



MAYOR & COUNCIL
UTILITIES BOARD MEETING MINUTES
February 3, 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 6:08 p.m. In attendance were Vice Mayor Andrews, Councilmember Edwards, Councilmember Collyer and Town Manager Robert Resele. Councilmember Jones was absent.

Agenda

Vice Mayor Andrews motioned to approve the agenda as amended for February 3, 2020. Councilmember Edwards seconded the motion. All in favor. Motion carried.

Minutes

Vice Mayor Andrews motioned to approve the Utilities Board meeting minutes for December 30, 2019. Councilmember Edwards seconded the motion. All in favor. Motion carried.

Sewer Allocation Report

Town Manager Robert Resele stated that there were no changes to the report from the previous month and that there were no new hook ups.

Sewer Credit Request

A discussion was held about a credit for Waterman's Crab House. The Council denied the credit associated with the first calendar quarter of 2019 based on a study of past annual usage.

There was a discussion with the owner of the Trailer Park, and it was decided that the Council would approve a credit. Vice Mayor Andrews made a motion to approve a sewer credit of \$10,019.25 with a balance to be paid of \$6,421.98. Seconded by Councilmember Collyer. Mayor Jacobs and Councilmembers Andrews and Collyer were in favor. Councilmember Edwards was opposed. Motion carried.

Owners of Kent Street property sent in a request letter for sewer credit. It was decided to grant them a sewer credit. Their new bill will be \$409.74, and the matter will be settled.

Also, will require a minimum payment from the residents of Memory Lane to avoid shut-off.

Water and Sewer Plant Updates

Town Manager Resale's report is attached for details.

Highlights –

The Council approved the changes to Haven Harbour South 2 inch and 6-inch water connections.

Kent County installed a new register on the meter in Edesville and is still not working properly. Need to set up meeting with the County to discuss a plan of action to get usage rates.

Henry Avenue has low water pressure which is on the Town's side of the meter. Plan to dig down and push a new line.

Chlorine Feed system is now up and running with no interruptions to the water system.

Wastewater Treatment Plant

PS# 3 - is out for repair for a worn shaft.

PS# 8 – is investigating alarms.

New Sludge hauler ready to start removal this week. Tipping fee will be billing directly to the Town.

Utilities Projects

ENR Grant – Submitted the application for SRF loan portion.

Water Meter and Project – GMB has submitted their proposal to MDE. Estimated completion date by June 2021.

Water Plant Filter Solution – GMB to be asked to evaluate as a Miscellaneous On-Call Engineer Task.

SERCAP Utility Rate Study – Mayor Jacobs, Town Manager Resele and Town Clerk-Treasurer Loller had a conference call meeting with Jean Hollowell of SERCAP to review her updated analysis of data for the Utility Rate study SERCAP was developing. The Mayor recommended that the study be tabled until 2021 when the automated meter project is expected to be completed and as a result more accurate data on usage will be available. Council agreed to table the study.

KCWS Agreement – No new action to report. Meter at black smith shop still not functioning correctly. Mayor Jacobs asked that the cost to place a meter where originally intended on Rt 20 at end of the Wesley Chapel line be solicited from prospective contractors.

2017 USDA - Financial settlement of USDA water improvement project is still pending response from McCrone on replacement of flow valve in new well.

Next Utility Board Meeting will be held on Monday, March 2, 2020.

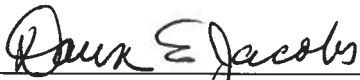
Adjournment

Councilmember Edwards made a motion to adjourn the Utility Board Meeting. Councilmember Collyer seconded the motion. All in favor. Motion carried. Meeting adjourned at 7:35 p.m.

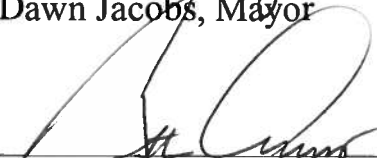
Respectfully Submitted:

Cheryl M. Butler

Approved by:

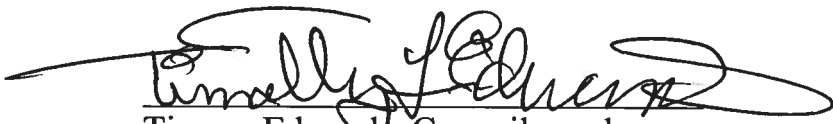


Dawn Jacobs, Mayor



Beth Andrews, Vice Mayor

ABSENT
Carolyn Jones, Councilmember



Timmy Edwards, Councilmember



Eleanor Collyer, Councilmember



To: Utilities Board
From: Bob Resele, Town Manager
Re: Status of Sewer Allocation as of February 3, 2020

246,700 gallons per day (gpd) of available allocation established by the Maryland Department of the Environment letter dated March 12, 2003.

	<u>12/20/2019</u>	<u>02/03/2020</u>
Detail of outstanding final allocation	85,073	85,073
Total gpd remaining	74,327	74,327

Detail of outstanding final allocation:

Haven Harbour	1,650	1,650
Cope Hubbard	40	40
Peter & Valerie Bradley	300	300
Harry Deal/Clementine Davis	300	300
Charles Clark/Ed Kulley	300	300
PN/SN	58,083	58,083
SC/GL	11,200	11,200
45 Vacant Lots	<u>13,200</u>	<u>13,200</u>
	85,073	85,073



Town Manager Utility Meeting

February 3, 2020
6:00 PM

Type of Meeting: Utility Board

Meeting Facilitator: Mayor Dawn Jacobs

Sewer Allocation Report

Request for Relief of Sewer charges

- List of billings:
 - 1) Watermans – See attachment
 - 2) Trailer Park – See attachment – owner will be present at meeting
 - 3) 20685 Mercer Ave – no visible leak
 - 4) Kent Street – front yard leak
 - **\$930.23** - \$149.50) = \$780.73
 - \$780.73 - \$520.49 (sewer relief) = \$260.24
 - **new bill** \$149.50 +\$260.24 =**\$409.74**
 - See letter for request

Water Plant:

- Haven Harbour South Water – meeting on 2/4 at 10:00 am with Bramble, HHS and Town Public Works
- Coyne Chemical report received and will discuss with Scott (GMB) tomorrow 2/4 for action plan
- County Meter – new register installed on meter with bad reading – setting up meeting with County for action plan to get usage rates
- Low water pressure 5884 Henry Ave – on town's side of meter. Plan to dig up 2/4. Will make plan after establishing root cause of loss
- Had failure of Chlorine feed system and repair by "Dennis" contractor – system up and running with no interruption to water supply



Waste Water Plant:

- Pump Station:
 - o # 3 pump out for repair problem getting proper seal
 - o # 8 pumping station have faults – still investigating alarms
- New Sludge hauler ready to start removal this week
 - o Tipping fee billed directly to Town, same as trash fees

Workshop Items

Streets Equipment:

- Salt Spreader has been attached to town truck and working. Do so maintenance on bearing to make sure unit to 100 %

Town Hall Building:

- o Water leaks from weekend rain – Museum and Kitchen
 - Three bids received on total replacement of all roofs
 - ✓ #1 - \$462,970
 - ✓ #2 – \$478,000
 - ✓ #3 - \$501,020

IT Operations: N/A

Parks and Recreation: N/A

Transportation: N/A

Trash:

- Legal has approved Amendment to current contract

Open Issues:

- WIC Program
- 2020 Census – employment opportunities and training in Town Hall – see attachment
- Inspection of Trolley in NC?
- Jeep sale:
 - o Gino's bid \$24K
 - o Two others interested
 - o Have to repair oil leak in one Jeep estimated cost \$630