



MAYOR & COUNCIL
REGULAR BUSINESS MEETING MINUTES
November 14, 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 6:05 p.m. In attendance were Vice Mayor Andrews, Councilmember Edwards, Councilmember Collyer, Town Manager Resele and Acting Police Chief Dempsey. Councilmember Jones was absent.

Agenda

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

Minutes

Vice Mayor Andrews motioned to approve the Regular Business Meeting minutes for October 10, 2019. Councilmember Edwards seconded the motion. All in Favor. Motion carried.

Vice Mayor Andrews motioned to approve the Closed Session minutes for October 10, 2019. Councilmember Edwards seconded the motion. All in favor. Motion carried.

Vice Mayor Andrews made a motion to approve the minutes of the Public Hearing Ordinance 2019-04 on October 10, 2010. Councilmember Edwards seconded the motion. All in favor. Motion carried.

Thank You

Mayor Jacobs thanked Linda Scholler and Joe Armond for taking over the events sign board by Pasta Plus and Waterman's.

Mayor Jacobs thanked the Garden Club for cleaning up out front of the Municipal Building. They did a beautiful job as usual and will be ready to get through the winter.

Mayor Jacobs thanked the Town Staff and the Police Department for their terrific work and support for Fall Fest, Bike Fest and Halloween, all of which are big undertakings with a lot of planning and execution that goes on behind the scenes. As usual everyone did a great job.

Correspondence

Holiday mixer being put on by the Greater Rock Hall Business Association will be held on December 5th from 5-7 at The Rock Hall Peoples Bank. RSVP by November 27, 2019 to Pat Heinefield or Harriett Creighton.

Administrative Reports

Town Manager Robert Resele gave the financial report.

Acting Police Chief Dempsey gave the police report. He reported that there were no incidents during Halloween. He has also prepared a plan for the horse drawn carriage rides on Saturday, November 30th. He stated that there will be 2 officers present for the duration of the event.

Streets and Sanitation

If we decided to build a salt bin, it will be at the Sewer Plant and not on Liberty Street by the well because there were concerns about run off and being close to the well. Also talking to the State because they might like to put a salt bin here in Rock Hall, so their trucks don't have to go back to Chestertown to reload.

Received a snow plowing quote from Brambles. They sent a complete list of all snow plowing capabilities they can do and rates. Will have further meetings with them.

Looking into purchasing a snowplow from one of the Town trucks. Found one that has the capability of being attached to a Ford or Chevy truck. The Town boom truck will be able to handle this plow. Also looking into a price for a new dump truck and a price to fix the old dump truck.

Beach has a chain across the drive to keep vehicles off and have ordered a sign for the gate. Snow fence at the beach will be put up in the next 2 weeks. The Town has 4 100 ft rolls of fence. Trying to get some more, but the 4 rolls will be enough to do the boardwalk area.

Water Operations

USDA Grant for Water Plant well. The Town has held back 2 funding requests pending resolution of outstanding project completion issues. The Mayor and Town Manager met with Brambles and McCrone on site at the Water Plant to identify the problems. Once corrections have been implemented, or a written commitment to do so is received by the Town from Brambles or McCrone, the Town will file funding requests applicable to them. Key issues to be resolved include the alarm system and the door issues on the new well. Bramble is owed about \$120,000. McCrone is owed about \$5,000, and about \$10,000 is owed to the Town for reimbursement of legal fees paid to attorneys.

Water Bill Process – The Town Manager provided a copy of a letter that was sent to residents dated November 14, 2019 that outlined the Town's current utility billing and collection process. He would like to have a small committee to sit down and readdress this whole process. Need to get billing address updated as well as phone numbers for all residents. Also need to investigate getting a credit card and auto debit payment option system in place for resident payments.

Haven Harbor South will start boring under the channel on Monday. All sludge will come out on the Kent side not Rock Hall side. They will have trucks to remove the sludge. There will be a 2x2x4 foot hole where the pipes come out ready for hooking up to the meter and tapping the main line. Town is responsible for making sure, the meter is hooked up.

State Boiler Inspection is every three (3) years and all passed. The Town has one at each of the utility plants and one at the Town Hall.

