

MINUTES

The Mayor and City Council met in regular session on Wednesday, September 23, 2020 at 6:00 p.m. in the meeting room in the Corbin Studio and Gallery.

PRESENT

Barry Dize, Mayor
Eric Banks, Council Vice President
Nelson Sheppard, Councilman
Jimmy Ford, Councilman
Mike Atkins, Councilman
Charlotte Scott, Councilwoman
Joyce L. Morgan, Clerk-Treasurer
Michael Sullivan, City Solicitor

Also in attendance; Valerie Swift, Secretary; Kristie Eberly, Grant Writer/Administrator; Chief David Dalfonso; and Richard Crumbacker.

Call to Order, Lord's Prayer, Pledge of Allegiance

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

Approval of Minutes – 5 Sets

Councilman Atkins made a motion to approve the minutes from the Work Session of 8/12/20, the Closed Meeting of 8/20/20, the Regular Session of 8/26/20, the Special Meeting of 9/9/20, and the Work Session of 9/9/20, as written. Motion seconded by Council Vice President Banks and carried unanimously, 5-0.

Approval of DHCD Grant Agreement for Demolition of 329-331, 333,W. Main Street

Ms. Eberly requested approval from the City Council for approval for the DHCD Grant Agreement and for the Mayor to sign the Grant Agreement for Demolition in the amount of \$80K.

At this time, Councilman Sheppard made a motion to approve the grant agreement and for the Mayor to sign the agreement. Motion seconded by Councilman Atkins.

During discussion, Councilwoman Scott commented that she thought the amount was up to \$100k. Mrs. Eberly advised that the amount ended up being \$69,700 and she added in an amount for safety equipment.

Motion carried unanimously, 5-0.

Crisfield Signage Councilman Ford

Councilman Ford advised that he had obtained approval from SHA for the sign on Maryland Avenue and 4th Street, with the stipulation that no business advertisements be put up and it must be used only for non-profits. He advised SHA requires the Mayor and Council's approval, and we must give the metal disc on the pole back to the State.

Council Vice President Banks inquired the exact location for the sign. Councilman Ford advised that it is across from the 4th Street intersection where the old Somers Cove and Barbara Ann Charter Boat was advertised. Council Vice President Banks inquired if the sign was digital. Councilman Ford advised that it was digital and would take two weeks to be installed. He advised that he had spoken to Steve Thomas from SHA for approval and that Mr. Bozman had contacted Philip Signs. Councilman Atkins inquired about the funding source. Mrs. Morgan advised that this is from the sale of the Library Property and the amount is \$25K. Councilman Ford added that the cost could be lower than \$25K.

Council Vice President Banks commented that he would like to see the proposal first. Councilman Atkins commented that at this meeting, we would be giving approval to put the sign in the described location.

At this time, Council Vice President Banks made a motion to approve the location for the sign, but will vote on the proposal once reviewed. Motion seconded by Councilman Atkins. Councilwoman Scott made reference to the location. Councilman Ford advised that we own the property and it is the best location for the sign. Councilman Atkins noted that it is zoned Industrial. Councilman Ford advised that he was told by SHA that since it will not be used for For-Profit advertising, it is permitted, only for the use of Non-Profits.

Councilwoman Scott commented that years ago we rented out the advertising space on the sign. She inquired if we need to wait on the vote to review the proposal. She commented that she feels we need to move forward and not wait for 30 more days.

Councilman Ford commented that we have the funding and need to move forward in order to make people aware of events.

Mayor Dize commented that he understands that Council Vice President Banks wants to see the contract details such as size, etc.

Councilman Sheppard inquired if we received multiple bids. Councilman Atkins commented that the money is earmarked for the sign and he feels Mayor Lawson had shopped around. Mrs. Morgan noted that Mayor Lawson had wanted a bigger sign in order to sell the advertising space, but was met with obstacles from the State.

