# MAYOR & COUNCIL

## REGULAR BUSINESS MEETING MINUTES

July 9, 2020

****Meeting minutes are transcribed in a summarized format. For full discussion and further detail of the meeting you can view the streamline video at the following link: http://townhallstreams.com/locations/rock-hall-md. There are also available at Town Office****

Mayor Jacobs called the meeting to order at 6:04 p.m. In attendance were Vice Mayor Andrews, Councilmember Jones, Councilmember Edwards Councilmember Collyer, Town Manager Resele, Clerk-Treasurer Loller, and Police Chief Dempsey.

**Agenda**

Vice Mayor Andrews made a motion to approve the agenda as amended. Councilmember Jones seconded the motion. All in favor. Motion carried.

**Minutes**

Vice Mayor Andrews made a motion to approve the Regular Business Meeting minutes for May 28, 2020. Councilmember Collyer seconded the motion. All in Favor. Motion carried.

Vice Mayor Andrews made a motion to approve the Regular Business Meeting minutes for June 11, 2020. Councilmember Jones seconded the motion. All in Favor. Motion carried.

Vice Mayor Andrews made a motion to approve the Closed Session Meeting minutes from June 11, 2020. Councilmember Collyer seconded the motion. All in favor. Motion carried.

**Special Recognition**

Denny Dalrymple – Mayor Jacobs read the following:

"The Mayor and Council of the Town of Rock Hall hereby presents this certificate of achievement and sincere appreciation to Denny Dalrymple on the occasion of his retirement on June 30, 2020. His extraordinary dedication as Operator of the Town's Wastewater Treatment plant, for the past 18 years, to protect the Town and the Chesapeake Bay from the potentially serious consequences of improper plant operation and output are to be specially commended. A grateful Town wishes him lots of time to enjoy life with less worry and good health."

Mayor Jacobs also wanted that thank Taylor Walker from the Public Works Department for his help over the July 4th weekend with the well issue.

**COVID-19 Challenge**

Bill Webb from the Kent County Health Department said the state is doing well and the new focus is trying to get the school and college reopened. 15% of Kent Counties population has been tested which is the 2nd highest percent in the State. Kent County positively rate is 1.8% and the State is at 4.6%. The testing facility is now open next to LabCorp in Chestertown, Monday through Thursday, 8:30 a.m. to 12:30 p.m. This will allow for around 50-60 people per day with an appointment.

**Correspondence**

Please fill out your Census Survey. The Census helps determine how much each county receives in federal funding for healthcare, schools, new road and highways, small business recovery assistance and helping families in need which includes the school lunch program.

Kent County is going to grind the brush pile one more time this year. They are proposing the Nicholson drop off center be used by the residents directly. Mayor Jacobs will talk to the County for their continued support. A discussion followed and will discussed again at the next meeting.

**Administrative Reports**

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

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

Mayor Jacobs stated that effective July 1, 2020 Acting Chief Dempsey was officially made Chief of Police. Mayor Jacobs said the promotion was well deserved.

Mayor Jacobs received a letter asking about the cameras at the beach. Chief Dempsey said they are within the law and the cameras are to secure the property and deter vandalism.

**Streets and Sanitation**

Will start opening the Visitor Center and cleaning it on a regular basis. Still having problems at the Village Restrooms with people trashing them. Will change locks to prevent this and will have the Police lock up the facilities at night.

Street repair quote from Brambles is $6,700.00 for Boundary Avenue, West Sharp Street and Henry Avenue.

Dump Truck is out of service.

Delmarva Power to install 23 LED lights on Main Street.

A discussion on trash regulations for small businesses was held. Town Manager will talk to the trash contractor about this situation.

**Water and Sewer Operations**

Water and Sewer Plant monthly report attached.
Water plant is still running high, but the Sewer plant average flow has dropped from 10.7 million gallons down to 7.9 million gallons per month.
WWTP pump #1 is out for service because the seal and shaft are bad. Should be back up and running next week.

New pump at PS#7 has been replaced and is back up and running.

