



MAYOR & COUNCIL
REGULAR BUSINESS MEETING MINUTES

April 16, 2020
(originally scheduled for April 9, 2020)

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

Mayor Jacobs called the meeting to order at 6:00 p.m. In attendance were Vice Mayor Andrews, Councilmember Jones, Councilmember Edwards, Councilmember Collyer, Town Manager Resele, Clerk-Treasurer Loller, Acting Police Chief Dempsey and Town Attorney Chip MacLeod.

Agenda

Councilmember Jones 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 Regular Business Meeting minutes for March 12, 2020. Councilmember Collyer seconded the motion. All in Favor. Motion carried.

Vice Mayor Andrews motioned to approve the Closed Session Meeting minutes for March 12, 2020. Councilmember Jones seconded the motion. All in favor. Motion carried.

Special Commentary – COVID-19 – Statement from Mayor Jacobs

“It has been a significant challenge for so many. She has been so impressed with the cooperation of so many in this Community with all the restriction, stress, and anxiety that it has caused. My hat’s off to all the residents. It is just not easy with the children at home and the elderly that cannot go anywhere. All the businesses that have made so many financial sacrifices, their employees, and their customers. The Marina’s especially, I would like to highlight, as they have been one of the front-line businesses in that they have held so many of their customers away from the Town. The schools and churches, and also part of the front-line factor. So many of our residents are front line workers elsewhere. It is just amazing how everyone has come together as we have been at this for 42 days now. Acting Chief Dempsey has been in conference calls for those 42 days and Mayor Jacobs has written 10 messages on Facebook. As of this morning, there were thirteen (13) positive cases and one (1) death.”

One more person Mayor Jacobs would like to thank is Carol Richardson Grant who lives on Chesapeake Avenue. She came to her about three weeks ago wanting to help us all understand how to protect ourselves. She got involved with Bayside Foods and has been providing the sanitized wipes that are there for customers to use on carts, etc.

There is a phrase that underscores this Community:

***Tough times do not last
Tough people do
Rock Hall Strong!***

Administrative Reports

Clerk-Treasurer Loller gave the financial report. (*)

Acting Police Chief Dempsey gave the police report. (*)

Comments from Acting Chief Dempsey:

Acting Chief Dempsey stated that the Police Department has received many calls about out of town people visiting our Town. The Governor's order is a triangle effect where these people own property and pay taxes and they have a right to visit their property. They must abide by the Social Distancing and the 2-week self-quarantine, but the majority are here for a few days and leave again. There are many violations happening around the Town, and it is a \$1,000.00 fine that the citizens will be facing if they do not abide by the Governor's orders.

Streets and Sanitation

Will remove the fencing from the beach once it can be re-opened and will continue to clean up the beach.

The County will be mulching our brush pile.

Water and Sewer Operations

Water Plant produced 5.5 million gallons of water last month. Wastewater had 9.3 million gallons coming in. There was a lot of water coming in from high tides and heavy rains.

Pumping Station# 7 pump is still out for repair.

All the sludge from the sewer plant has been removed by Blue Hen Disposal and now we can start drying and hauling once a month.

Chemical change over at Water Plant starting phase II

Talked to Effie Triarhos Trailer Park property owner. There are 16 lots that are currently being used in the Trailer Park that the Town supplies water and sewer service to.

Parks and Recreation

Storage at the Civic Center is ready for the Parks & Recreation items when the State Order is lifted.

No monthly meeting in March.

Planning and Zoning

No meeting last month but Chris Jakubiak sent an email to Mayor Jacobs and Effie Triarhos on a site plan requirement decision that he made for the Trailer Park to put additional trailers where the demolished house once stood. This was done as an Administrative action by the Planning and Zoning Administrator.

Cathy Jayne's term as an alternative Planning and Zoning Commission Member had expired. Vice Mayor Andrews reached out to her to see if she wants to extend her term. Jerry Creighton has given his resignation and has stepped down from the Board. Need to post openings on website for Board Members for Planning and Zoning.

The March invoice from the Planning and Zoning Administrator was approved by Vice Mayor Andrews. The Council also wants him to provide on a monthly basis a log of all Permit activity.

