

MINUTES

The Mayor and Council met in regular session on Wednesday, September 23, 2015 at 6:00 p.m. in the meeting room in City Hall.

PRESENT

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

Also in attendance; Valerie Swift, Secretary. See list of others in attendance.

INVOCATION, LORD'S PRAYER & PLEDGE OF ALLEGIANCE

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

APPROVAL OF AGENDA

Mayor Lawson requested a motion to approve the agenda for this evening's meeting. Mr. Sullivan requested an amendment to the Agenda, advising that the 2<sup>nd</sup> Reader of the Cube Ordinance must be published as a summary and a public hearing must be held, according to Section 112-13, Zoning, Amendments, of the City of Crisfield Municipal Code, and would have to be adopted for 2<sup>nd</sup> reader at the next regular meeting. Councilman Emely also requested that Mr. Martin Tyler be added to the agenda concerning sidewalk and other matters.

At this time, Councilman Atkins made a motion to remove 2<sup>nd</sup> Reader of the Cube Ordinance and add Martin Tyler to the agenda. Motion seconded by Councilman Emely and carried unanimously.

APPROVAL OF MINUTES

M&C92315

Councilman Atkins made a motion to approve the minutes from the meeting of September 9, 2015 as written. Motion seconded by Council Vice President Scott and carried unanimously.

CITY MANAGER'S REPORT

Mr. Pollitt reviewed his bi-weekly report. He also read aloud the Governor's proclamation declaring September as Airport Month.

UNFINISHED BUSINESS

UPDATE CHRISTMAS IN CRISFIELD

Councilman Konapelsky presented an update on plans for Christmas in Crisfield. He advised that a great team has been established and after November, there are plans for events every weekend. He noted that McTavish's Market will be open every weekend, there are plans for a boat parade, and also plans for people to be able to purchase buoys to decorate the Crabpot Christmas Tree.

Councilman Konapelsky also advised that LESMA will be putting out a master calendar site of Christmas activities in all towns. Councilman Konapelsky also noted that NORAD would be tracking Santa's visit to Crisfield.

AWARD OF BID TO BOZMAN PAVING AND GRADING, LLC., FOR HAMMOCK POINT CUL DE SAC

AND STREET PATCHING AND ANCHOR DRIVE CUL DE SAC PAVING

Mr. Pollitt advised that the City had advertised for bids and received none. He also advised that Mr. Bozman, Inspector, had made some phone calls and was able to obtain 2 bids; 1) Doug Vann – \$29,850 and 2) Bozman Paving - \$27,149. He recommended that the City go with the bid from Bozman. Councilman Konapelsky inquired about the funding. Mayor Lawson advised that this would be from Highway User revenue, of which \$55,000 is left.

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Councilman Konapelsky advised that he feels the money should be used to pave the portion of the road up to the American Legion.

Councilman Emely commented that he feels patching and then overlaying is a waste of money.

Mayor Lawson noted that most of the road base is gone.

Councilman Atkins inquired about previous work done by Bozman. Mayor Lawson advised that they did the Christy Drive cul de sac.

At this time, Councilman Atkins made a motion to accept the bid from Bozman Paving, based on previous experience and bid amount. Motion seconded by Councilwoman Johnson.

During discussion Council Vice President Scott inquired if she should recuse herself, as some of the work is being done at Hammock Point.

Mr. Sullivan advised her that she is voting to award the bid, not on how the money is being spent, so she does not have to recuse herself.

Motion carried with ayes from Council Vice President Scott, Councilwoman Johnson and Councilman Atkins, and abstention of Councilmen Emely and Konapelsky.

#### CITY WIDE PAVING PROJECT

Mr. Jason Loar advised that Davis, Bowen and Friedel, was awarded the bid to do engineering work for street reconstruction in Crisfield, which would be done with Sandy funds. Mr. Loar recommended that the job go out for bids this winter for construction in the spring.

Councilman Emely inquired if it would cost more if the roads become worse because of a bad winter.