Sewer Operations

Pump Station #7 is running on bypass mode pending electrical parts on order for repairs. There are no new operating issues with the sewer plant at the moment with the exception being that when power is lost, the generator must be manually turned on and then off when no longer needed.

Parks and Recreation

Mayor Jacobs gave report in Parks and Recreation Liaison Council Member Jones' absence. Mayor Jacobs attended a special meeting Parks and Recreation Board meeting that was called to talk about the Basket Tree, Smores at the Fire Pit and Santa's arrival happening December 7th. Main topic was the Fire Pit planned so that people could roast marsh mellowes for S'more's. The Fire Pit will be at Fresh Start. Volunteers are planned to supervise kids when making the S'mores. The next regular meeting of the Parks and Recreation Board will be November 20th at 6:15 p.m.

Members of the Town Council expressed concerns about liability to the Town in connection with the Fire Pit if it was formally part of the events planned and directed by Parks and Recreation. Vice Mayor Andrews made a motion to eliminate the Fire Pit from the Parks and Recreation event. Councilmember Edwards seconded the motion. He is worried somebody might get burnt. All in favor. Motion carried.

All the Christmas Tree baskets are in shop. Employees are building a 3rd tree platform. November 21st will be the last day to turn the baskets in. Talked to Scratch Ashley about building Santa's House. It will be 8x8x8 in size.

Planning and Zoning

No meeting. Working on updating Zoning Map. Certification stamps have been ordered.

Museum Board

Mayor Jacobs held a reception for the Museum and invited many families with generational roots in Rock Hall. Councilmember Jones and Councilmember Collyer both attended. The purpose for the reception was to try to get some interest in supporting the Museum and reconstitute the Museum Board. A lot of wonderful people attended. Councilmember Collyer is the Council Liaison to the Museum Board.

Communication Board

Scott Boone is going to be presenting an MOU to the Town of Galena to finalize Kent County support for their IT operations. This MOU will be the template for Kent County IT support for Rock Hall. Progress is expected in the next couple of weeks.

Transportation

John Groves sent in the last monthly Tram rider information report for the year. Stated this was a good year. Trying to get a 12-month picture of what was done. Better report at next meeting.

Mayor Jacobs had a good meeting with John Groves, Susan Lancaster, Town Manager Resele, Vice Mayor Andrews, Ed Mercer and Rick Carter, to discuss Tram alternatives for next year. Possible solution by Rick Carter. His business is promoting events in small towns. Another meeting is planned for November 26th at 7:30 p.m. for the purpose of expanding the conversation on transportation to business and residents of Rock Hall.

Old Business

The Grant application for \$4,998.00 has been made with the Keep Maryland Beautiful grants program which is being done by the Garden Club. Decision will not be made until March 2020. It is for beach grass.

Route 20 Closure at Wesley Chapel - nothing new to report.

New Business

COG meeting was held on October 16th at the Pearl on Main restaurant. Rock Hall was host. Mayor Jacobs and Vice Mayor Andrews attended. Millington is going to start building a 24-unit Senior Housing project. Next COG meeting will be November 20th in Galena.

There is a need for research funding pertaining to Assisted Living/Senior Housing and a big need for starter family homes here in Rock Hall.

The Rock Hall Elementary School is submitting plans to do major reconstruction in the building. Mayor Jacobs stated that it sounds like they are planning on staying here in Rock Hall which is a tremendous anchor for expanding the Town community and economy.

Councilmember Collyer asked if there was a need for a Water/Sewer and Streets/Sanitation Liaison since the Town Manager reports on these items. Mayor Jacobs asked to table this discussion until Councilmember Jones can be here to address the issue.

Holiday Schedule (*)

Vice Mayor Andrews made a motion to amend the Holiday Schedule to 12 paid Holidays with 1 being a floating day. Councilmember Collyer seconded the motion. All in favor. All carried.

Christmas Dinner - nobody wants a Christmas Party, would rather have a bonus.

Councilmember Edwards made a motion to give a bonus of \$300.00 after taxes to employees and have a luncheon. Councilmember Collyer seconded the motion. All in favor. All carried.

Upcoming Events

Small Town Saturday - Carriage Rides - Main Street - November 30.

