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## MAYOR & COUNCIL

## **REGULAR BUSINESS MEETING MINUTES**

## December 9, 2021

\*\*\*Meeting minutes are transcribed in a summarized format. For full discussion and further detail of the meeting you can view the streamline video at the following link: http://townhallstreams.com/locations/rock-hall-md.

They are also available at Town Office\*\*\*

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

**Agenda**

Councilmember Collyer made a motion to approve the agenda as amended. Councilmember Cook seconded the motion. All in favor. Motion carried.

**Minutes**

Councilmember Cook made a motion to approve the Regular Business Meeting Minutes for November 10, 2021. Councilmember Collyer seconded the motion. All in favor. Motion carried.

**Recognition Certificate**

Mayor Jacobs presented Ed Pickering a Recognition Certificate from The Mayor and Council on the occasion of his retirement and sale of Rock Hall Liquors & Deli, Inc. on November 23, 2021 after 46 years of owning and continuously operating one of the signature establishments in our community. His commitment and support of the Town and its residents over the years are to be commended. Job well done!

**COVID Update**

November cases were up in Kent County. There is a 9.5% positivity rate and 2/3 of Kent County Residents are fully vaccinated.

There will be clinics held in December at the Kent County Community Center every Thursday for Vaccine and Flu Shots.

**Correspondence**

Main Street Rock Hall sent in their monthly report. Copy attached.

**Administrative Reports**

The Financial Report.

Police Chief Dempsey gave the police report.

Chief Dempsey talked about a resident on Sharp and Boundary that parks a bus and trailer on the side of the road. He stated that Section 215 of the Code Paragraph 2 and 12 give power to the Mayor and Council to regulate parking. Chief Dempsey recommends either to send a letter asking him not to park there or can post a No Parking sign. Council wants to start with a letter.

**Streets and Sanitation**

Quotes from contractors to pave roads in areas that will not be torn up with water line replacements – mains.

**Water Operations**

Extra chemicals on site if shortage happens.

Resuming installation of new water meters.

Review of meter pits during the installation of meters.

More leaks and line burst being reported because of new meter.

**Sewer Plant Operations**

Clarifier #3 being cleaned out to look for paddle damage.

Replacing old filter tiles in drying beds due to delivery issues.

**Parks & Recreation**

Carriage ride and Santa’s arrival went well.

Will not be having the Hat Parade this year.

Next Meeting will by Monday, December 20, 2021 at 7:00 pm.

**Planning and Zoning**

Review of second software will be on Friday December 10, 2021.

**Museum Board**

The RFP is out and responses have come back. At the next meeting on Monday, December 13, 2021, the members will review them.

**Communication Board**

Nothing new.

**Transportation**

Nothing new.

**Ethics Board**

Will be discussed during the Closed Session

**Other Organization**

Mayor Jacobs attended the COGS meeting.

Kent County Planning and Zoning is still working on their reorganization of the Kent County Ordinances.

The Mainstay will be having a New Years Eve Pot Luck from 5-8.

**Special Events Permit**

Rock Hall Volunteer Fire Department will be having the Polar Bear Plunge on January 1, 2022.

Lions Club Christmas Basket needs support this weekend at the Worton Community Center.

Rock Hall Volunteer Fire Department will be testing fire hose per the State which will likely cause discolored water.

**Old Business**

Councilmember Cook made a motion to move forward with the contract wit Walter Higgins for the Headworks and allow the Town Manager sign it. Councilmember Collyer seconded the motion. All in favor. Motion carried.

**Town Hall Options**

Victor Costa spoke to the Council about shuttering or mothballing the Municipal Building and read a statement from the Building Advisory Committee.

The building, currently designated as the Rock Hall Town Hall and located at 5585 South Main Street, Rock Hall, MD, is a former elementary school. The building, built in the 1920’s, has fallen into disrepair over the decades, due to a lack of maintenance and care. The crawl space is contaminated with asbestos insulation. The interior is contaminated with high levels of mold. The existing structure has water and termite damage. The roof structure has severe leakage (The building is closed and no longer occupied. The Town Council has directed the Town Manager to “Mothball” the building in order to consider its future. Renovation or Demolition are the options before the Town Council. Mothballing the building means: Drain and make safe the boiler and plumbing, Shut off the electric. Stop the water intrusion from the roof of the main building. Scope The selected contractors shall perform the following: • Secure the building's shingle roof • Drain and winterize all fresh water piping • Winterize all fresh and brown water drains and traps. • Check condition of the existing heating boilers and winterize as required • Secure building electrical system • Install ventilation fan to allow fresh air exchange in the main building. • Check gutter system on the main building to assure that rain water is captured and flows away from the foundation. Conditions and Assumptions • Contractors shall wear suitable Personal Protective Equipment at all times when inside the building, crawl space and attic. • Contractors to provide evidence of all relevant insurance including: Liability, Workman’s Compensation • The Town Manager shall be the Project Manager for this Scope of Work. Final payment will be made to contractors only upon the completion of their respective work and to the satisfaction of the Town Manager. • Project shall be initiated not later than 15 days after Council approval to proceed. Project completion shall be no later than 30 days after approval to proceed.

A discussion followed.

Mayor Jacobs talked about the Civic Center land and how the Civic Center was received as a gift from the Rock Hall Civic Association for $5.00 and did not use Program Open Space Money.

A discussion followed.

Victor Costa spoke again the Council and answered their questions.

**Purchase Mini Excavator**

$75,000 3.1% /60months / $1170.86 = $14,050 annual. Local 60 series (4hours) $60,000 waiting on financing Peoples Bank.

**Purchase Dump Truck**

GMC $67,000 (2021). Local Ford $60,000 -1423 miles (2019).

Councilmember Cook made a motion that the Town proceed with the purchase of the Mini Excavator and Dump Truck for the total purchase price of $120,000.00 and to authorize Town Manager Bob Resele to negotiate with the Bank to devise the most advantageous funding options through financing. Councilmember Collyer seconded the motion. All in favor. Motion carried.

**Town Hall move**

Phone lines and phone are in building.

IT lines in – need one day to move all IT hardware.

Lease adjusted to 12/15, agree with Wyble and Town.

Construction and painting completed.

No Parking signs installed and communicated with restaurant.

Christmas decorations completed by Garden Club.

Moving of Xerox machine to building.

**New Business**

Nothing to discuss.

**For the Good of the Town**

Mark Einstein Spoke to the Council.

**Next Meeting Dates**

Monday, January 3, 2022 – Utilities Board Meeting and Mayor & Council Regular Workshop Meeting.

Thursday, January 13, 2022 – Mayor & Council Regular Business Meeting.

Special Workshops if needed – TBD

 Building discussions/plans

**Closed Session**

Councilmember Collyer made a motion to recess into closed session at 8:45 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”. Councilmember Cook seconded the motion. All present in favor.

Actions taken:

Christmas Bonus for Town Employees.

Salary adjustment.

Approval of new member to Ethics Board and Planning and Zoning.

**Reconvene to Open Session**

Councilmember Cook made a motion to approve a Christmas Bonus Plan as discussed in the Closed Session. Councilmember Collyer seconded the motion. All in favor. Motion carried.

**Adjournment**

Motion to adjourn the Regular Business Meeting at 9:57 p.m. was made by Councilmember Cook. Councilmember Collyer seconded the motion. All in favor. The motion carried.

Respectfully Submitted:

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 Cheryl M. Butler

 Approved by:

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 Dawn Jacobs, Mayor

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 Carolyn Jones, Vice Mayor

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 Timmy Edwards, Councilmember

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 Eleanor Collyer, Councilmember

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 James Cook, Councilmember