



**MAYOR & COUNCIL**  
**REGULAR BUSINESS MEETING MINUTES**  
December 12, 2019

\*\*\*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 6:01 p.m. In attendance were Vice Mayor Andrews, Councilmember Jones, Councilmember Edwards, Councilmember Collyer, Town Manager Resele and Acting Police Chief Dempsey.

**Agenda**

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

**Minutes**

Vice Mayor Andrews motioned to approve the Regular Business Meeting minutes for November 14, 2019. Councilmember Jones seconded the motion. All in Favor. Motion carried.

Vice Mayor Andrews motioned to approve the Closed Session minutes for November 14, 2019. Councilmember Edwards seconded the motion. All in favor. Motion carried.

Vice Mayor Andrews made a motion to approve the Special Workshop Meeting minutes for November 18, 2019. Councilmember Edwards seconded the motion. All in favor. Motion carried.

## **Invited Guest**

Jim Rich stated that Fall Fest had a great crowd and weather. Fall Fest is financed through donations, vendor fees and oyster sales. He presented a donation from Fall Fest of \$300.00 to the Garden Club and \$500.00 to the Town of Rock Hall.

Peg McHugh, 5k Run Event Organizer, explained that the race was moved back to Fall Fest this year from the Pirates and Wenches event. There were 123 total registrations and 31 business sponsorships. 29 of the sponsors were from Rock Hall. Because the event did so well, the Fall Fest 5k Run was donating \$1,500.00 to the Rock Hall Elementary School, \$1,500.00 to Kent County Character Counts program, \$600.00 to the Fall Fest Event Committee, \$250.00 to the Town of Rock Hall, and \$250.00 to the Kent County Learning Center.

## **Thank You**

Mayor Jacobs thanked Jason Miller and Donna Legg for their notion of a Carriage Ride on Small Business Saturday on November 30<sup>th</sup>. It was a huge business and social success for the Town. Everybody had a great time.

Mayor Jacobs Letter – read the following message that he posted on Facebook thanking everyone for a successful event bringing Santa to Town and lighting the Crab Basket Christmas Trees.

“Wow! What a wonderful night in Rock Hall. As he has done for the past 30 years, Captain Greg Jetton picked up Santa and Mrs. Claus just outside the Harbor and half a dozen beautiful Christmas sailboats magically appeared to escort them into the bulkhead. The Grinch crept onboard but was soundly drowned out by all the cheers of hundreds of folks, young and old, waiting for Santa at the dock. Santa and Mrs. Claus were sooo happy to see all the children as he stepped off the boat and headed for the huge RHVFC Fire Truck waiting to give him a ride up town. The Kent County Marching Band played music as lots of Christmas hugs were share by all.

Meanwhile hundreds of folks were waiting on Main St. for the sound of sirens bringing the Clauses up to Durdings Corner. The 2 Toms (McHugh and Anthony) entertained at Bill's Place in the Village. Prestone (Pres Jacobs) added classic

Christmas tunes to the air. And then, with firetruck lights flashing, sirens screaming and horns blaring, Santa arrived and escorted Mrs. Claus down Main St. Ho-Ho'ing greetings to the cheering crowd at the special Christmas Trees waiting in the dark on Dr. Durocher's lot. With a twinkle in his eye, Santa then lead everyone in a countdown to magically light up the three beautiful Crab Basket Christmas Trees. Almost 250 baskets of color, memories and dedications came to life! Associate Pastor John A Groves shared a prayer of blessing with everyone for those honored in the Trees and for the Reason for the Season being celebrated. Wesley Capel's Choir Director, AnnaMae Wood lead everyone in singing some Christmas Carols as folks moved in for a closer look at the baskets. Santa and Mrs. Claus then headed over to their Village Shop to listen to lots of boys' and girls' Christmas wishes and give out candy canes and tangerines - their favorite part of the evening! Councilmembers Carolyn Jones and Beth Andrews gave out hot chocolate and cookies to those waiting patiently in line. The KC Marching Band gave a Christmas Concert by the Trees and everyone was invited to visit all the shops on Main St. to pick up pieces of crackers, chocolate and marshmallows to make a S'more at the fire pit hosted at Fresh Start. Accordionist John Rutkowski provided Christmas music there.

This was a classic Rock Hall family event tradition that reflected the caring and hard work of so many to make it happen. Sheila Lingerma and Nikki Strong who gave birth to Trees 4 years ago and who have stayed committed to the effort to keeping them growing lead the way. Ace Hardware shared their staff and time to coordinate everyone's basket requests and donations. Twelve Kent County High School art class students lead by Stephanie Spencer painted over 50 new and replacement baskets.