Town Manager Resele wanted to explain what happened on July 4th with the well. The events that caused discolored water in the past three weeks has to do with an aging water line infrastructure that is sensitive fluctuations in water pressure.

The discolored water issue was very obvious during the past weekend's low pressure from the well pump control failure. The other events were the use of our hydrants to fill a fire tanker which also caused a low-pressure condition in the system. With that being said we have done many things to help prevent discolored water such as.

•town wide flushing on a scheduled routine
•changing the process of adding chemicals
•new meter pumps

The new Clarifier is working as a primary filtering unit to help our aging filtration system and that system will be upgraded with a new project.

The number one reason for discolored water is the aging water line on the east side of the town. These water lines are greater than 50 years old. As we create the new projects to improve the water system, replacing these lines are top priority.

People need to understand what the town has is old operating facilities both in the water plant and sewer plant. The community is exposed to the ramifications of the water plant because they haven't been well maintained over the years. The Town has put money into them through Grants but there is still more work that needs to be done. The Town has a fragile water system that they are trying to keep going. The problem with the well 4R was the soft start failed. To fix that problem, Town Manager Resele requested the purchase of a VFD for $8,899.00.

Vice Mayor Andrews made a motion to approve a purchase of a VFD for $8,899.00. Councilmember Jones seconded the motion. All in favor. Motion carried.

Mayor Jacobs asked about the smell of chlorine in the water. Town Manager Resele and Councilmember Edwards told her that if you smell chlorine it means that is not enough chlorine in the system.

**Parks & Recreation**

They had a meeting on June 29, 2020.

The winners of the Baby Contest were:

Newborn through 2 years, Miss Annabelle Lingerman.

3, 4 and 5-years, Miss Scout Walters.

6, 7,and 8-years it's a tie for Miss Mackenzie and Miss Skyler.

9 through 12-years, Miss Cydni Fletcher.

Congratulations, to all the winners!

The winners of the House Decorating Contest were:

First place goes to the Walters family on Rock Hall Avenue.

2nd place goes to the Masse family on Catholic Avenue.

3rd place goes to Jane Ward and JP Henry on Sharp Street.

Congratulations to all the winners and thank you to everyone who entered!

Playgrounds are both open to the public. Basketball and Tennis courts are open. The beach shower has been repaired and is working.

**Planning and Zoning**

A weekly meeting was held today but there was not much to discuss. More progress on getting the Planning & Zoning page updated on the town's website.

**Museum Board**

County level Association of Museums are organizing a driving tour for September and wanted to know if Rock Hall wanted to be included in the tour this year. Council all said that would be fine.

**Communication Board**

Mayor Jacobs said that she reached out to Civic Plus to get the Welcome to Rock Hall video up on the Town's website.

**Transportation**

Nothing going on

**Old Business**

**Status of Planned Events**

Nothing has changed, still on hold.

**USDA Grant**

Still working on it.

**Loan Refinancing**

Vice Mayor Andrews will set up the meeting with DHCD, Wye River and Davenport to discuss their options on refinancing for next week.

**CDBG Income Survey**

Will discuss at the next workshop meeting.

**Next Meeting Dates**

Monday, August 3, 2020 – Utilities Board Meeting and Mayor & Council Regular Workshop Meeting

Thursday, August 13, 2020 – Mayor & Council Regular Business Meeting

Motion to adjourn the Regular Business Meeting at 8:01p.m. was made by Councilmember Collyer. Councilmember Edwards seconded the motion. 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

# COUNCIL

**REGULAR BUSINESS MEETING MINUTES**

**Town Manager's Report**

July 9th, 2020

## A. Administrative Reports

a. Financial Report

## B. Departments Reports

a. Street & Sanitation
- Will start opening and cleaning Visitor Center
- Replaced flag at Visitor Center
- Police are locking facilities Village nightly
- Still having trashing of restroom at Village
- Pricing repair of streets, Boundary Ave, West Sharp St and Henry Ave – Quote $6700 Bramble
- Posted "No Parking Signs" at Main and Rock Hall Ave
- Dump Truck is out of service – no decision on what we are going to do
- Delmarva will be installing 23 LED lights to finish Main St

