



MAYOR & COUNCIL
REGULAR BUSINESS MEETING MINUTES

March 12, 2020

***Meeting minutes are transcribed in a summarized format.
Tape recording of actual discussion is available at Town Office.***

Mayor Jacobs called the meeting to order at 6:00 p.m. In attendance were Vice Mayor Andrews, Councilmember Jones, Councilmember Edwards, Councilmember Collyer, Town Manager Resele, Clerk-Treasurer Loller and Acting Police Chief Dempsey.

Agenda

Councilmember Edwards motioned to approve the agenda. Councilmember Collyer seconded the motion. All in favor. Motion carried.

Minutes

Vice Mayor Andrews motioned to approve the Regular Business Meeting minutes for February 13, 2020. Councilmember Jones seconded the motion. All in Favor. Motion carried.

Vice Mayor Andrews motioned to approve the Closed Session Meeting minutes for February 13, 2020. Councilmember Collyer seconded the motion. All in Favor. Motion carried.

Invited Guest

Scott Boone, Director of Kent County IT discussed the County's proposal for IT support services for the Town. He discussed refurbished equipment vs brand new equipment. The original service proposal was that the County would provide the Town with refurbished an upgraded user computer. The current proposed MOU agreement states that the County will refurbish and upgrade Town's existing equipment. There was a discussion on timing of services, contract signing, refurbishing equipment and that legal needs to review the contract.

Bob Diss, Partner with Lindsey & Associates, the Town's auditors, gave a brief review of the June 30, 2019 description of the Audit Report. The report will be posted on the Town's website.

Even Pickering, Eagle Scout and Senior Patrol leader of Troop 130 located in Chestertown, described his Eagle Scout project to refurbish Blue Heron Lookout on Route 20.

Thank You's

Mayor Jacobs read a message from the Rock Hall Seniors thanking Chief Dempsey for coming to their Senior group meeting on Wednesday, March 4th and speaking to them. Mayor Jacobs thanked Chief Dempsey for all that the Police Department does for the Town.

Mayor Jacobs thanked Ken Sutton for working on the CDBG income survey data base and Todd's Body Shop for getting the Town's Jeeps detailed and ready for sale.

Correspondence

MDE notifies the Town that funding for the PER portion of the ENR sewer plant upgrade Project had been approved by the Maryland Board of Public Works Board.

The Maryland Transportation Authority sent notice that Bay Bridge back-ups can be expected this Spring due to continuation of repair work. Motorist need to plan to travel during off peak hours and check the MDT website for information.

Administrative Reports

Clerk-Treasurer Loller gave the financial report. (*)

Acting Police Chief Dempsey gave the police report. (*)

Parks and Recreation

Had a meeting February 17th where they discussed moving to the old Head Start part of the Municipal Building. Easter Egg Hunt will be Saturday, April 4, 2020. Penny Usilton has agreed to one (1) more year helping with the 4th of July Parade and will train a new person during this time to take over for her. Parks and Recreation will host a Kids Pirate Costume Contest during Pirates and Wenches weekend in August.

Streets and Sanitation

Nothing to report. The Town Manager was asked to compile cost estimates for possible grant applications to upgrade or replace streets department equipment.

Water and Sewer Operations

GBM looked at R4 Well. Waiting on pricing.

Priced a meter to read Kent Counties usage in Edesville. It's a very expensive move at \$69,975.00 but it can be done. Council suggested getting 2 more quotes. Counties readings are still low and not considered realistic.

Pump Station #7 – both pumps failed on Tuesday. Running on portable pump.

Smoke Test will start on Monday, March 16th and go through Tuesday, March 17th.

Blue Hen Disposal signed contract and is ready to start hauling sludge.

Planning and Zoning

Had a meeting last night, March 11, 2020. Talked about a variance request – wrap around porch – did not decide last night. It is going to the Board of Appeals next week. Prior meeting, Planning and Zoning Administrator, Chris Jakubiak suggested to amend our ordinances to bring them up to current state standards. He has started working on that and when he has enough finished, they will be brought up to the Board of Appeals and then to the Mayor and Council. Will need to do a Public Hearing on them.

