



**MAYOR & COUNCIL**  
**UTILITIES BOARD MEETING MINUTES**  
September 30, 2019

\*\*\*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 6:02 p.m. In attendance were Vice Mayor Andrews, Councilmember Jones, Councilmember Edwards, Councilmember Collyer and Town Manager Robert Resele.

**Agenda**

Councilmember Tim Edwards motioned to approve the agenda. Vice Mayor Andrews seconded the motion. All in favor. Motion carried.

**Minutes**

Councilmember Edwards motioned to approve the Utilities Board meeting minutes for September 3, 2019. Councilmember Jones seconded the motion. All in Favor. Motion carried.

**Sewer Allocation Report**

Town Manager Robert Resele stated that the report had no changes and no new hook ups.

**Sewer Credit Request**

Formal meeting with the Trailer Park owners on Wednesday was a productive meeting. The purpose of the meeting was to try to repair the relationship between the Town and the Trailer Park owners to work on creditability both ways, yours of

us and us of yours. Trailer Park gave site plans of what the park will look like. Councilmember Collyer asked about the timeline and it was stated that the water/sewer should be done in about 2 weeks.

### **General Trailer Park Decisions:**

Owner to complete hook ups with the trailers in the park and terminate the old lines.

The Town will refrain from threatening or proceeding to turn off water services to the park. Vice Mayor Andrews suggested leaving all options open as to what actions the Town takes.

Mayor Jacobs suggested that the given the special circumstance we could be comfortable in saying the situation is tabled until such time that we can see what the corrected situation looks like and deal with the sewer credit determination at that time.

Trailer Parks owners agreed to pay \$5,000.00 as a partial payment on the upcoming September 30 billing with balance due until further information is gathered.

### **Water and Sewer Plant Updates – Town Manager**

Town Manager Resele gave his report which is attached.

Vice Mayor Andrews made a motion to spend \$1,346.20 for a check valve that is leaking in Well #5. Councilmember Collyer seconded the motion. All in favor. Motion carried.

### **Utilities Projects**

ENR Grant – Wastewater Treatment Plant – pending selection of final engineer from RFP.

Water Plant – need to replace or repair filters. Action is pending outcome of RFQ to hire an on-call engineer for guidance.

Meter Upgrade – project will be underway when on-call engineer is hired.

Utility software upgrade on hold until meter upgrade project gets started.

Edesville meter reading – waiting for Kent County meter resolution.

Income Study is needed for the \$800,000 in CDBG Grant Funds for match and gap funding on critical utility projects requires that the Town conduct a survey of all residents regarding income. Need to do a mailing to all residents, Also, need to announce what and why the Town needs this survey done. Would be nice to have an article in the Kent County News for further explanation.

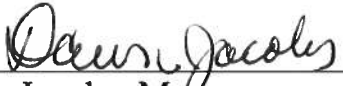
### **Adjournment**

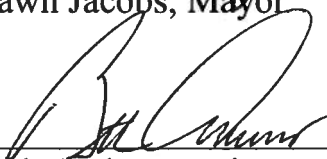
Councilmember Collyer made a motion to adjourn the Utility Board Meeting. Councilmember Jones seconded the motion. All in favor. Motion carried. Meeting adjourned at 7:35PM.

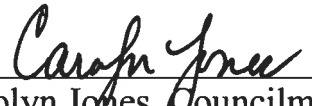
Respectfully Submitted:

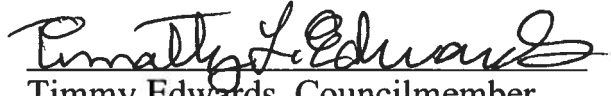
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Cheryl M. Butler

Approved by:

  
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Dawn Jacobs, Mayor

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

  
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Carolyn Jones, Councilmember

  
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Timmy Edwards, Councilmember

  
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Eleanor Collyer, Councilmember



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

September 30, 2019

6:00 PM

Type of Meeting: Mayor and Council

Meeting Facilitator: Mayor Dawn Jacobs

### **Water Plant:**

- Consumer Confidence Report Certification (Drinking Water Quality Report) due Oct 1<sup>st</sup> Completed, but the proper notification was not used for town < 10,000 residents. The deadline is accepted by the state but I need to send out to all resident either by mail or publishing in Kent News (\$640) the CCR report.
- State inspection (Dee Settar MDE) requested official Significant Deficiency letter due October 24<sup>th</sup>, in progress and will be review at next Mayor/Council Meeting.
- Old #5 Well on line and running for the next month. This allows the water plant to run with a generator if needed.
- Check Valve in #5 Well house is leaking and must be replaced.  
Parts needed -\$1346.20 labor will be in house. (Dover Plumbing)
- Water Complaints – Osprey Marina (flushing hydrant at end of property)
- Cross-training continues with JB Walls to cover Taylor's vacation Oct 11<sup>th</sup> to 21<sup>st</sup>. JB has applied for temporary licensing.
- Trailer Park contractor has installed new 2" tap line from main to meter including new meter box. Meter will be installed on Thursday by Rock Hall.
- Purchased equipment to start town flushing of fire hydrants, delivery this week.
- Southern Corrosion is quoting the repair of Liberty St water tower FAA lights (damaged) and general inspect. Last inspection repair was 11/17/16
- Town car wash closing and water supply has been disconnected. (Meter removed)
- HHS (Haven Harbour South) all permits are finalized per Manager and will start construction in 3 – 4 weeks.
- Have completed review of McCrone Catholic Ave & new 4R Well replacement. Letter is drafted and will set down to review with McCrone.



Waste Water Plant:

- Bearings and coupling project completed and running for two weeks
- Reviewing unused equipment in WWT Plant to see if it can be removed to free up space.
- Will be getting pricing to take out sludge with new permit submitted by Kent County.
- ATS are ordered for two generators for Pump Stations.
- Pump Station # 1,2, & 3 that had no signal from new sensors are repaired and working.
- Nilo Electric working on all Pump Station Alarms to bring up to working condition.
  - o Pumps #1,2, &3 no signal (working with contractor that installed sensors, replacing floats) Received wiring diagrams and schematics to continue finding problem.
  - o Pump # 6 needs repair to antenna
- The audit from Sept 3<sup>rd</sup>., on all pump stations, is completed and report will be available next week.