



MAYOR & COUNCIL
REGULAR WORKSHOP MEETING MINUTES
December 30, 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 6:37 p.m. In attendance were Vice Mayor Andrews, Councilmember Jones, Councilmember Edwards and Town Manager Resele. Councilmember Collyer was absent.

Agenda

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

Minutes

Councilmember Edwards motioned to approve the December 2, 2019 Regular Workshop Meeting minutes. Councilmember Jones seconded the motion. All in favor. Motion carried.

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

Various Topics – Mayor and Town Manager (*)

Streets –

All equipment is ready for snow, if we get any.

Heavy Duty Trailer – the Town will rent one until a replacement is found.

Town Hall Building –

Found water leaks in the Museum and Kitchen. Will get quote to repair those areas. Also winterized crawl space vents around building and repaired outside security lights by Library.

Trash Removal –

Town Manger showed a trash fee comparison, which is attached. Had a conversation with the owner of Eastern Shore Environmental about new trash containers and a new contract.

Councilmember Jones motioned to send the contract for the new trash containers and fees to the Town's Attorney to review. Seconded by Vice Mayor Andrews. All in favor. Motion carried.

IT Operations –

Kent County IT is still working on the identifying the Town's current IT factors in order to determine an RFP framework for the Town's consideration.

Park & Recreation –

Councilmember Jones stated that the Parks & Recreation meeting on December 19th had a lot of people attend. Council will have to approve the new Board members, which are:

Tori Bershon
Donna Legg
Casey Bowers

Sara Ulrick
Karen Nelson
Paul Brinkley
Seige Edwards
Angie Knoll

which would give the Board 13 members at a 3-year term. Continuing members that may need to be sworn in are:

Teresa Guest
Sydney Guest
Meg Parry
Harriet Creighton
Nancy Smith

Councilmember Jones motioned to accept the new nominations of the new Board members to the Parks & Recreation Board. Vice Mayor Andrews seconded the motion. All in favor. Motion carried.

Parks & Recreation wants a place to store their event items to keep them safe. Town Manager has talked to the Food Bank people and showed them the one side of the Head Start area in the Municipal Building. They thought that would be a good fit for the Food Bank. They could move everything to the Municipal Building and that would leave the Civic Center space available for Parks & Recreation to use.

Transportation –

Nothing new except there will be a Community Conversation Session at the Town Hall on January 13, 2020 to discuss future Transportation options. This will be open to the public.

Museum –

Nothing to report

For The Good of The Town -

Next Regular Workshop Meeting will be Monday, February 3, 2020.
Next Special Workshop Meeting will be Thursday, January 16, 2010.

Other Meetings:

Transportation Conversation Meeting will be Monday, January 13, 2020.

CDBG Income Survey Information Meeting will be Wednesday, January 22, 2020.

Vice Mayor Andrews made a motion to adjourn the Regular Workshop Meeting at 7:27 p.m. Councilmember Jones seconded the motion. All in favor. Motion carried.

(*) 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

Absent
Eleanor Collyer, Councilmember



Town Manager Utility Meeting

December 30, 2019

6:00 PM

Type of Meeting: Utility Board

Meeting Facilitator: Mayor Dawn Jacobs

Sewer Allocation Report

Request for Relief of Sewer charges

- List of next meetings billings:
 - 1) Watermans – review 2/3/20
 - 2) Trailer Park – review 2/3/20
 - 3) Moonlight Bay Marina – no found leak
 - 4) 20685 Mercer Ave – no visible leak
 - 5) Kent Street – front yard lead ($\$930.23 - \$149.50 = \$780.73 / 3 = \260.24 Relief from $(\$780.73 - \$520.49 = \$260.24)$
new bill $\$149.50 + \$260.24 = \$409.74$
 - 6) 5995 Lawton – rental
- Request to eliminate second home on property – 5559 Parkview Ave (Beth Tucker)

Water Plant:

- Haven Harbour South Water – waiting for connection and tap
- Working with Coyne Chemical to review recipe for chemicals per well – next week more testing. (switching back to Well #5 in January)
- Weekly flushing of East Sharp Street continues
- County Meter – continuing reading every two weeks – average about 6100 gal per day
- Need new line (no water pressure) under 5558 South Main St – **cost \$800**
- Water Tower repair Quote - **\$1,149.00** (need approval)

Waste Water Plant:

- Pump Station:
 - o # 3 pump out for repair (worn shaft – seal Leaking)



- ATF replacement parts delivered and installed on #1 & #7 pumping stations

Workshop Items

Streets Equipment:

- Dump Truck Ready for Winter Weather
- Snow Blade for town pickup truck – All parts received and will be installed
- Skid Loader was repaired after beach clean-up (fuel filter fault)
- Heavy Duty Trailer: Will rent until replacement is found

Town Hall Building:

- o Water leaks from weekend rain – Museum and Kitchen
 - Will get quote for repair to these areas
- o Repaired outside security lights on North side by Library
- o Winterized crawl space under building and outside water bibs

IT Operations: N/A

Parks and Recreation: N/A

Transportation: Gathering data for communication meeting

Trash:

- Jason (owner) at meeting for questions
- Review financials

Open Issues:

- Village restrooms
- Boiler inspection follow-up – repairs will be completed this week

Trash Fee Comparison

	Old Rate	
	Monthly	Annual
2020	\$ 7,000	\$ 84,000
2021	* \$ 7,350	\$ 88,200
2022	\$ 7,350	\$ 88,200
2023	\$ 7,350	\$ 88,200
2024	* \$ 7,718	\$ 92,610
2025	\$ 7,718	\$ 92,610
2026	\$ 7,718	\$ 92,610
2027	* \$ 8,103	\$ 97,241
2028	\$ 8,103	\$ 97,241
2029	\$ 8,103	\$ 97,241
		<u>\$ 918,152</u>

* 5% increase at end of three year contract

Years	New Rate	
	Monthly	Annual
1	\$ 7,800	\$ 93,600
2	\$ 7,800	\$ 93,600
3	\$ 7,800	\$ 93,600
4	\$ 7,800	\$ 93,600
5	\$ 7,800	\$ 93,600
6	\$ 7,800	\$ 93,600
7	\$ 7,800	\$ 93,600
8	\$ 7,800	\$ 93,600
9	\$ 7,800	\$ 93,600
10	\$ 7,800	\$ 93,600
		<u>\$ 936,000</u>

Savings

\$ (17,849)

Tipping	
Old	
\$ 1,400	\$ 72,800
\$ 1,400	\$ 72,800
\$ 1,400	\$ 72,800
\$ 1,400	\$ 72,800
\$ 1,400	\$ 72,800
\$ 1,400	\$ 72,800
\$ 1,400	\$ 72,800
\$ 1,400	\$ 72,800
\$ 1,400	\$ 72,800
\$ 1,400	\$ 72,800
	<u>\$ 728,000</u>

Tipping	
New	
\$ 1,273	\$ 66,182
\$ 1,273	\$ 66,182
\$ 1,273	\$ 66,182
\$ 1,273	\$ 66,182
\$ 1,273	\$ 66,182
\$ 1,273	\$ 66,182
\$ 1,273	\$ 66,182
\$ 1,273	\$ 66,182
\$ 1,273	\$ 66,182
\$ 1,273	\$ 66,182
	<u>\$ 661,818</u>

Savings

10% reduction in tipping fee

\$ 66,182

Total Saving

\$ 48,333