Museum Board

Nothing to report

Communication Board

Have done a good job getting a lot more notices out on the Towns website with all the COVID activity. It has been an extra load for Stephanie Loller, Clerk-Treasurer and Cheryl Butler, Assistant Clerk-Treasurer to keep up with putting everything on the website.

Transportation

Both the Lessor and Seller are still waiting to hear what the Town wants to do about the Trolley. A transportation Task Force meeting is needed.

Ordinances & Resolutions

Introduction and Vote on Resolution 2020-01 Amendment to the Personnel Policy Manual (Section 3-5 – Group Medical Insurance). Copy attached.

Councilmember Edwards made a motion to pass Resolution 2020-01 Amendment to the Personnel Policy Manual (Section 3-5 – Group Medical Insurance). A Resolution of the Council of the Town of Rock Hall amending certain provisions of the Town's Personnel Policy Manual to provide for a secondary coverage benefit of up to \$1,500 per quarter for employees retiring prior to their 70th birthday and who have completed the years of service and have reached the age level designated by the chart in B(2)(b) of the Personnel Manual, or who have been continuously employed by the Town for more than 30 years, and who are enrolled with Medicare Part 1 and Part B, which is intended to assist the retired employee with his or her premium costs associated with Medicare Supplement and Part D coverage. Seconded by Councilmember Jones. All in favor. Motion carried.

Old Business

RFQ's – Request for Quote

Vice Mayor Andrews stated that RFQ's were issued for legal services only had one response from MacLeod Law Group was received. There was an inquiry from another law firm, but they had a conflict of interest and decided not to submit a quote.

Mayor Jacobs asked if the Council should extend the period to get more bids involved. She thinks there might be other firms that the Council could reach out to.

Vice Mayor Andrews disagreed about reaching out to other firms because they had opened it up to bid and if there was any interest, it comes into the Council, the Council does not reach out.

Mayor Jacobs stated that as an example, the State was not happy when there were only two engineering bids come in for the ENR sewer plant upgrade project and the State suggested getting in touch with some other companies.

Vice Mayor Andrews stated that the RFQ was posted on MML's website, eMaryland and published in the Kent County News and there were no responses that come in beside Macleod Law Group. She also said that she was satisfied that the Council had done their due diligence.

Mayor Jacobs said she would like to table the subject to do some more research and see what our options are. She thinks there needs to be a comparison.

Vice Mayor Andrews asked the Councilmembers if they were satisfied with the RFQ and they all responded yes.

Mr. Chip MacLeod spoke up stating that this was an awkward situation for him to be in.

Mayor Jacobs wanted to know who invited him because she didn't.

Mr. MacLeod stated that he would not be at the meeting unless he was invited. He also stated to suggest that the Town would go and start soliciting other law firms after going through an RFQ process would expose the Town a perceived bias. He said that his firm would not do anything to hurt the Town of Rock Hall. He stated that when the RFQ came out, he of course thought their firm would respond. We purposely put in an proposal that we thought the Town would look at because the idea was to let Patrick Thomas function as the Town Attorney and maybe let Kyle Kirby, a young Attorney who lives here in Rock Hall get involved. Mr. Macleod stated he has enjoyed being the Town Attorney over all these years. It has been an honor and he would like his Firm to represent the Town. We don't have a contract and if the majority of the Council don't want his firm to represent the Town that's a simple vote.

Mayor Jacobs wanted to clarify that when she asked Mr. Macleod who invited him to the meeting it was to understand who invited him because she was very focused on containing the legal fees this year and she wasn't made aware he was invited until after the invitation had been extended. The Mayor asked again who did the inviting and Vice Mayor Andrews spoke up saying she told the Mayor the other day. Mayor Jacobs felt it should have been something the Council discussed with the Mayor and that then and she would have extended the invitation herself.

Vice Mayor Andrews stated that she polled the Council and asked if they felt it appropriate to have the Town Attorney present at the meeting. Everyone said yes because there were issues, they wanted to discuss.

Vice Mayor Andrews made a motion to accept the RFQ of MacLeod Law Group. Councilmember Collyer seconded the motion. Four in favor. One opposed. Motion carried.

Mayor Jacobs discussed the last audit with Lindsey and Associates. They agreed to cut ½ of their overrun of \$7,000.00 so the Town will only owe approximately \$2,800.00. Hopefully, it will not be that way next year, pending who the Auditors are.

