



**MAYOR & COUNCIL**  
**REGULAR BUSINESS MEETING MINUTES**

February 13, 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 Collyer, Town Manager Resele, Clerk-Treasurer Loller and Acting Police Chief Dempsey. Councilmember Edwards was absent.

**Agenda**

Vice Mayor Andrews motioned to approve the agenda as amended. Councilmember Jones seconded the motion. All in favor. Motion carried.

**Minutes**

Vice Mayor Andrews motioned to approve the Regular Business Meeting minutes for January 9, 2020. Councilmember Collyer seconded the motion. All in Favor. Motion carried.

**Thank You's**

Mayor Jacobs thanked all the volunteers that helped to get the CDBG income survey out into the mail – Martha bliss, Linda Detterline, Linda and Norm Sholler, Ronnie and Tony Colache and Jan Plotsky. Also, thanks go to Bob Resele, Town

Manager and Cheryl Butler, Assistant Clerk-Treasurer. The Kent Count Chamber of Commerce allow the Town to use its bulk mail permit which saved about 50% in postage cost. 1,573 surveys were mailed

Town Manager Resele thanked Jim Black and his son for shrink wrapping the Christmas Crab Tree Baskets and donated their time and money to do so. They did a great job!

### **Correspondence**

MDE approved GMB as our On-Call Engineering Firm.

### **Administrative Reports**

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

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

### **Transportation**

Mayor reported that she had been in touch with 2 agencies about leases. One was \$2,800.00 per month for a to lease-to-purchase both the Shuttle/Van and Trolley, and the other was \$2,700.00 per month. Samples of the lease agreements need to be reviewed by the Town's Attorney. The Town's grant writer is researching 7 grant possibilities for the vehicles.

### **Parks and Recreation**

Has a new group of Officers and Donna Legg is the new Chairperson of the Board.

Upcoming events will be the Easter Egg Hunt which will be Saturday, April 4<sup>th</sup> from 11-1.

Monthly meetings will be held on the 3<sup>rd</sup> Monday of the month starting at 6:30 p.m.

## **Streets and Sanitation**

Oil leak on one of the Jeeps has been repaired.

Snow fence re-installed after last week's storm. Might need to order more fencing.

## **Water and Sewer Operations**

Town has settled with McCrone on final amount of payment from the 2017 USDA Water System Improvement Project associated with action needed to correct the flow control valve in the new well. Once installed, final settlement of the grant with USDA can be completed.

County sent in their sewer report.

GMB and Coyne Chemical recommended changing the water treatment chemicals from powder to liquid.

The contract with GMB to do the Meter Replacement Project is being done as Task #3 of the town's On-Call Service Agreement with GMB. It has been reviewed by Town counsel. Services in connection with the water meter system upgrade project will total \$78,000.00 which is 100% reimbursable by the MDE grant.

Vice Mayor Andrews made a motion to sign the contract with GMB. Seconded by Councilmember Collyer. All in favor. Motion carried.

## **Planning and Zoning**

Vice Mayor Andrews and Planning and Zoning Administrator Chris Jakubiak met with Critical Areas Staff and reviewed the Town's zoning map for proposed changes to the crucial areas. The Town's current map was never been approved by the State's Critical Areas staff. There are some questionable areas that need to be looked at closer. There are some areas that were developed with Critical Areas approval, and there are some areas that are out of compliance and are not legal. Critical Areas is going to approve the re-designation of those areas to bring the Town into compliance. The rest of the proposed map changes, the group decided,

should be addressed as part of other re-zoning considerations when the Town's Comprehensive Plan is worked on next year.

### **Museum Board**

The Rock Hall Heritage Steering Committee has had a several meetings. Pop-up event, archiving, grant funding sources and Rock Hall Museum Board membership nominations continue as focus points. Major goal is to create awareness of all the museums of Rock Hall.

### **Communication Board**

A revised IT cost analysis schedule done by Kent County IT Department was reviewed along with an email from Scott Boone, Director of Kent County IT, regarding their recommendation to refurbish and upgrade current equipment rather than purchasing new equipment.

The Council asked that the Town Manager get pricing from Bay Tech, the Town's current IT support service, to upgrade or replace the Town Manger and Clerk-Treasurer's equipment and install a firewall.

### **Old Business**

CDBG Income Survey was mailed on February 10<sup>th</sup>. Need to have responses by Saturday, February 15<sup>th</sup>. Need to have 80% response by February 28<sup>th</sup>.

The owner of Eastern Shore Environmental has agreed with the final amended trash service contract and is waiting on Town to approval Vice Mayor Andrews made a motion to sign the amended trash contract with an effective date of July 1, 2020. Councilmember Collyer seconded the motion. All in favor. Motion carried.

Recovery in Motion met with Mayor Jacobs and Clerk-Treasurer Loller about showing their addition prevention video, "Gateway", here at the Town Hall on Wednesday, March 4<sup>th</sup> from 6-8 p.m.

## **New Business**

Town Manager Resele suggested that the Town purchase trench shoring equipment which is needed for safety precautions when digging trenches. He received a quote from American Shoring in the amount of \$6,375.00. Vice Mayor Andrews made a motion to purchase from American Shoring trench shoring equipment for \$6,375.00. Councilmember Jones seconded the motion. All in favor. Motion carried.