Mr. Sullivan advised that the City would enter into a contract with the sign company, but would need the approval of the Mayor and Council. Councilman Atkins inquired if we should bid the sign out. Mr. Sullivan advised it should be put out for bids. Councilman Atkins clarified that we don't have to take bids, but it's optional. Mr. Sullivan replied "typically".

Council Vice President Banks suggested going to a couple of companies. Councilman Sheppard added that we want the maximum size sign for the money.

Council Vice President Banks reiterated that we are approving the location of the sign, but will need the proposals for kind of sign, size, etc.

Councilman Sheppard advised Councilman Ford to contact other companies for proposals and then hold a special meeting to review and approve.

Motion carried unanimously, 5-0.

Councilwoman Scott noted that she appreciates Mr. Sullivan's input, but it would be nice to get things done and move along, after someone puts in their initiative to get it done.

Michael Sullivan – Deeds of Avigation and Clearance Easements

Mr. Sullivan presented two Deeds of Avigation and Clearance Easements for the clearing of the airport property and expansion of the runway. He noted that they had been approved by the County Commissioners. Mr. Sullivan advised that the City approve the Deeds as well.

Councilman Atkins noted the section about the airspace being clear. He then made a motion to approve both Deeds as written. Motion seconded by Councilwoman Scott and carried unanimously, 5-0.

Michael Sullivan – Review of RFP for Carvel Hall

Mr. Sullivan advised that the updates that had been made were the date of the RFP, the date to be received, the Manager, and the number of jobs for 12 months, which was too short, so he selected 24 months. He advised that he also updated it to the current tax assessment of \$380K as of July 1, 2020. He advised that the rest of the RFP is the same.

Both Councilman Sheppard and Councilman Atkins agreed with 24 months.

Mr. Sullivan also made reference to Page 6, 2.1 §J, which states that in the event that NO RFPs are received, the City will extend the deadline for receipt.

At this time, Councilman Atkins made a motion to approve the Request for Proposal. Motion seconded by Councilman Sheppard.

During discussion, Councilwoman Scott commented that she was heading up the Carvel Hall Project and had spoken with Noah Bradshaw, retired City Inspector, and Dean Bozman, Code Enforcement Officer, and Mrs. Morgan and presented a fact sheet with key points. She noted that she had taken a tour of the building and advised that the new owner will have a lot of work to do. Councilwoman Scott advised that we need to give five years to develop the workforce. She also commented that the RFP doesn't say anything about the Brownfield site and she feels it should be noted.

Councilman Atkins commented that the City had work done on asbestos and chromium abatement. Anyone looking at the property will examine the building and surrounding land and public record information. He advised that we should let the buyer do their own due diligence concerning the property. Councilwoman Scott countered that a Brownfield site is a big deal and she feels it needs to be disclosed.

Mr. Sullivan advised that he would make Councilwoman Scott's handout part of the cover page and the MDE document on the website.

Councilwoman Scott also inquired if we should say commercial and Industrial. Councilman Atkins advised that MDE online says "Industrial or Commercial and on page 4 of the RFP is says zoned I1 –Light Industrial. Council Vice President Banks noted that in 2012, DHCD states Industrial Park. Councilman Atkins commented that this was before MDE changed its mind about the property across the street.

Councilwoman Scott advised attaching the MDE Doc and the handout she had prepared to the RFP. She inquired about how many months for the job determination. Councilman Sheppard commented that he feels 24 months is a good number. Mr. Sullivan advised that we could include in the RFP 24 months to 5 years.

As far as advertising the RFP, Mr. Sullivan suggested checking with Jason Loar concerning construction publications/sites as well as uploading on the City of Crisfield website.

Councilwoman Scott made reference to a 30 day review. Council Vice President Banks advised that that was too long.

A discussion continued about when and how to review any submitted RFPs. Mayor Dize noted that there is only one meeting in November which is the 18th, and December, which is the 9th. Councilman Sheppard suggested reviewing at the meeting in November.

