



**MAYOR & COUNCIL**  
**REGULAR WORKSHOP MEETING MINUTES**  
February 3, 2020

\*\*\*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 7:38 p.m. In attendance were Vice Mayor Andrews, Councilmember Edwards, Councilmember Collyer and Town Manager Resele. Councilmember Jones was absent.

**Agenda**

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

**Minutes**

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

**Various Topics – Mayor and Town Manager (\*)**

**Streets –**

Salt spreader is attached to town truck and is working.

### **Town Hall Building –**

Received three (3) bids on total replacement of Municipal Building roof.

1. \$462,970.00
2. \$478,000.00
3. \$501,020.00

### **Trash Removal –**

Legal Council has approved amendment to current contract.

### **Transportation –**

The Transportation Task Force (“TTF”) held a meeting on January 31, 2020 where they talked through the current situation. They are very interested in purchasing the Trolley. It was made clear that if we don’t have the money, it won’t happen. General discussion of TTF’s preliminary plans for fundraisers, contributions and pledges was held. Also discussed Grant opportunities, use of social media, and fund-raising events where the sole purpose was to raise money for a Transportation fund. After more discussions it was determined that the Council needed to see what the proposed business plan includes.

Vice Mayor Andrews motioned to open an account at The Peoples Bank for the Capital Campaign Transportation Fund so that funds raised are not co-mingled or used in the Town’s General Fund. Councilmember Collyer seconded the motion. Councilmember Edwards left the meeting in protest at 8:04pm. Councilmembers Andrews and Collyer and Mayor Jacobs were in favor. Motion carried.

### **General Information –**

The WIC Program wants to know if they can use the Municipal Building’s parking lot to set up a mobile location for participants. Council approved.

2020 Census needs space in April for training. Council approved.

CDBG – All forms for mailings are ready to go to the printer pending the Post Office review and sign off on use of the Kent County Chamber of Commerce’s bulk mail permit.

Town Manger Resele will travel to North Carolina to look at Trolley.

Geno's made an offer of \$24,000.00 for the Jeeps. Still waiting on two (2) other bids.

**For the Good of The Town –**

Next Regular Workshop Meeting will be Monday, March 2, 2020.

Next Special Workshop Meeting will be announced.

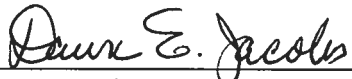
Vice Mayor Andrews made a motion to adjourn the Regular Workshop Meeting at 8:14 p.m. Councilmember Collyer seconded the motion. All in favor. Motion carried.

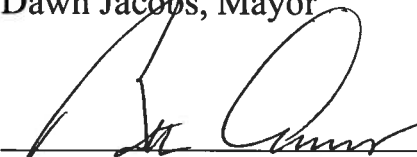
(\*) See Town Manager's Report for further details.

Respectfully Submitted:

\_\_\_\_\_  
Cheryl M. Butler

Approved by:

  
\_\_\_\_\_  
Dawn Jacobs, Mayor

  
\_\_\_\_\_  
Beth Andrews, Vice Mayor

Absent  
\_\_\_\_\_  
Carolyn Jones, Councilmember

  
\_\_\_\_\_  
Timmy Edwards, Councilmember

  
\_\_\_\_\_  
Eleanor Collyer, Councilmember



## ***Town Manager Utility Meeting***

February 3, 2020  
6:00 PM

Type of Meeting: Utility Board

Meeting Facilitator: Mayor Dawn Jacobs

### **Sewer Allocation Report**

#### **Request for Relief of Sewer charges**

- List of billings:
  - 1) Watermans – See attachment
  - 2) Trailer Park – See attachment – owner will be present at meeting
  - 3) 20685 Mercer Ave – no visible leak
  - 4) Kent Street – front yard leak
    - $\$930.23 - \$149.50 = \$780.73$
    - $\$780.73 - \$520.49 \text{ (sewer relief)} = \$260.24$
    - **new bill**  $\$149.50 + \$260.24 = \$409.74$
    - See letter for request

#### **Water Plant:**

- Haven Harbour South Water – meeting on 2/4 at 10:00 am with Bramble, HHS and Town Public Works
- Coyne Chemical report received and will discuss with Scott (GMB) tomorrow 2/4 for action plan
- County Meter – new register installed on meter with bad reading – setting up meeting with County for action plan to get usage rates
- Low water pressure 5884 Henry Ave – on town's side of meter. Plan to dig up 2/4. Will make plan after establishing root cause of loss
- Had failure of Chlorine feed system and repair by "Dennis" contractor – system up and running with no interruption to water supply



#### Waste Water Plant:

- Pump Station:
  - o # 3 pump out for repair problem getting proper seal
  - o # 8 pumping station have faults – still investigating alarms
- New Sludge hauler ready to start removal this week
  - o Tipping fee billed directly to Town, same as trash fees

#### Workshop Items

#### Streets Equipment:

- Salt Spreader has been attached to town truck and working. Do so maintenance on bearing to make sure unit to 100 %

#### Town Hall Building:

- o Water leaks from weekend rain – Museum and Kitchen
  - Three bids received on total replacement of all roofs
    - ✓ #1 - \$462,970
    - ✓ #2 – \$478,000
    - ✓ #3 - \$501,020

#### IT Operations: N/A

#### Parks and Recreation: N/A

#### Transportation: N/A

#### Trash:

- Legal has approved Amendment to current contract

#### Open Issues:

- WIC Program
- 2020 Census – employment opportunities and training in Town Hall – see attachment
- Inspection of Trolley in NC?
- Jeep sale:
  - o Gino's bid \$24K
  - o Two others interested
  - o Have to repair oil leak in one Jeep estimated cost \$630