Events conversation session will be held on Wednesday, March 18<sup>th</sup> at 6:00 p.m.

Council approved the Town Manager to sign checks when needed in emergencies situations. Need to go to Bank and with request.

The Town's key services are to be put out for bid via RFQ's – Request for Quote. The following Town Council members will lead the areas to be addressed:

Vice Mayor Andrews – Legal

Councilmember Collyer – Auditors

Councilmember Jones, Councilmember Edwards and Town Manager Resele – Contractors

## **Upcoming Events –**

Saturday, February 8<sup>th</sup> thru 22<sup>nd</sup> – Sweetheart Windows on Main Street

Sunday, February 16<sup>th</sup> – Caterday Brunch – “All About Cats” Rescue Fundraiser

Sunday, February 23<sup>rd</sup> – RHVFC Bridal Show

Thursday, February 25<sup>th</sup> – RHVFC Pancake Dinner – 4 to 7pm

Friday, March 13<sup>th</sup> and 27<sup>th</sup> – RHVFC Fish & Chips Fundraiser

A Pop-Up Museum Event – sometime in February/March – location on Main St  
TBD

## **Next Meeting Dates –**

Monday, March 2, 2020 – Utilities Board Meeting and Mayor & Council Regular Workshop Meeting

Thursday, March 12, 2020 – Mayor & Council Regular Business Meeting

Mayor & Council Special Workshop Meetings - to be scheduled as needed  
Proposed: Wednesday, February 26, 2020 – Budget Adjustments

### **Closed Session**

Councilmember Jones made a motion to go into closed session at 8:30 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 8:30p.m.to go into Closed Session.

The Regular Business Meeting reconvened at 9:01 p.m.

### **Actions Taken in Closed Session**

There were no actions taken in closed session


Motion to adjourn the Regular Business Meeting at 9:04pm was made by Vice mayor Andrews. It was seconded by Councilmember Collyer. All were in favor. The motion carried.

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

Respectfully Submitted:

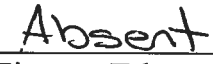
\_\_\_\_\_  
Cheryl M. Butler

Approved by:

  
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Dawn Jacobs, Mayor

  
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Beth Andrews, Vice Mayor

  
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Carolyn Jones, Councilmember

  
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Timmy Edwards, Councilmember

  
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Eleanor Collyer, Councilmember



**MAYOR & COUNCIL**  
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**Town Manager's Report**  
February 13th, 2020

**A. Administrative Reports**

- a. Financial Report – (see attachment)

**B. Departments Reports**

a. Parks and Rec

- i. Basket trees – shrink wrapped (material and labor donated by Jim Black and Son)

b. Street & Sanitation

- i. Jeep #2 oil leak repaired
- ii. Snow Fence installed – evaluating if more fencing is needed / beach cleanup

c. Water & Sewer

- i. Closing Project of New Well #4R – new valve will be ordered to replace gate valve (see attachment)
- ii. Monthly Reports (see attachments)
  - 1. County Sewer Report (see attachment)
- iii. Continued discussion of County meter for outside Rock Hall actual water usage (see attachment)
- iv. Henry Ave. plugged water line on towns side





- v. HHS has tapped water main on Chesapeake Ave and installed meter box / meter
- vi. Pumping station #8 continues to alarm with high water
  - 1. Smoke testing of Sewer system March 16<sup>th</sup>-17<sup>th</sup> by Maryland Rural Water (see attachment)
- vii. New Hauler (Blue Hen Disposal) is reviewing legal changes to their contract for Sludge removal. Ready to start service on March 1<sup>st</sup>
- viii. Invoice from GMB for Water Treatment testing, changing of chemicals from power to liquid (need approval to pay) (see attachment)
- ix. Pumping station #2 has leaking shut of valve needed to remove pump that has failed. Waiting on quote from DSI to change valve.
- x. Replacement of pump in #3 pumping station will be complete on Friday 14<sup>th</sup>

*d. Planning and Zoning*

- i. Approval of Demo of trailer received from Chris*

*e. Museum Board*

*f. Communication Board*

*g. Transportation*

- i. Update of sale of Jeeps*

- i. Sale of Jeep rescinded by purchaser
  - ii. Jeep update - offer of purchase with Geno's and Saturday showing from interested person

**C. Old Business**

- a. Trash contract – Owner agrees to July 1<sup>st</sup> date and changes made by Town's legal



- b. Quote to replace HVAC of Village Facilities (see attachment) previously approved for Mayor and Council for \$3000
- c. Credit Card for Town – declined because of type of business
- d. Food Bank decision on moving to Town Hall

#### **D. New Business**

- a. Town Manager and Treasurer software out of date
  - i. No security (see attachment)
  - ii. Causing computer to shutdown and need to be restarted
- b. Badges for Public Service personnel (see attachment)
- c. Safety
  - i. Trench shoring (see attachment)

#### **E. Close Session**

- a. Personnel issues
- b. Roles and Responsibility