

Mayor Lawson made reference to the new home building constructed on Locust Street

through Somerset County Recovery and the new Community Services building under construction. He also noted that the house at 317 Cove Street needs to be demolished. Council Vice President Johnson advised that she would like to see the Mayor and Council meeting taken on the road on a quarterly basis.

PUBLIC INPUT

No public input was offered.

ADJOURNMENT

There being no further business for discussion, Council Vice President Johnson made a motion to adjourn, seconded by Councilman Konapelsky and carried unanimously.

Meeting adjourned at 9:00 p.m.

Respectfully submitted,

Joyce L. Morgan, Clerk-Treasurer

Prepared by Valerie Swift, Secretary