



MAYOR & COUNCIL
REGULAR WORKSHOP MEETING MINUTES
November 4, 2019

***Meeting minutes are transcribed in a summarized format.
Tape recording of actual discussion is available at Town Office***

Mayor Jacobs called the Regular Workshop meeting to order at 7:12 p.m. In attendance were Vice Mayor Andrews, Councilmember Jones, Councilmember Edwards, Councilmember Collyer and Town Manager Resele

Agenda

Councilmember Collyer motioned to approve the agenda. Councilmember Jones seconded the motion. All in favor. Motion carried.

Minutes

Vice Mayor Andrews motioned to approve the September 30, 2019 minutes. Councilmember Edwards seconded the motion. All in favor. Motion carried.

Various Topics – Mayor and Town Manager (*)

Banking –

The Peoples Bank reached out to Mayor Jacobs for an update on the Line of Credit and Re-financing opportunities they offered to the Town. Council consensus was to not pursue the LOC at this time. Re-financing high interest USDA loans remains a priority pending further research.

Streets –

The Town's dump truck is being repaired to get it through the winter. Working on getting prices on large pick-up trucks for the Town to replace the dump truck. Bids are being solicited to plow snow in Rock Hall this winter. Also getting prices for bulk salt. Still trying to purchase a used trailer from Danny Usilton to haul the Bobcat. Price on trailer has been dropped to \$2,000.00. Inspection needed first.

A house on Beach Road owner torn down by owner which caused serious water to run under another residents' house. Problem is being corrected by owner that caused the problem. Town is not involved or incurring costs to correct the problem.

Eastern Shore Environmental has a new contract proposal. They will supply the Town with a 95-gallon trash container for each resident to help solve the added weight from rainwater in containers without lids. All Councilmembers stated they wanted to see the current contract before making any decisions.

Brush Pile seems to be working well. Might have to move the chip pile as the residents can get to it by vehicle. Chip pile also needs to be knocked down to prevent spontaneous combustion in summer heat.

Town Hall Building –

Town's insurance company, LIGIT, will cover the cost to repair the inside of the roof, putting up sheet rock in place of old plaster that has been falling down due to roof leaks. Before any repairs can be made inside, everything needs to be right on the outside. Estimates for replacing the roof have come at \$33,000 to \$75,000. Project pricing to repair and/or renovate the building is now a high priority associated with this repair.

A lead and mold survey of the Town Hall was done by Sussex Environmental Consultants. A limited amount of lead paint was identified mostly on windowsills and baseboards on front wall of building. Mold and moisture levels were within reason except for the museum. Asbestos abatement was recommended in connection with the old tile floors in both wings of the building.

A reservation form to rent the Auditorium has been developed. Will be charging \$200.00 with a \$100.00 refundable deposit pending a proper clean up and order by the renter. Need to check with the insurance company and the Health Department

before moving forward. All Council members approved form and policy by consensus.

IT Operations -

The Mayor is still working with Scott Boone on arrangement for Kent County's IT Operations to take over support of the Town's IT operations.

Planning and Zoning -

Homeowners in Waterman's Estates have a dead tree on an easement that needs to be taken down. Estimate for removal of tree have ranged from \$2,800.00 to \$3,500.00. There is no HOA associated with the development. Will talk to Chip MacLeod, the Town's Attorney about this situation before going forward.

Park & Recreation –

Jessie Burton, Committee Chair, has submitted her resignation. People are really needed to step up and help throughout the year. There can be 13 members on the Board – now down to three.

For The Good of The Town -

Bob Hood said that junk cars on properties should be removed.

Dave May spoke about the need for the Town to support the Save The Hospital effort.

Next Regular Workshop Meeting will be Monday, December 2, 2019.
Next Special Workshop Meeting if needed.

Vice Mayor Andrews made a motion to go into closed session at 8:30 p.m. under General Provisions Art. 3-305(b)(1) only “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 Edwards seconded the motion. All in favor. Motion carries. Meeting recessed at 8:44PM.

Regular Workshop Meeting Reconvened at 9:55PM

In closed session Council discussed Finance Office staffing and a personnel benefits policy issue.

Motion in closed session was made to increase the salary of one employee for change in job description and responsibilities by Vice Mayor Andrews. Seconded by Councilmember Jones. In favor: Vice Mayor Andrews, and Councilmembers Jones and Collyer. Opposed: Mayor Jacobs and Councilmember Edwards. Motion carried.


Motion to close Regular Workshop Meeting made by Councilmember Jones and seconded by Councilmember Collyer. All in favor. Meeting adjourned 9:56 PM.

(*) See Town Manager’s Report for further details.

