



MAYOR & COUNCIL
REGULAR BUSINESS MEETING MINUTES

September 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 6:04 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 proposed agenda. Vice Mayor Andrews seconded the motion. All in favor. Motion carried.

Minutes

Vice Mayor Andrews motioned to approve the Regular Business Meeting minutes for August 8, 2019. Councilmember Jones seconded the motion. All in Favor. Motion carried. Councilmember Collyer motioned to approve the Closed Session minutes for August 8, 2019. Vice Mayor Andrews seconded the motion. All in favor. Motion carried.

Invited Guest

Pastor Gary Priddy – Rock Hall United Methodist Church stated that the Church will start having activities and dinner for elementary school children and families starting at 4 p.m. on Wednesdays at Fellowship Hall. Contact the Pastor for details and to volunteer.

Correspondence

Received invitation to attend Main Street Committee open meeting September 17th at Java Rock.

Received invitation to attend 2020 Census Kick Off reception at Kent County Commissioners Office, Chestertown on September 25th at 1 p.m.

Received invitation to attend Kent County Commissioners meeting October 1st at 400 High Street, Chestertown for 37th District Maryland Legislative Delegation pre-session review, and Maryland Department of Transportation review of Consolidated Transportation program for FY 2019 and FY 2020.

Received notice of MML Fall Conference October 13th through 15th at Hyatt Regency in Cambridge, Maryland

Administrative Reports

Town Manager Robert Resele gave the financial report.

Acting Police Chief Dempsey gave the police report. He expressed serious concerns about real and replica weapons at Pirates and Wenches event, the levels of alcohol consumption and public intoxication during the event, and that the event stretches our three-man RHPD to its maximum limit. Mayor and Council to schedule a community conversation workshop about special events in follow up to upcoming Main Street Committee review meeting of the event September 25th. Mayor, Town Manager and Chief plan to attend.

Streets and Sanitation

Dump Truck will back in commission next week.

Backhoe has been repaired and back at Water Plant.

Signs and Chains for brush pile have been put in place. Brush pile will be available on a limited basis – Thursday through Sunday, 12 noon to 4 p.m. - to begin this week.

Water Operations

Starting to cross train in the water plant with public works employees.

Discussion of the 12-point alarm bids from HIE and Freemire.

Vice Mayor Andrews made a motion that we approve funding for the 12-point alarm system not to exceed \$3,500.00. Councilmember Collyer seconded the motion. All in favor. Motion carried.

Documents in connection with the Water Meter Upgrade Project have been filed with MDE for grant funding. CDBG funds may be needed for gap funding and for Town matching money.

Vice Mayor Andrews made a motion to approve spending \$1,975.00 to buy a Flush-kit and De-chlorinator Diffuser to flush hydrants. Councilmember Jones seconded the motion. All in favor. Motion carried.

Sewer Operations

PS#9 - Control Board failure. Purchased a board and is back up and running.

PS#1 - Failed ATS (Automatic Transfer Switch) which prevents the genitor to kick on when a power failure.

PS#7 - Has the same problem as PS#1. Both are working but need the ATS which costs \$6,000.00 between the two.

Vice Mayor Andrews made a motion to approve spending \$6,000.00 to fund the ATS for both stations at the cost of Approximately \$6,000.00. Councilmember Edwards seconded the motion. All in favor. Motion carried.

Parks and Recreation

Councilmember Jones said that the Parks and Recreation will be having a combined Halloween party/social at the Firehouse on Saturday, October 26, 2019 at 5:00 p.m. The Firehouse will provide food for free – Hot dogs, Popcorn, etc. There will be a costume contest and well as the Truck or Trick for the kids. Also talked about the Christmas Basket Tree project and New Years Eve preliminary plans.

Planning and Zoning

Chris Jakubiak has started and is working remotely and will deal directly with the property owner. His office is at the Town Hall when he is in town.

Board of Appeals

Mayor Jacobs asked for a motion to correct a vote at the August 28th Mayor and Council Workshop meeting concerning Appeals Board Chairman Paul Miller's term. His term runs from February 2019 through February 2022 not 2023 as was stated in the motion as passed.

Vice Mayor Andrews made a motion to correct the minutes of the August 28th meeting where it is stated that the term for Paul Miller went to February 2023 and should have been February 2022 when the term ends. Councilmember Jones seconded the motion. All in favor. Motion carried.