The Town Manager is still working on RFQ's for the Mechanical, Electrical, Plumbing and Lawn Care.

CDBG Income Survey – They pushed the opening of the application acceptance to May 15, 2020. Applications are due by July 31, 2020 but time frames are subject to change.

USDA 2017 Grant Reconciliation – Mayor Jacobs to work on it again.
Grant Applications – include the following:

- Safe Routes to School
- USDA Community Facilities Program
- Chesapeake Bay Trust Program
- Rural Maryland Council
- MHMA Emergency Grant
- Preservation Maryland
- Mid-Shore Community Foundation

Firewall for Town's computer system has been installed by Bay Tech Team.

Kent County IT – On hold possibly stay with Bay Tech Team.

New Business

2020 Budget Plans – Need to plan when the Council wants to have meetings. Stephanie Loller, Clerk-Treasurer was asked to come up with dates based on her preparation plans.

Repairs to Town vehicles will include the Ford Police Cruiser and Public Works truck #1 and truck #2 which need tires and an alignment.

Greater Rock Hall Business Association and the Main Street Committee are working to put sanitizer stations in all the businesses. They want to know if the Town is going help and put some on the streets and maintain them. Mayor and Council gave the Town Manager approval to look into this request.

Think Big asked for permission to install fiber optic cable in Waterman's Estates starting in May.

Future events in Rock Hall up to June are cancelled. All special events scheduled from June 1st on are "to be determined".

Rock Hall Recovery Task Force was presented by Mayor Jacobs.

Vice Mayor Andrews made a motion to not create the Rock Hall Recovery Task Force. Councilmember Edwards seconded the motion. Four in favor. One opposed. Motion carried.

Establishment of a Transportation Committee – Reviewed draft Ordinance. Action tabled pending review by Transportation Task Force.

Next Meeting Dates

Monday, May 4, 2020 – Utilities Board Meeting and Mayor & Council Regular Workshop Meeting

Thursday, May 14, 2020 – Mayor & Council Regular Business Meeting

Mayor & Council Special Workshop Meetings - to be scheduled as needed

Closed Session

Councilmember Collyer made a motion to go into closed session at 8:55 p.m. under General Provisions Art. 3-305(b)(1) “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”. § 3-305(b)(14) Before a contract is awarded or bids are opened, to discuss a matter directly related to a negotiating strategy or the contents of a bid proposal, if public discussion or disclosure would adversely impact the ability of the public body to participate in the competitive bidding or proposal process. Vice Mayor Andrews seconded the motion. All in favor. Motion carried.

The Regular Business Meeting recessed at 8:54 p.m. to go into Closed Session.

The Regular Business Meeting reconvened at 9:52 p.m.

Actions Taken in Closed Session

There were no actions taken in closed session

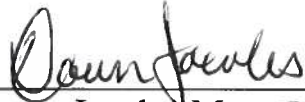
Motion to adjourn the Regular Business Meeting at 9:55 pm was made by Vice Mayor Andrews. It was seconded by Councilmember Jones. All were in favor. The motion carried.

(*) See Town Manager’s, Financial and the Police Report for further details.

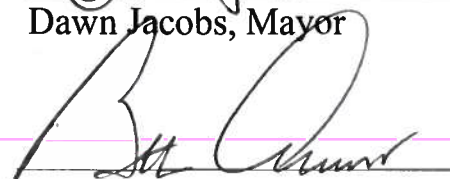
Respectfully Submitted:

Cheryl M. Butler

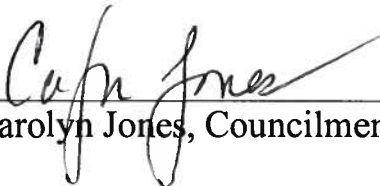
Approved by:



Dawn Jacobs, Mayor



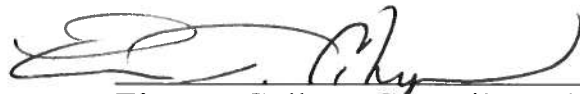
Beth Andrews, Vice Mayor



Carolyn Jones, Councilmember



Timmy Edwards, Councilmember



Eleanor Collyer, Councilmember