Mr. Loar advised that this could increase the cost. He advised that hopefully, when the bids get in, all of the money won't be used so they can look at doing additional streets.

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Mayor Lawson made reference to getting concrete work done first. Mr. Loar advised that it could get messed up.

At this time, Councilman Emely made a motion to go with Mr. Loar's recommendation to move the project bid into the winter, for an early spring start. Mayor Lawson added with changes due to length of time delay. Motion seconded by Councilman Konapelsky and carried unanimously.

Mr. Pollitt also advised of plans to have the Capital Improvement plan in place.

Mayor Lawson made reference to the depot bulkhead project. Mr. Loar advised that the State permit application needs to be submitted, which takes 4-6 months to receive. He advised that this will be submitted later this month or early next month.

Councilman Konapelsky commented that since this is for repair it should be a fast permit.

Councilman Emely advised that this project is critical and inquired about getting help from the State to fast forward it. Councilman Konapelsky advised that he would forward names to Mr.

Pollitt. Mr. Pollitt advised that he feels the project can get stepped up with the proper contacts.

Mayor Lawson thanked Mr. Loar for meeting with Mr. Pollitt and Mr. Dilegge concerning the Waste Water Treatment Plant analysis. He also advised that a mandatory site evaluation needs to be done by the Mayor and Council. Mr. Pollitt advised that the site visit will enable the Mayor and Council to have a clearer context for evaluating the coming water and sewer rate study.

AUTHORIZE SIGNATURE OF D.B.& F. PROPOSAL FOR COMPREHENSIVE WASTEWATER TREATMENT ANALYSIS

Mr. Loar advised that this is in reference to the USDA Planning Grant. Mayor Lawson advised that the City needs to expend the money to move forward.

Mr. Pollitt advised that the City must pay \$8,500 to get \$25,000. Council Vice President Scott inquired

where the money would come from. Mayor Lawson advised that this would be from the operating budget of the waste water treatment plant. Mr. Loar advised that the City received 75% of the grant up to \$25,000.

Councilman Konapelsky made reference to the purpose of the study. Mr. Loar advised that this is required by USDA to get funding for capital projects and a preliminary engineering and environmental review report is necessary.

Councilman Konapelsky noted that this project was started by Council Vice President Scott and has been an ongoing project for months and is very crucial.

At this time, Councilman Konapelsky made a motion to move forward and sign the proposal from Davis, Bowen and Friedel. Motion seconded by Council Vice President Scott.

During discussion, Councilman Atkins inquired if the review includes the collection system and 36 sewer line. Mr. Loar advised that it includes this and will identify all deficiencies.

Council Vice President Scott advised that improvements could save on the cost of chemicals, but the analysis must be done first.

Motion carried unanimously.

#### NEW BUSINESS

#### SOFTWARE RECOMMENDATION

Mrs. Morgan advised that new billing software is needed in the water/sewer/ tax department. She advised that the current program was written in 1986 and it is time to move forward. She advised that Edmunds and Associates has a water, sewer, tax and work order system program, which is used by many towns. The product cost is \$39,000, with the total cost being \$71,000, and the cost for the first year

being \$9,724.

Mrs. Morgan noted that Edmunds was the low bidder for the program used by the County.

Mrs. Morgan also advised that the cost could be covered by wind turbine money.

Councilman Emely commented that he can't vote on this tonight when the City is in serious need of a new garbage truck.

Councilman Konapelsky suggested putting this off until the next budget season. He commented that the wind turbine is not up and running and he would like to wait.

After further discussion, Councilman Emely made a motion to table purchase of the new system at this time. Motion seconded by Councilman Konapelsky.

During discussion, Councilman Atkins inquired how long it would take to reboot the bills and data if the current system crashed. Mrs. Morgan advised that if the data is recovered it can be converted to a new system. Council Vice President Scott inquired about the typical life of a program. Mrs. Morgan advised that she prefers not to wait another tax year.