b. Water & Sewer
- Monthly Report (see attachment)
- New pump at Station #7 replaced and running
- Continue replacing sewer clean out caps found in smoke test
- Fourth of July water pressure issue (see attachment)
- Purchase VFD drive for 4R well (see attachment)

c. Parks and Rec
- Playgrounds opened with signage
- Basketball court open
- CC restrooms still closed
- Beach shower is back operational – damaged by vandals
- Another sign removed at Beach

d. Planning and Zoning
- Resident will want to talk at end of meeting

e. Museum Board N/A

f. Communication Board N/A

g. Transportation N/A

## C. Old Business

a. Waiting on "Change Letter" from McCrone for Catholic Ave project
b. MDIA sending inspector for housing and lot violations

## D. New Business

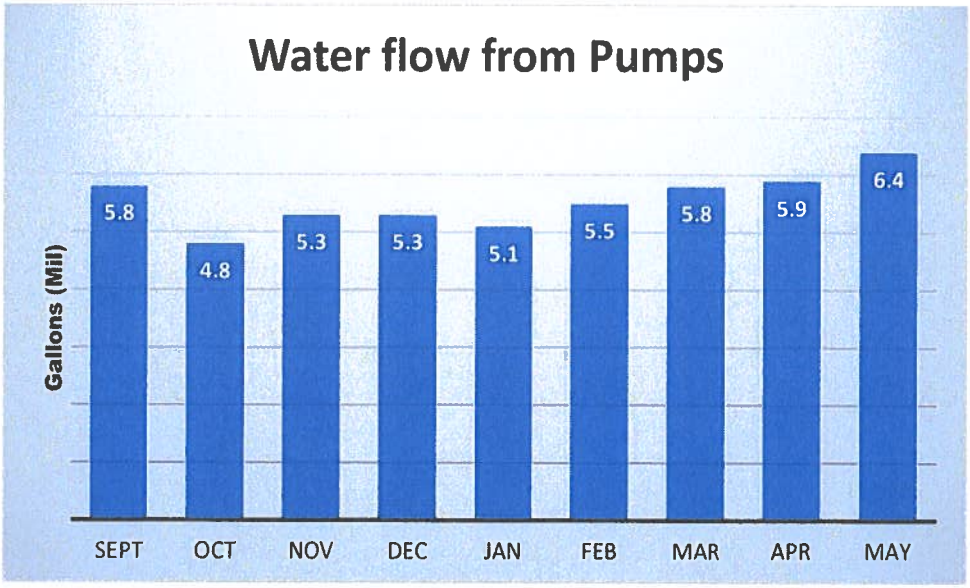
a. Discussion about new trash policy and contract.
   - Small nonfood businesses
   - Parking lots on Chesapeake Ave
   - Purchase extra receptacles?
   - Village Center