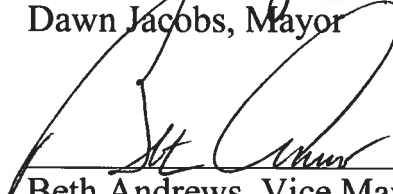
Respectfully Submitted:

Cheryl M. Butler

Approved by:



Dawn Jacobs, Mayor



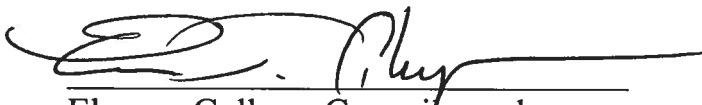
Beth Andrews, Vice Mayor



Carolyn Jones, Councilmember



Timmy Edwards, Councilmember



Eleanor Collyer, Councilmember



Town Manager Utility Meeting

November 4th, 2019
6:00 PM

Type of Meeting: Mayor and Council

Meeting Facilitator: Mayor Dawn Jacobs

Water Plant:

- Haven Harbour South Water hookup – Fire Service Meter (see Sheet)
- State inspection (Dee Settar MDE) requested official Significant Deficiency letter was sent in on October 22nd. (see attached letter)
- Cross-training continues with JB Walls who operated plant for the period of Oct 11th to 21st. JB has received his "Temporary License"
- Trailer Park water usage is running at a normal rate. Estimate of 2500 gallons per day, which equals $(2500 \times 30 \times 3 = 225,000)$. At this rate with 19 units in the trailer park the quarterly charge will be under the $(19 \times 15,000 = 285,000)$ rate.
- Starting November 11th flushing of all town hydrants will be performed at nighttime. Estimated two weeks to complete. Announced on Web Site and Code Red
- Southern Corrosion is scheduled to repair and inspect Liberty street water tower
- County Meter out by weld shop Rt # 20 repaired and bypass shutoff
 - o Meter readings: A- 00516 B 0000023 (newer meter)
 - o Will do bi-weekly reading to see water flow in Edesville

Waste Water Plant:

- Cross-training will start November 4th with Jeff Baker
- GMB Engineering started project Nov. 1st on the ENR upgrade, return pumps are the first priority.
- Pump Station:
 - o # 6 needs repair to antenna
 - o # 8 – Contractor repair (Freemire) **\$3462.62**
 - o The audit from Sept 3rd., on all pump stations, see attachment
 - o # 6 check valve problem Friday – repaired today



Request for Relief of Sewer charges

- Resident 5839 Clam Cove want relief on sewer bill because of leak in sprinkler system (see letter from Butch Price)

-	9-23-19	-	59000 gallons	-	12-10-18	-	10000 gallons
-	9-19-18	-	46000 gallons	-	03-13-19	-	5000 gallons
-	9-29-17	-	0	-	06-20-19	-	11000 gallons
-	9-22-16	-	24000 gallons	-		-	

- Resident 5750 S Main Street – type of business has changed (see letter)

Workshop Items

Town Hall:

- Water Damage in ceiling at Town Hall update:
 - Lead and Mold survey done by Sussex Environmental Consultant (see report)
 - Have three quotes on roof repair
 - #1 \$32,900
 - #2 \$40,580
 - #3 \$78,220 (this included putting a peak over the flat roof) waiting for quote without peak
 - Tia Bowman Claims contact. Claim # 46106
 - Dorie Schwartz
Local Government Insurance Trust
7225 Parkway Drive, Hanover, Maryland 21076
Telephone: 443-561-1700 ext. 717
Facsimile: 443-561-1739
 - Mold-like stains on walls and ceiling outside office remove

Streets:

- Dump Truck back at shop awaiting a second evaluation for repairs
- Pricing for CDL license: Class A = \$4065
 - Evening classes Mon-Fri 6:00pm to 10:00pm – 14 weeks
 - Daytime classes Mon-Fri 8:00 am to 4:30 pm - 7 weeks
- Beach Road drainage problem – house removed and not graded



Trash:

- New contract proposal from Eastern Shore Environmental (see sheet)

Maintenance

- New position started with in house personnel
- All equipment and assets being put under Preventative Maintenance schedule

Other:

- Code updates:
 - o Sediment Control – Chapter 180
 - o Ethics – Chapter 15
 - o Trash - Chapter 125
- Special events criteria and approval (see attachment)
- Dead Tree in easement area of Waterman's Estates – can not find policy of this development (see layout and some data)
 - o Estimate from Pardoe's \$2800 - \$3500 (has not seen tree – only picture)
- Zoning and Planning Flow Chart (see chart)
- MDOT Road improvement report