Museum Board

At the Rock Hall Heritage Steering Committee meeting they decided to move the Pop-up event to May. It will be held at the Mainstay at 4pm – Rock Hall Revisited, People will be talking about what they remember about Rock Hall and it will be monitored by Tom McHugh. One-hour prior, we will be having a slide show with the history of the Town on display. We want to start building up the heritage of the Town and the Museum as well. There will be another meeting of the Committee on Monday, March 16th at 6 p.m.

Communication Board

Donna Legg will be taking over posting of event flyers and information on the rockhall.com webpage.

Transportation

The Transportation Taskforce drafted a Thank you letter for all contributors. They also drafted a Board Resolution to establish a Transportation Board. They will meet, tomorrow, March 13th at 9 a.m.

Mayor Jacobs stated that she applied for leases to purchase the Trolley and Shuttle with two leasing companies, SFS and TFC. SFS approved a 6-year lease to the Town. TFC did not approve a lease based on their review of the Town's FY2018 audited financial statements. This year's audit report will be sent to them for reconsideration now that it is available.

Mayor Jacobs also stated that things are moving forward with the grant applications and we are waiting for award decisions.

Councilmember Collyer made a motion to give Mayor Jacobs the authority to execute our side of the Trolley and Shuttle lease agreement as approved by the Town's attorney, depending on which one (SFS or TFC) gives the most favorable terms. Vice Mayor Andrews seconded the motion. All in favor. Motion carried.

FYI – Updates from Outside Organization Meetings

Rock Hall Volunteer Fire Company authorized purchase of a new ambulance for \$259,000.00. Replaces 2002 Ambulance #7.

The showing of the video "Gateway" was a great success. There will be a 24/7 Opioid Crisis Center opening at the Whitsitt Center soon.

Kent County Economic Development has a new website that summarizes the Listening Sessions they held as part of their development of a Kent County Development 5 Year Plan.

Rock Hall Business Association talked about upcoming events and wants the Transportation Taskforce to do a presentation at the next meeting.

COGS meeting has been rescheduled to March 18th to April 15th. It will be held in Rock Hall in conjunction with a special presentation by the Kent County Commission on Aging.

Owners of the Trailer Park shared plans for the Park at a meeting they hosted for the Rock Hall community . They have removed old abandoned trailers and need to get permits to start moving trailers already there, and new trailers being brought in.

Old Business

CDBG Income Survey – Going to try some old-fashioned door knocking at the residents that did not send back the first survey. Mayor Jacobs updated the new letter that will be used. The Mayor and Council will try to start this Sunday, March 15th at 1 p.m.

Data Centers Update – legislation was moving through the Maryland Senate and House Committees in support of sales tax breaks for asset investments in equipment for new data centers in the state. Hand out was shared with the Council members by the Mayor.

New Business

GMB invoices need to be discussed with Vicki Prettyman (SERCAP) and MDE about timing of funding to cover payments.

Purchased Trench Shoring equipment for the Streets Department. Should have it sometime next week.

Town Manager looked into a storage shed for the Trolley and Shuttle. Some plans and prices were presented for the Mayor and Council to look over.

Coronavirus – kentcountymd.org is the Health Department's website which will help keep everyone up to date.

Focus on Racism – Statement from Mayor Jacobs - Racism is not acceptable, and the Town of Rock Hall does not condone it in any way.

Upcoming Events

Friday, March 13th – Transportation Taskforce Meeting – 9 a.m.

Friday, March 13th – RHVFC – Fish & Chips Drive Through

Monday, March 16th – Rock Hall Heritage Steering Committee – 6 p.m.

Wednesday, March 18th – Events Conversation Session - 6 p.m.

Thursday, March 19th – Board of Appeals Meeting – 7 p.m.

Friday, March 20th – Transportation Taskforce Meeting – 9 a.m.

Saturday, April 4th – Easter Egg Hunt – Civic Center – 11 a.m. to 1 p.m.

Sunday, May 17th – Pop-up Museum Event – ‘Rock Hall Revisited’ – The Mainstay – 4 p.m.