# *Town Manager's Report*

July 9, 2020

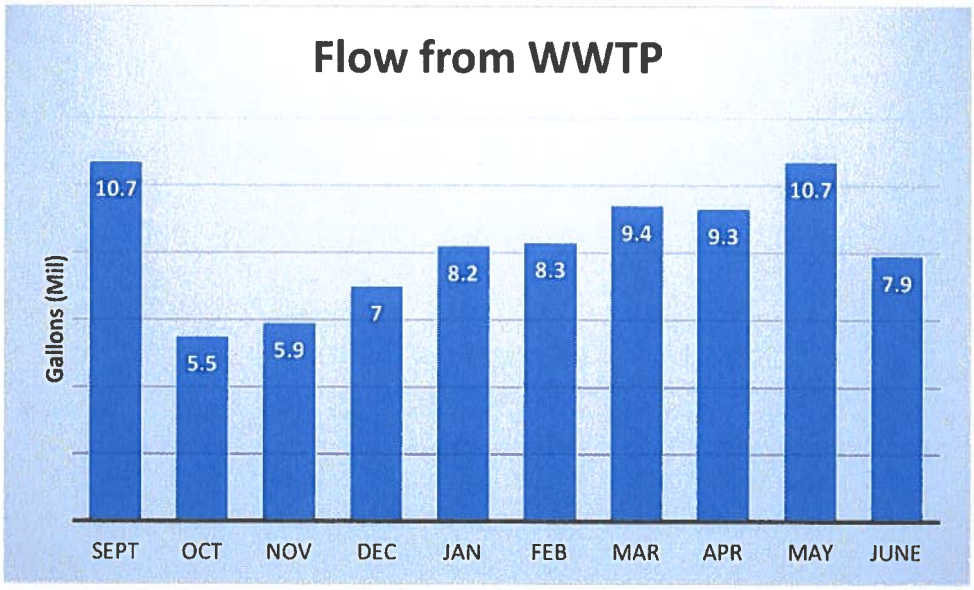
## Water Plant Report

| | |
|---|---|
| Water flow from Pumps | 6.4 million gallons |
| Daily Average | 215,000 gallons |
| Condition of Plant | 4R well running |
| Chlorine | 650 lbs. |
| Caustic | 2950 lbs. |
| Fluoride | 10 gallons |
| Aluminum Chloralhydrate (ACH) | 138 gals |
| Back Flush | 188,000 gals |



# Waste Water Sewer Plant Report

| | |
|---|---|
| Total Flow June | 7,883,000 gallons |
| Average Flow per Day | 263,000 gallons per Day |
| Total Rainfall | 5.7 inches |
| Condition of Plant | #1 RAS Pump Out for repair<br><br>Labs test are normal<br><br>Alarm system back up and working |



# Zoning Administrator Report on Permits
2020
June 10 to July 10, 2020

## Zoning and Building Permits

| Location | Applicant | Type | Status | Permit # |
|---|---|---|---|---|
| 21209 Chesapeake Ave. | Lawrence R. Cessna | Residential accessory bld. | Approved | 2020-31 |
| 5747 S. Hawthorne Ave. | Margaret Black | Critical Area tree | Approved | 2020-32 |
| 209116 Bayside Ave. | William F. Mears | Residential accessory bld. | Approved | 2020-33 |
| 6047 Hynson Rd. | WH. Edward Beekman, Jr. | Deck | Approved | 2020-34 |
| 21117 Striper Run | Kelly Naill | Fence | Approved | 2020-35 |
| 21047 Sharp St. | Kevin Strickland | Pole Builidng | Not Approved | |
| 6064 Lawton Ave. | Christopher & Jennifer Hervy | Residential addition, site work | Pending | |

**Planning Commission Meetings**

| Date | Principal Actions |
|---|---|
| 8-Jan | Approve annual work program |
| 11-Mar | Review zoning text amendments |
| 10-Jun | Approved 3-lot subdivision, Lawton Ave |
| 12-Aug | Agenda Pending: Zoning Ord. Amend -PC review of house plans |

**Board of Appeals Hearings**

| Date | Principal Actions |
|---|---|
| 21-May | Approved two variance cases |

## Approved Permits by Type

| Project Type | # This Report | Yearly Total |
|---|---|---|
| Critical Area Tree Removal (outside of buffer) | 1 | 4 |
| Deck, porch, handicap ramp, similar | 1 | 4 |
| Fence | 1 | 2 |
| Swimming Pool | | 0 |
| Solar array | | 0 |
| Driveway | | 0 |
| Residential accessory building (e.g. shed, garage, carpor | 2 | 6 |
| Non-residential accessory building | | 0 |
| Residential addition | | 1 |
| Residential restoration | | 2 |
| Non-residential restoration | | 0 |
| Non-residential additions | | 0 |
| New single-family house | | 0 |
| New duplex, multi-family, townhouse residential | | 0 |
| New non-residential building | | 0 |
| Pier, bulkhead, similar | | 1 |
| Sign | | 2 |
| Misc. | | 0 |
| Critical Area patios, walkways, surface coverage | | 0 |
| Demolition | | 3 |
| Accessory use | | 0 |
| Use Permits | | 1 |
| Buffer Management Plan (tree removal in buffer) | | 3 |
| Use and Occupancy Permits (not assigned a permit #) | | 1 |
| Lot line adjustments | | 0 |
| Sum | 5 | 30 |

C.N. Jakubiak