



MAYOR & COUNCIL
REGULAR WORKSHOP MEETING MINUTES
March 2, 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 6:44 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 as amended. Councilmember Jones seconded the motion. All in favor. Motion carried.

Minutes

Vice Mayor Andrews motioned to approve the February 3, 2020 Regular Workshop Meeting minutes. Councilmember Jones seconded the motion. All in favor. Motion carried.

Vice Mayor Andrews motioned to approve the December 18, 2019 Special Workshop Meeting minutes. Councilmember Collyer seconded the motion. All in favor. Motion carried.

Councilmember Jones motioned to approve the January 16, 2020 Special Workshop Meeting minutes. Vice Mayor Andrews seconded the motion. All in favor. Motion carried.

Vice Mayor Andrews motioned to approve the January 22, 2020 Special Workshop Meeting minutes. Councilmember Collyer seconded the motion. All in favor. Motion carried.

Vice Mayor Andrews motioned to approve the January 23, 2020 Special Workshop Meeting minutes. Councilmember Collyer seconded the motion. All in favor. Motion carried.

Vice Mayor Andrews motioned to approve the January 30, 2020 Special Workshop Meeting minutes. Councilmember Jones seconded the motion. All in favor. Motion carried.

Councilmember Jones motioned to approve the February 7, 2020 Special Workshop Meeting minutes. Vice Mayor Andrews seconded the motion. All in favor. Motion carried.

Invited Guests –

Scott Boone – Director of Kent County IT Operations could not attend the meeting, so Mayor Jacobs gave an update. The focus is on the Police Department. The original proposal was to begin the process of fully supporting the Town Office and Utilities leaving the Police Department to be dealt with later. Mayor Jacobs wants the Kent County to provide a computer list of what we should be looking to acquire for our Police Department and what the cost would be. It is a phase approach, but we want to be certain that it includes the Police Department. We really need to discuss the options further.

Councilmember Collyer made a motion to upgrade the necessary computers to Windows 10 and Office 360 using Bay Tech Team as necessary to get the Water and Sewer Plant operational and we need to invite Scott Boone from Kent County IT to meet with us as soon as possible while we consider the rest. Seconded by Councilmember Edwards. All in favor. Motion carried.

Various Topics – Mayor and Town Manager (*)

Streets –

Snowplow and salt spreader are ready for snow.

Town Hall Building –

Rain from having no gutters around the outside entrance door at the Police Department is causing the ramp to become slippery and rotting. Have a quote to repair for \$1,200.00.

Councilmember Collyer made a motion to allow the Town Manager to proceed with fixing the roof around the outside Police Department entrance. Councilmember Edwards seconded the motion. All in favor. Motion carried.

MHAA Emergency Grant for \$85,000 has been applied for to be used for the Town Hall roof repairs.

Trash Removal –

Legal Council has approved amendment to current contract. Had brief discussion on Commercial trash and who needs their own dumpsters per Town Code.

Transportation –

The Transportation Taskforce applied for a lease with SFS Financing for the Trolley and Shuttle/Van. It was approved in the amount of \$175,400.00. For the two (2) vehicles for a 72-month lease, payment will be \$2,735.38 per month. We will need \$37,000.00 to come in per year through fundraising, pledges, Jeep sales and the Facebook Campaign to cover lease payments.

Vice Mayor Andrews made a motion, pending legal review of the lease agreement, to proceed to enter the contract. Seconded by Councilmember Collyer. Four (4) in favor, Councilmember Edwards voted no. Motion carried.

Mayor Jacobs proposed some merchandise promotion and fundraising ideas for Transportation like decals, T-shirts, etc.

CDBG –

We mailed 1573 survey requests to Town, Edesville, and surrounding area residents that use out sewer systems. 576 came back which is 36%. We need to get to 80%. Rock Hall had a 45% response. Outside town limits had a 34% response rate. Edesville has a 29% response rate and the other locations around the area had a 17-20% response rate. We really need to get a 75% response rate from Rock Hall

residents. Trying to get 100% response from Brittany Bay, Chesapeake Villa and the Trailer Park. And a 50% response from Edesville and outside town limits. We need to come up with a plan to get more responses in so we can get the CDBG Grant. Mayor Jacobs suggested going door to door and the Council decided that was the way to go.

RFQ – Legal Services

Mayor Jacobs talked with Vicki about the April 30th deadline. Need to publish in Kent County News and Town Website.

Audit –

Working on the audit but still have some questions about the Trial Balance. Trying to have a meeting on Thursday with Lindsey & Associates.

For the Good of The Town –

Next Regular Workshop Meeting will be Monday, March 30, 2020.

Next Special Workshop Meeting will be announced.

March 4, 2020 – Gateway Movie – Town Hall – 6-8 p.m.

March 7, 2020 – Trailer Park Presentation to update the progress – 10:30-12:30 p.m.

March 16 & 17, 2020 – The Town will perform a Smoke Test to detect problems in the sewer lines.

March 18, 2020 – Events Conversation Session – Town Hall – 6:00 p.m.

March 19, 2020 – Comptroller Peter Franchot will present Tom McHugh with the William Donald Schaefer Helping People Award – Town Hall – 5:00 p.m.

Councilmember Edwards made a motion to adjourn the Regular Workshop Meeting at 8:50 p.m. Councilmember Jones seconded the motion. All in favor. Motion carried.

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

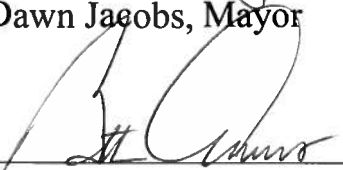
Respectfully Submitted:

Cheryl M. Butler

Approved by:



Dawn Jacobs, Mayor



Beth Andrews, Vice Mayor



Carolyn Jones, Councilmember



Timmy Edwards, Councilmember



Eleanor Collyer, Councilmember