And behind the scenes the Rock Hall Parks and Rec Committee lead by Jessie Burton pulled so many of the planning details together. Big thank you's go out to Committee Members Tersa Guest, Sydney Guest, Meg Parry, Nancy Smith and Harriet Creighton. Special HUGE recognition also goes out to the Masters of Making it All Happen - the Rock Hall Public Works Team lead by Town Manager Bob Resele. JB Walls, Taylor Walker, Troy White, Jeff Baker and Denny Dalrymple built the trees, moved them up town, rigged the lighting and put up all the rest if Town light decorations. A Special thank you goes out to Danny Usilton who donated his lift equipment and all of the special group of angels who are members of the hard working Rock Hall Garden Club who added

the touch of Christmas warmth and lights throughout the Town.

And as always our Police Officers and volunteer first responders watched over all of us. We are so grateful and lucky. Merry Christmas everyone!”

### **Correspondence**

4H Program and Lions Club Christmas Basket Program. Donations will still be accepted by December 13, 2019.

### **Administrative Reports**

Town Manager Robert Resele gave the financial report. (\*)

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

### **Streets and Sanitation**

Dump truck is ready for the winter season.

Snow blade is ready to be hooked-up to the truck.

Salt spreader is ready to be installed in truck.

Pricing for a fuel tank for the dump truck.

Erection of snow fencing at the beach been delayed but will start within 2 weeks.

### **Water and Sewer Operations**

Closing 2017 USDA Water Plant Improvement Project - new well #4 – all punch list items were completed except the man-door hardware which is on order and will be completed when the part arrives. Malfunctioning Flow valve remains an open design issue with McCrone.

Verification of Kent County water meter on Route 20 - still don't agree with the readings. Will meet out there to take a physical reading as well as an electronic reading in order to verify that the mechanical meter is working correctly.

Haven Harbour South has completed the boring of the water line and are now connected on their side. In the next week or so, they will be connecting into the

Town's side. Also want to verify that this is the proper billing for Haven Harbour South as per Code Book – see attached letter to HHS dated December 11, 2019

State Boiler Inspections completed – effective for certificates for the next 2 years. Two minor recommendations to be instituted.

Pump Station #7 is running on bypass mode. Waiting on parts to come in on December 16<sup>th</sup>. There are no new operating issues with the sewer plant now with the exception being that when power is lost, the generator must be manually turned on and then off when no longer needed.

Replacement of two sludge pumps at sewer plant is still pending engineer recommendation as part of Phase 1 of ENR upgrade project.

### **Parks and Recreation**

Everything went well for the arrival of Santa. The Hat Parade will be held at 6:45 New Year's Eve on Main Street. Still working on transitioning the P & R Board. The next meeting will be held on Thursday, December 19<sup>th</sup> at 5:30 p.m.

### **Planning and Zoning**

A replacement copy of the Official Zoning Map without any changes to districts or boundaries was presented for endorsement by Council. The Town is replacing the official zoning map with a more legible version which can be more readily reproduced, distributed, updated and uploaded to the Town website. The map will be displayed in the Town Hall.

Vice Mayor Andrews made a motion to accept the endorsement of the Replacement Copy of the Official Zoning Map without any changes to the boundaries. Councilmember Collyer seconded the motion. All in favor. Motion carried.

### **Museum Board**

Mayor Jacobs stated that there is a need to reconstitute the Museum Board. Initial project starting points for the Board need to be established to include among other things consideration of by-law changes and long-term funding. A steering committee to start this process has been put together made up of Bernadette

Bowman, Kent County Director of Tourism, Robin Kurowski, Rock Hall Volunteer Town Historian, Gail Owens, Director, Stories of the Chesapeake, Tom Mc Hugh, founder of The Mainstay, Councilmember Eleanor Collyer and Mayor Jacobs.

### **Communication Board**

Kent County IT was here last Friday. They will come back with a cost analysis within 2 weeks.

Code Red is up and running. It reached out to 829 residents.

### **Transportation**

Mayor Jacobs was please to see the public attention the article in The Kent County News brought to the Town's transportation needs. There was a lot of misinformation that was also circulated. This Mayor and Council inherited the tram service which was supported and well managed by John A. Groves through the summer despite what could have happened with liabilities. In May Mayor Jacobs and Vice Mayor Andrews had a meeting with a number of Rock Hall businesses to provide transportation to the overlaying areas the trams could no longer service due to their condition. The solution was to have a rental vehicle for the Memorial Day weekend which was a failure. There was another meeting at the end of the summer, and it was decided that a bigger discussion was necessary to identify a transportation solution going forward. The next meeting will be open to the Rock Hall Business Association and anyone else interested in attending. Also need to have input from the Police Department during this meeting. Meeting will be in January.

### **Old Business**

2017 USDA Grant – Bramble's portion of the grant money was released and has been paid in full. Still need to file for the money owed to McCrone, and also money to be reimbursed to the Town for legal fees. Total about \$16,000.00.

MDE Grant – Need to approve a revised Grant Agreement. The MDE agreement that was previously approved and signed strictly addressed the planning and design

phase of the ENR Upgrade Project. Now, because MDE has agreed to fund the replacement of the sludge pumps once GMB has completed a report on their condition and recommends their replacement, the Town needs to sign a grant agreement that includes the planning, design and construction phases of the project. The revised agreement has been reviewed by the Town's Attorney who recommends signing it.