Next Meeting Dates

Monday, March 30, 2020 – Utilities Board Meeting and Mayor & Council Regular Workshop Meeting

Thursday, April 9, 2020 – Mayor & Council Regular Business Meeting

Mayor & Council Special Workshop Meetings - to be scheduled as needed
Proposed: Late April ? – Budget Adjustments

Closed Session

Councilmember Jones made a motion to go into closed session at 8:50 p.m. under General Provisions Art. 3-305(b)(1) “to discuss the appointment, employment, assignment, promotion, discipline, compensation, removal, resignation, or performance evaluation of appointees, employee, or officials over whom this public body has jurisdiction; any other personnel matter that affects one or more specific individuals”. § 3-305(b)(14) Before a contract is awarded or bids are opened, to discuss a matter directly related to a negotiating strategy or the contents of a bid proposal, if public discussion or disclosure would adversely impact the ability of the public body to participate in the competitive bidding or proposal process. Councilmember Eleanor Collyer seconded the motion. All in favor. Motion carried.

The Regular Business Meeting recessed at 8:50 p.m. to go into Closed Session.

The Regular Business Meeting reconvened at 9:25 p.m.

Actions Taken in Closed Session

An increase of an employee's annual salary in connection with an initial 90-day review was motioned for approval by Councilmember Collyer and seconded by Vice Mayor Andrews. All voted in favor and motion carried. The motion also included a requirement for another review of the employee's performance in 90 days.

Motion to adjourn the Regular Business Meeting at 9:26p.m. was made by Vice Mayor Andrews. It was seconded by Councilmember Edwards. All were in favor. The motion carried.

(*) See Town Manager's, Financial and the Police Report for further details.

Respectfully Submitted:

Cheryl M. Butler

Approved by:



Dawn Jacobs, Mayor




Beth Andrews, Vice Mayor



Carolyn Jones, Councilmember



Timmy Edwards, Councilmember



Eleanor Collyer, Councilmember



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Town Manager's Report
March 12, 2020

A. Administrative Reports

- a. Financial Report – (see attachment)

B. Departments Reports

a. Parks and Rec

- Baseball fields raked and Sprayed

b. Street & Sanitation

c. Water & Sewer

- GMB reviewed new valve for R4 Well – pricing VFD module to eliminate throttling of water flow
- Monthly Reports (see attachments)
- Pricing for meter to read Kent County usage (see attachments)
- Pumping station #7 both pumps failed on Tuesday, running on portable pump. #1 pump electrical motor issue and #2 will not priming. #2 back up running and #1 being sent out for estimate of repair.
 1. Damaged done by cotton clothing wrapped around impeller and shaft
- **Smoke testing of Sewer system March 16th-17th by Maryland Rural Water**
- New Hauler (Blue Hen Disposal) signed contract and is getting equipment ready to start hauling

- Kent County Readings

	Usage Feb	Daily	Per House
Sewer	217,190	54,298	
	7-day usage		
Water-House	51,250	7,321	76
Water - #20 Meter	1230	176	1.8

- Pumping station #2 has leaking shut off valve waiting for period of lower flow to change
- Pumping Station #4 alarm system repaired – bad battery (replaced)

d. Planning and Zoning

N/A

e. Museum Board

- New sign is in Yard with “open / close” placard

f. Communication Board

g. Transportation

- Both Jeeps sold - \$27,200 received
- Trolleys sold - \$2,200 Received

C. Old Business

- a. Tom McHugh's prestation cancelled for the 19th of March
- b. Credit Card for Town – New application with BB&T
- c. New Firewall, software upgrade and Cyber Security has been ordered. Cyber completed, Stephania's upgrade is tomorrow and Firewall as soon as product arrives.

D. New Business

- a. GMB Invoices - (**see attachments**)
 - Chemical Change to Liquid - Water Plant - \$747.50
 - Water Meter System Upgrade - \$4,900
 - WWTP PER - \$5,133.63
- b. Safety
 - Trench shoring available needs to be picked up in Baltimore
- c. Storage for Trolley and Shuttle – (**see attachments**)

E. Close Session

a. Personnel issues

- 90-day Baker pay increase:
 1. Current \$2,667.60 / \$32,011
 2. New \$2,916.67 / \$35,000
- Wage comparison(see attachments
- Group Insurance Retired Employee
 1. Need resolution change – (see attachments)
 2. Legal has not been involved