



MAYOR & COUNCIL
REGULAR WORKSHOP MEETING MINUTES
December 2, 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 6:47 p.m. In attendance were Vice Mayor Andrews, Councilmember Jones, Councilmember Edwards, Councilmember Collyer and Town Manager Resele

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 November 4, 2019 Regular Workshop Meeting minutes. Councilmember Jones seconded the motion. All in favor. Motion carried.

Vice Mayor Andrews motioned to approve the Closed Session minutes of November 4, 2019. Councilmember Collyer seconded the motion. All in favor. Motion carried.

Vice Mayor Andrews motioned to approve the Special Workshop Minutes of October 22, 2019. Councilmember Edwards seconded the motion. All in favor. Motion carried.

Vice Mayor Andrews motioned to approve the Closed Session minutes of October 2, 2019. Councilmember Edwards seconded the motion. All in favor. Motion carried.

Vice Mayor Andrews motioned to approve the Closed Session minutes of September 25, 2019. Councilmember Edwards seconded the motion. All in favor. Motion carried.

General Fund Financial Review

July through October 2019 showed \$32,000 ahead for budgeted revenue reflecting unbudgeted grant revenue for the lagoon playground equipment. Through October 2019, there is a net operating surplus over budget of \$93,000.

Various Topics – Mayor and Town Manager (*)

Streets –

The Town's dump truck is repaired. Fixed the salt spreader. Need to figure out the salt storage area. Also looked at a snowplow blade to purchase and will be looking into purchasing a salt spreader to help with the needed weight on the back of the truck.

Vice Mayor Andrews made a motion to purchase a snowplow blade for \$1,500. Councilmember Jones seconded the motion. Councilmember Edwards was a No vote. Motion carried.

Tabled the Streets trailer purchase for now.

Town Hall Building –

We now have 5 quotes for the roof repair on the Municipal Building. Insurance claims will pay around \$230,000 to repair any damages inside the building caused by water leaks. Concern is where we will get the money to do this roofing project because the insurance will not pay for that. Don't want to lose the claim benefits so we need to know a timeline on when this needs to be done. Will discuss tomorrow

on a conference call with insurance company. Will need to come up with \$80,000 to \$100,000 dollars to proceed with roof.

Emergency repair done last week on the roof – estimate of cost is less than \$2,500. Motion to approve was approved via email due the emergency nature of the situation.

Mayor Jacobs will have a meeting tomorrow with Robin Kurowski and Councilmember Collyer to figure out what direction to go for funding for the Town Hall and Museum and how that will play into the current situation. Do the repairs need to be done in stages or just abandon the building all together? Where is the source of funds going to come from because we need a new roof either way?

Security

Alternative secured access to part of the Clerk Treasurer's office so that the scanner/copier in there could be used after hours was discussed. Council decided to leave current arrangement in place with no changes.

IT Operations –

Galena signed the RFP with the County. The County's IT operation have been given approval by the Commissioners to reach out to Rock Hall and provide services. They will be out Friday to do their own analysis on software. Also, the Town's community page on the website has been actively used to promote the season's events with a slight change in format. There is still more revision work to be done.

Park & Recreation –

Town Manager Resele stated that the 35-foot base and tree are completed. The second tree is almost ready. Crab Basket Tree will be on site by Wednesday. Main Street decorating will be done on Friday morning.

Transportation –

We need to have a Town wide meeting about the need for transportation throughout the Town. Hope to come up with a new plan for different Transportation.

For The Good of The Town -

Dave May asked about the direction and means on how to repair the Municipal Building. He stated that grants take a long time so by the time you get the grant to fix the roof, you will be passed the drop-dead date on the insurance claims. The solution will be to draw down on the Line of Credit for a new roof. Another idea might be naming rights. You could get a large donation from some families that live here, and you could rename the building. You could rename each room or the whole building.

Next Regular Workshop Meeting will be Monday, December 30, 2019.
Next Special Workshop Meeting will be announced when needed.

Councilmember Jones made a motion to adjourn the Regular Workshop Meeting at 8:04. Councilmember Edwards seconded the motion. All in favor. Motion carried.

Councilmember Jones made a motion to go into closed session 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 8:04p.m.

Regular Workshop Meeting Reconvened at 8:43p.m.

In closed session Council discussed an employee evaluation. No action was taken.


Motion to close Regular Workshop Meeting made by Councilmember Jones and seconded by Councilmember Collyer. All in favor. Meeting adjourned 8:45pm.