Santa Comes to Town & Tree Lighting - Main Street - December 7 starts 6 p.m. at bulkhead.

Feast of the Fishes - December 13th and 14th at participating Restaurants.
New Year's Eve - Hat Parade, Dance at Firehouse, Fish Drop at bulkhead at midnight.

Next Meeting Dates

Monday, December 3, 2019 - Utilities Board Meeting and Mayor & Council Regular Workshop Meeting.

Thursday, December 12, 2019 - Mayor & Council Regular Business Meeting.

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

For the Good of the Town

Grant for Safety Vests for children in the Walker's Club at the elementary was approved just waiting on three (3) quotes.

Vice Mayor Andrews made a motion to go into closed session at 7:45 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 Collyer seconded the motion. All in favor. Motion carried.

The Regular Business Meeting reconvened at 9:30 p.m.

Actions Taken in Closed Session

In closed session Council discussed a staff performance issue and an employee benefit policy issue, and a salary adjustment for an employee in connection with completion of a 90-day probationary period.


Motion was made to increase the salary of one employee in connection with completion of a 90-day probationary period by Councilmember Collyer. Seconded by Vice Mayor Andrews. All were in favor. The motion carried.

Motion to adjourn the Regular Business Meeting at 9:32pm was made by Vice Mayor Andrews. It was seconded by Councilmember Edwards. All were in favor. The motion carried.

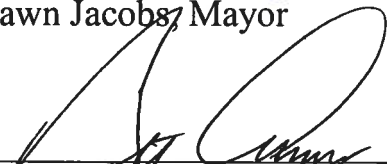
Respectfully Submitted:

Cheryl M. Butler

Approved by:



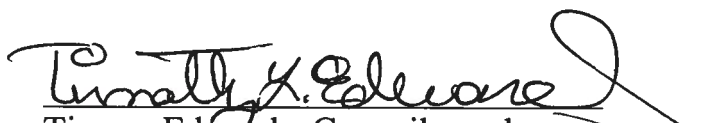
Dawn Jacobs, Mayor



Beth Andrews, Vice Mayor



Carolyn Jones, Councilmember



Timmy Edwards, Councilmember



Eleanor Collyer, Councilmember



Town Manager's Report

November 14, 2019

Water Plant Report

Water flow from Pumps	5.812 million gallons
Daily Average	187,000 gallons

Waste Water Sewer Plant Report

Total Flow July	5,482,000 gallons
Average Flow per Day	177,000 gallons per Day
Total Rainfall	7.3 inches
Condition of Plant	Running



Town Manager

Report

November 14, 2019

Please be advised that effective with the **June 30, 1999** water/sewer billing, there **will no longer** be extensions granted for your water/sewer bills.

There will be a **5% penalty** assessed to your account on any balance still remaining after the first day of the preceding month (Example: June 30th bill - penalty assessed August 1st; September 30th bill - penalty assessed November 1st; December 31st bill – penalty assessed February 1st; March 31st bill – penalty assessed May 1st). Payments must be received in the Town Office by 4:30 p.m. on the last working day of the month. ***No postmarks are acceptable!***

All accounts with remaining balances on the **second Monday of August, November, February and May** will receive a door hanging tag for shut off. If the bills are not paid in full by **3:00 p.m. the following day**, the water **will be shut off**. ***No exceptions!***

The charge to have your **service restored** during normal work days between the hours of **8:30 a.m. and 4:30 p.m.** is **\$25.00**. Your service will not be restored until the past due amount plus \$25.00 is paid in full at the Town Office. We accept cash, checks and money orders. Checks and money orders are to be made payable to Rock Hall Utilities Board.

The charge to have your service restored **after 4:30 p.m. on normal work days or at any time on holidays and weekends** is **\$75.00**. Your service will not be restored until the past due amount plus \$75.00 is paid in full. This amount shall be given to the water department employee on call at that time. Please call 410.708.1511 for restoration of service after normal working hours. Payment must be made in the form of check or money order *only* and made payable to Rock Hall Utilities Board.