Mayor Lawson suggested revisiting the matter in two meetings. Councilman Konapelsky advised that the information concerning the life of the system, etc., be forwarded to Mr. Pollitt.

Motion carried unanimously.

#### EVENT APPLICATIONS

Mayor Lawson presented two applications; for the Halloween Parade on October 24<sup>th</sup> at 1:00 p.m. and the Christmas Parade on December 4<sup>th</sup> at 6:30 p.m.

Approval so moved by Councilman Emely, seconded by Councilman Konapelsky and carried unanimously.

Mrs. Morgan noted that the time for the Halloween parade had changed from the usual 11:00 a.m. to 1:00 p.m. Mayor Lawson also commented about holding the event on Halloween, which is on Saturday this year. Councilman Konapelsky commented that the Chamber schedules the Event Applications and the City has nothing to do with the dates of events, so any questions would have to be directed to the Chamber.

APPOINTMENT - MARTIN TYLER

Mr. Tyler advised that he was grandfathered by Mayor Scott to operate his snowball stand, however Mayor Purnell required him to install a permanent foundation. He advised that he purchased the property in March of 2006 and wants to expand the building. Mr. Tyler advised that even though there were stubs of pipe at the location, he was advised there was no water and sewer available, so he was hit with an impact fee when the connection was made, and during that time, his sidewalk was torn up. Mr. Tyler advised that he would like the City to make the repairs to the sidewalk.

Councilman Emely thanked Mr. Tyler for his concern and advised that the City would look into the matter.

MAYOR AND COUNCIL Q & A AND REPORT

Councilman Konapelsky welcomed Mayor Lawson back from his surgery and reminded everyone to contact the City about events to be put on the Christmas calendar.

Council Vice President Scott commented about the new chairs that the Council had been provided with. Mayor Lawson noted that the police department was responsible.

Councilman Atkins noted that the upcoming Dock Day event is a worthwhile event with USCG demos, boat building, etc. He also made reference to a narcotics program through the health department and

the police department coordinated through Mary Barker.

Councilman Emely inquired about the status of the garbage truck. Mr. Pollitt advised that the City's truck will be assessed for repair and the City will also be looking into the cost of a private garbage collection service. He expressed his thanks for the town of Pocomoke allowing us to use theirs.

Councilman Emely made reference to the retirement of Patricia Mannion at the Health Department and suggested a Certificate of Appreciation.

He also thanked Mr. Pollitt for ordering the flag half-staff on behalf of the passing of his grandfather, Mr. Austin Cox, and also thanked the police department for their assistance during the funeral.

Councilwoman Johnson commented that she was proud to see the police department represented at Mr. Cox's funeral. She stated that he was a great man and very supportive of her.

Mayor Lawson noted that he had missed the Crisfield's hosting of the Lower Eastern Shore Mayor's Association dinner and meeting due to his recent surgery. He thanked those who made it possible.

Mayor Lawson advised that the poles have been removed from the park and the hydrants moved at the gazebo. He thanked everyone for their hard work.

#### PUBLIC INPUT

Mr. Adam Thompson noted that last Wednesday, the low power F.M. radio antenna was installed on 7<sup>th</sup> Street and station WBYC 103.7 will be on the air by the end of the month.

Mr. George Friedley again made reference to the trees on Chesapeake Avenue dying due to a drain he said was plugged by the City. Mayor Lawson advised that the drain is on his private property.

Mr. Friedley stated that the tax map shows it is a City problem and asked the City to cut down the dead trees or risk a potential lawsuit if they fall on a house.

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VOTE TO CONVENE IN CLOSED SESSION/ADJOURNMENT

At this time, Councilman Atkins made a motion to adjourn into a closed session and read aloud the

Closed Session notification. Motion seconded by Councilman Emely and carried unanimously.

Regular meeting adjourned.

Respectfully submitted,

Joyce L. Morgan, Clerk-Treasurer

Prepared by Valerie Swift, Secretary