Communication Board

Town Website updating continues. Planning and Zoning Code to be added in its entirety.

Code Red access will be limited to Mayor Jacobs, Town Clerk Loller, Town Manager Resele and Councilmember Collyer.

Transportation

Tram results for August:

379 Driver Hours, 5013 Fares and \$10,026 in revenue.

Need to start serious search for alternative transportation. DCT to be contacted.

Ordinances & Resolutions

Vote on Passage of Zoning Text Amendment – Non-Profit Signage on Rt 20 Public Hearing – Public Hearing Ordinance No. 2019-03. Vice Mayor Andrews made a motion to pass Ordinance 2019-03. Councilmember Jones seconded the motion. All in favor. Motion carried.

Introduction of Ordinance 2019-4 to correct water overage billing rate. Councilmember Collyer made a motion to waive reading of content. Vice Mayor Andrews seconded the motion. All in favor. Motion carried. Notice of Ordinance and hearing to be published on Town website and in the Kent County News.

Hearing set for next Mayor and Council Regular Business Meeting, October 10, 2019.

Old Business

Town Manager to research garbage and tipping fees.

Auditors were contacted by the Mayor and have no problem with the Mayor and Town Manager having QuickBooks user licenses controlled by the Town Clerk as QuickBooks Administrator.

Tyler Technology contract for upgrade to Utility billing software canceled.

New Business

Approve resolution to renew 2013 pump station loan. Vice Mayor Andrews made a motion to pass the resolution to renew 2013 pump station loan. Councilmember Collyer seconded the motion. All in favor. Motion carried.

Line of Credit and a loan to replace high interest USDA loans offered by The Peoples Bank are pending Ordinance determination by Council.

As much as \$800,000 in CDBG Grant Funds for match and gap funding on critical utility projects requires that the Town conduct a survey of all residents regarding income. Plans to do so will be put in motion ASAP.

A Request for Quote (RFQ) to identify a general on-call engineering firm was presented. It will be advertised in newspaper, September 19th and 26th. October 1st, deadline for questions. October 4th, answers back. October 11th due date for response. October 15th award deadline. This does not require a motion only a consensus of Council per Mayor Jacobs. Consensus of Council was affirmative to proceed with RFQ.

Rt 20 at Wesley Chapel road work. Councilmember Edwards is meeting about closing the road to fix the flooding problem. Public meeting will be held at some point soon.

Additional "No Dogs on Beach" signs to go up at beach. Ban is year-round.

The next Regular Business Meeting of the Mayor and Council will be October 10, 2019.

Vice Mayor Andrews made a motion to go into closed session at 8:06 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 Jones seconded the motion. All in favor. Motion carried.

At 9:15 p.m. Regular Business Meeting was reconvened.

Actions Taken in Closed Session


1. Authorized Town Manager to offer opening in Public Works (Streets) to a prospective candidate after further research on compensation limitations for candidate. Vice Mayor Andrews made a motion to approve this action. Councilmember Jones seconded the motion. All in favor. Motion carried.
2. Authorized Town Manager to offer part-time seasonal payments for someone to monitor Brush Pile gate . 16 hours a week @ minimum wage, weather permitting. Vice Mayor Andrews made a motion to approve this action. Councilmember Jones seconded the motion. All in favor. Motion carried.

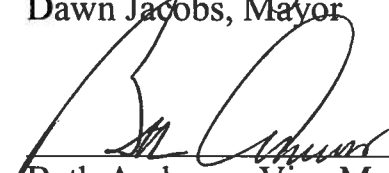
Motion to adjourned Regular Business Meeting at 9:20 p.m. made by Vice Mayor Andrews. Councilmember Jones seconded the motion. All in favor. Motion carried.

Respectfully Submitted:

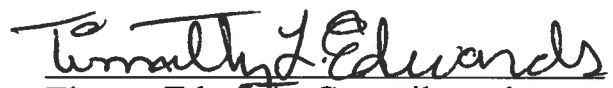
Cheryl M. Butler

Approved by:


Dawn Jacobs, Mayor


Beth Andrews, Vice Mayor


Carolyn Jones, Councilmember


Timmy Edwards, Councilmember


Eleanor Collyer, Councilmember