Council Vice President Banks advised that he feels the Mayor and Council need to do the reviews. Mayor Dize added that this will be a revised RFP with more discussion.

Mr. Sullivan advised that he feels all need to review the RFPs to be able to identify competitor's submissions and we can do a work session prior to the meeting on November 18th, then bring in bidders

before the December 9th meeting and approve the bid. He also noted that it is better to have a bidder propose to purchase the property.

At this time, Councilman Atkins withdrew his earlier motion.

Mr. Sullivan summarized that; 1) the deadline for bids is November 2, 2020, 2) Revise Section 1.4 A(1) # of new jobs proposed within the first 24 months; and, 2) within the first 60 months. 3) include the fact sheet and notice from MDE in the RFP package, and 4) add Commercial use and the permitted uses as an addendum.

At this time, Councilman Atkins made a motion to Request for Proposal with addendums. Motion seconded by Councilwoman Scott and carried unanimously, 5-0.

Mayor and Council Comments

Councilwoman Scott noted that she is hearing good things about the Real Estate Market; 10 condos at Harbor Lights have sold in the past month, and there have been 57 other sales in summer real estate. She noted that housing renovations are being done and she would like to see full-time residents, as well as affordable and higher end residences. Councilwoman Scott commented that this is good news and she is excited.

Councilman Atkins advised that he had updates concerning the Crisfield Housing Authority and Veteran's banners.

Councilman Atkins advised that he had spoken to Mr. Bibb concerning the October 13th deadline for grant proposals. He advised that Mr. Bibb needs to see available properties and a letter of support from the Mayor and Council to go in the grant proposal packet. Mrs. Morgan recommended that a meeting be scheduled with Mr. Bibb, Councilman Atkins, Mr. Bozman, and Mrs. Eberly to look at properties. Ms. Eberly will schedule the meeting.

Councilman Atkins also presented a slide proposal for banners to honor Veterans. He noted that he looked at the town of Kilmarnocks' example. Banners are owned by the family and are displayed Memorial Day through Labor Day. Signs are administered by the City and given back to the donor at the end of 5 years. He noted that the vinyl banners are better at a cost of \$40 per banner. The City purchases the banners at \$50 each, which would need to be purchased by April 1st. The City would have to decide which poles to display on and we cannot put them on new power poles, but there are other available poles that can be used.

Councilman Atkins noted that the private preview party for the family is a big deal. Councilman Sheppard advised that the Legion could get involved.

Councilman Atkins also advised that there is a pamphlet giving a story about each Veteran. He also reviewed the timeline we would need to get to May 15, 2021, which is Armed Forces day. Councilman Atkins advised that the banners could be put out for bids through private purchases and donations.

Council Vice President Banks commended Councilman Atkins and Councilwoman Scott for their presentations, as well as Councilman Ford. He advised that he would present information concerning Downtown Revitalization at the next work session.

Councilman Ford commented that he is trying to work for the City and citizens and move forward in the right direction.

Councilman Sheppard commented that a lot of progress has been made and he has a group for his committee.

Mayor Dize commented that he is excited about the last two meetings and this is a great help to him. He offered kudos to the City staff and for the presentations tonight. He also noted that the buildings next door to City Hall will be down by September 28th at no cost to the City.

Mayor Dize asked Ms. Eberly for an update on the grants projects that are in the works.

Ms. Eberly advised that RFP for asbestos and lead abatement has gone out and the pre-bid meeting will be held on October 6, with proposals due October 20th. In reference to the culvert, we are waiting on Critical Areas and MDE money. In reference to the demo, we have an \$80K grant agreement and contract.

Mayor Dize also noted that he had done a video about the Armory.

Adjournment

There being no further business for discussion, Councilman Sheppard made a motion to adjourn, seconded by Council Vice President Banks and carried unanimously, 5-0.

Meeting adjourned at 7:30 p.m.

Respectfully submitted,

Joyce L. Morgan, Clerk-Treasurer

Prepared by Valerie Swift, Secretary