Vice Mayor Andrews made a motion to approve the Grant Agreement for the planning, design and construction phases of the ENR Upgrade of Rock Hall's Wastewater facility with MDE. Councilmember Jones seconded the motion. All in favor. Motion carried.

Water Meter Project – Tomorrow there will be a conference call where the Town Manager, Mayor Jacobs, GMB and MDE to talk about the next steps for the water meter project. This project was quoted initially at \$1.2 million, half of which the Town has been approved by MDE for a grant. It is expected that other half will be a SRLF loan, of which half will be forgiven. The balance of the estimated project cost to the town would be \$300,000 to \$400,000. CDBG funding will be sought to cover this balance.

Vice Mayor Andrews asked if there were any updates from SERCAP on the utility rate study. Mayor Jacobs stated that a conference call has yet to be scheduled and that a Special Workshop will need to be set up to work on the rate options after that.

Trash Contract – There was a discussion again about the new trash contract which consist of either a 5 year at \$8,500.00 or 10 year at \$7,800.00 per month renewal. The contractor brought in a 96-gallon container for everyone to look at. Council liked the idea of a longer contract. The Town's Attorney needs to review the contractor's proposed new contract.

### **New Business**

COG meeting was held on November 20<sup>th</sup> in Galena. One of the important things discussed by Tom Mason, Kent County Commissioner was the Kerwin Commission and what the financial impact is going to be on everybody, Kent County especially. Once again, the allocation of funds is not what it should be in terms of the reverse impact that the Kerwin Commission's costs are going to require to be incurred by the County. The County will need to come up with more contributions to the school's operations over the next 10 years. The other topic

discussed was a credit the Commissioners were considering for new home construction to a buyer that would be a credit to their property taxes for 5 years to help offset the cost of the fire suppression systems that are required now in all new home construction. The next COG meeting will be January 15<sup>th</sup> in Chestertown.

### **Upcoming Events**

Feast of the Fishes - December 13<sup>th</sup> and 14<sup>th</sup> at participating Restaurants.

Christmas Decorating Contest – judging December 22<sup>nd</sup>.

New Year's Eve – December 31<sup>st</sup> - Hat Parade, Dance at Firehouse, Fish Drop at bulkhead at midnight.

The Big Dip at the Beach – January 1<sup>st</sup> – Noon.

Deanna Bogart Concert – Mainstay – January 1<sup>st</sup> - 6:30 p.m.

### **Next Meeting Dates**

Monday, December 30, 2019 – Utilities Board Meeting and Mayor & Council Regular Workshop Meeting.

Thursday, January 9, 2019 – Mayor & Council Regular Business Meeting.

Mayor & Council Special Workshop Meetings will be scheduled as needed.

### **For the Good of the Town**

John A. Groves asked the Kent County News representative about the article in the paper. He was not happy about them talking about the accident that happened last year involving a bicyclist. He also stated how well the Wednesday Family Night at the Methodist Church is doing.



Vice Mayor Andrews made a motion to adjourn the meeting. Councilmember Jones seconded the motion. All in favor. Meeting adjourned 8:02PM.

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

Respectfully Submitted:

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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**  
**REGULAR BUSINESS MEETING MINUTES**  
**Town Manager's Report**  
December 12, 2019

**A. Administrative Reports**

- a. Financial Report – (see attachment)

**B. Departments Reports**

a. Street & Sanitation

- i. Dump Truck is ready for winter season – salt spreader installed and blade ready to be put on when needed
- ii. Pricing replace fuel tank for Dump Truck
- iii. Snow blade purchased and installation this weekend for pickup truck
- iv. Snow Fence to be installed in next two weeks
- v. Town Public Service Team to assist Fire Department and Lions Club with distribution of Food and Toys in Rock Hall area.

b. Water & Sewer

- i. Closing Project of New Well #4R – all punch list items completed except man-door hardware which is on order and will be completed when part arrive.
- ii. Monthly Reports (see attachments)
- iii. Verifying County meters for outside Rock Hall actual water usage
- iv. HHS boring of water line / communication line is completed. Hook up to main in the next couple of weeks.



- v. Review of pricing of Haven Harbour South – (see attachment)
- vi. State Boiler Inspections completed with two minor recommendations - vibrations pads received installation next week
- vii. Pumping Station #7 is running on a bypass mode, waiting for electrical parts. Parts due 12/16

c. Parks and Rec

- i. Basket trees – third tree added

d. Planning and Zoning

e. Museum Board

- i. Second dehumidifier in south room

f. Communication Board

- i. Red Code tested and working
  - 1. Campaign to get as many signed up as possible on the system using Rock Hall Web page

g. Transportation

**C. Old Business**

- a. Trash contract for review and decision on new proposal (see attachment)

**D. New Business**

- a. Employee Christmas luncheon Dec 23<sup>rd</sup> 11:00 AM at Town Hall
- b. New Special Events Application – (see attachment)

**E. Close Session**

N/A