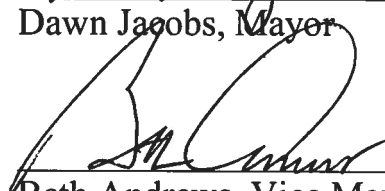
(*) See Town Manager's Report for further details.


Respectfully Submitted:

Cheryl M. Butler

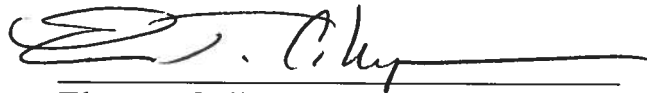
Approved by:


Dawn Jacobs, Mayor


Beth Andrews, Vice Mayor


Carolyn Jones, Councilmember


Timmy Edwards, Councilmember


Eleanor Collyer, Councilmember



Town Manager Utility Meeting

December 2, 2019
6:00 PM

Type of Meeting: Mayor and Council

Meeting Facilitator: Mayor Dawn Jacobs

Request for Relief of Sewer charges

- 5584 Memory Lane (see attachment of weekly readings)
 - o Reduce current bill by \$202.05 (overcharge)
- Review Waterman's and Trailer Park after 4th quarter billing

Water Plant:

- Haven Harbour South Water hookup – Started boring of line under channel
 - o Hook up fee \$14,000?
- Flushing of all town hydrants was completed last week. Will schedule next total flushing in six months. Sharp St and needed flushing as required
- County Meter out by weld shop Rt # 20 repaired and bypass shutoff
 - o Meter readings: 11.11.19 430 gallons (two weeks)
 - o Meter readings: 11.11.19 2700 gallons (two weeks)
 - o Contacted Mike Moulds and discussed reading and concerns that meter are not functioning properly. Asked if they could read bi-weekly with their new touch meters to get a reading for the same length of time. Waiting for response
- Continuing work on MDE report need engineering study to get timeline to repair filtration

Waste Water Plant:

- Pump Station:
 - o # 3 pump out for repair (worn shaft – seal Leaking)
 - o # 2 needs new seal (will inspect shaft when pulled out)
 - o # 8 Still have a problem with high tides causing large amount of water in sewer system. Need to have "smoke test" to see if we can find where water is entering system.
- WWTP generator needs new batteries, slow-starting in cold weather
 - o 4D battery \$175 each = **\$700**
- Still waiting ATF replacement parts – delivery date now 12/16



Workshop Items

Town Hall:

- Water Damage in ceiling at Town Hall update:
 - o Emergency repair last week – estimate of cost less than \$2500 (need spending approval)
 - o Have five 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
 - #4 \$84,000 (this included putting a peak over the flat roof) waiting for quote without peak
 - #5 \$81,774 (this included putting a peak over the flat roof) waiting for quote without peak
 - o Insurance claims (see quotes in package)

Streets:

- Dump Truck Repaired – oil leak
 - o Getting ready for winter weather
 - o Need to repair salt spreader – completed today
- Snow Blade for town pickup truck - \$1,500 (need spending approval)
- Heavy Duty Trailer:
 - o Discussed with Police Chief about using “slow vehicle placard and he said it will be ok if not used outside of town limits
 - o \$2,000 (need spending approval)

Trash:

- New contract proposal from Eastern Shore Environmental Needs Council / Mayor decision (5 year or 10 year) including 96-gallon trash cans
 - 5 yr. contract at \$8,500 a month
 - 10 yr. contract at \$7,800 a month
 - Current contract \$7,500 a month until 2021



Maintenance

- All generators on pumping stations have been serviced (oil, filters, anti-freeze and fuel filters)

Other:

- Dead Tree in easement area of Waterman's Estates – not property of the Town of Rock Hall
- Village restrooms: Need two new HVAC units
 - o Relay estimate of \$1,500 each - \$3,000
 - o Talk with Brawner Company about responsibility of this repair
 - Reviewing "Public Facility Agreement) section 4-B
 - They are getting pricing to replace units for a quote if needed
 - Lasted signed agreement was June 2011 with automatic renewal – need new signed agreement
- Floating Holiday will be reviewed to keep Veterans Day in list of Holidays and use another Holiday as floater
- Talked with owner of 5700 S. Main street for not having a building permit
 - o Can not work on porch and deck until construction permit is received
 - o He is not changing house from single dwelling to multiply dwelling, which would require Zoning Permit