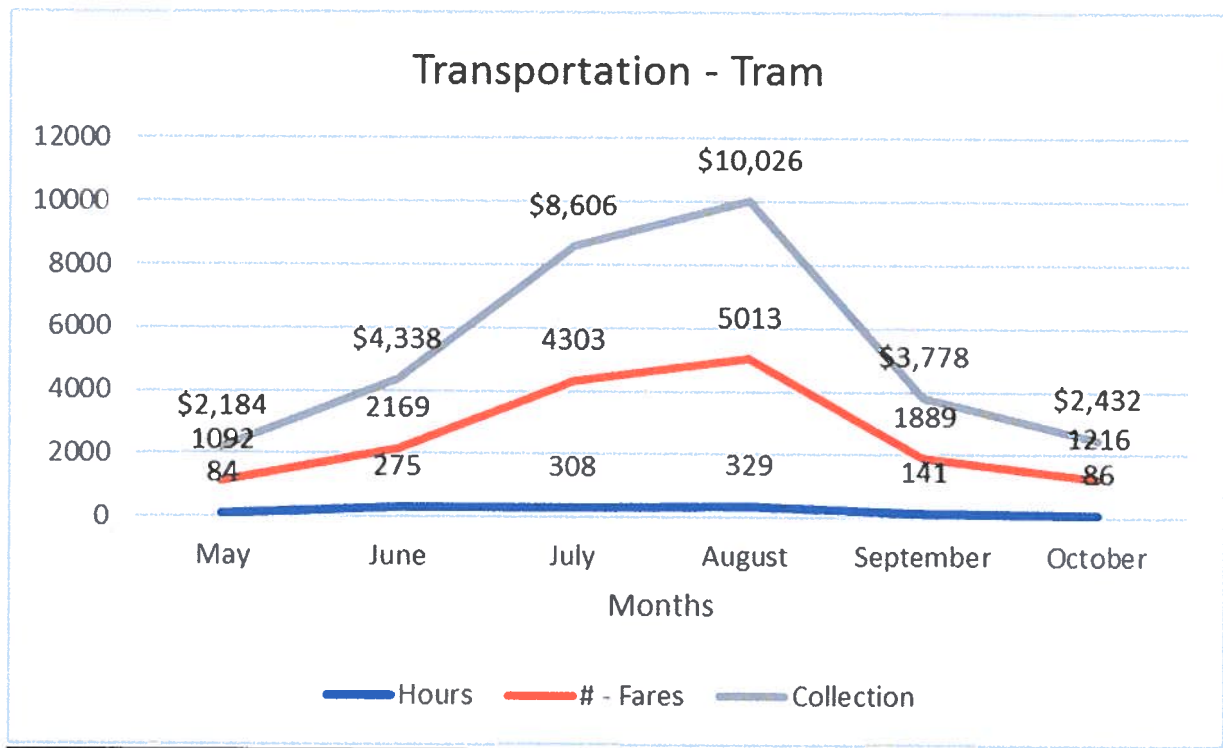
Failure to receive your water/sewer bill is not the responsibility of the Town of Rock Hall. It is your responsibility to contact the Town Office immediately if you do not receive your water/sewer bill after the quarters described above.



Town Manager's Report

November 14, 2019

Transportation Chart 2019





Town Manager

Holiday Schedule

November 14, 2019

	2019	2020	Rock Hall Current	Rock Hall 2020	Kent Co	Fede ral
New Year's Day	1/1/2019	1/2/2020	X	X	X	X
Martin Luther King Day	1/21/2019	1/20/2020	X	X	X	X
Presidents' Day	2/18/2019	2/17/2020	X	X	X	X
Good Friday	4/19/2019	4/10/2020	X			
Memorial Day	5/27/2019	5/25/2020	X	X	X	X
Independence Day	7/4/2019	7/3/2020	X	X	X	X
Labor Day	9/2/2019	9/7/2020	X	X	X	X
Columbus Day	10/14/2019	10/12/2020	X	X	X	X
Veterans' Day	11/11/2019	11/11/2020		*X	X	X
Thanksgiving Day	11/28/2019	11/26/2020	X	X	X	X
Friday after Thanksgiving	11/29/2019	11/27/2020	X	X	X	
Christmas Eve	12/24/2019	12/24/2020	X	X	X	
Christmas Day	12/25/2019	12/25/2020	X	X	X	X
			12		12	10