



MAYOR & COUNCIL
UTILITIES BOARD MEETING MINUTES
November 4, 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 6:01 p.m. In attendance were Vice Mayor Andrews, Councilmember Jones, Councilmember Edwards, Councilmember Collyer and Town Manager Robert Resele.

Agenda

Major Jacobs added Call Incidents and Code Red to 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 Utilities Board meeting minutes for September 30, 2019. Councilmember Jones seconded the motion. All in Favor. Motion carried.

Sewer Allocation Report

Town Manager Robert Resele stated that there were no changes to the report from the previous month and that there were no new hook ups.

Call Incidents and Code Red

Mayor Jacobs stated that the Town had been doing a better job of responding to any incidents in connection with sewer and water problems in Town residents' homes. The Town Manager is good about going to homes as soon as he gets a call. The Mayor emphasized the importance of problems being reported. There is no way of knowing a problem exists unless it is reported. The Town's Code Red phone system will now be used to broadcast information about problems or when hydrant flushing is planned. Code Rod calls out to residents that subscribe to it. Residents can register for Code Red calls via the Town's website at rockhallmd.com or rockhallmd.gov.

Sewer Credit Request

5839 Clam Code Road – leak found outside to be sprinkler system. A 20,000-gallon sewer credit was granted.

Tallulah's – 5750 South Main Street – the owners requested a change in billing rate. The business was set up as an apartment complex 20 years ago. For the last 8 years rentals have primarily been for weekend visitors. The owners are requesting to change back to a single meter reading at a single rate. They are currently being charged for 5 unites. The Planning and Zoning Administrator needs to be contacted about this change. Vice Mayor Andrews suggested this request be tabled for the time being.

5584 Memory Lane – High water usage. Town Manager Resele stated that the water meter has been replaced and monitored it for 5 days to verify current usage. Average usage is 400 gallons of water a day, will be over the minimal quarterly usage rate of 15,000 gallons. Plumber Butch Price has verified that there are no leaks. The Town will conduct a weekly reading for the next 30 days to further verify the average usage rate. A credit is due on their Q3 utility bill due to meter reading issue between Q2 and Q3 – Town Manager will get with Clerk Treasurer to calculate.

Trailer Park – Town Manager Resele stated that the owner has installed a meter on every unit. Water usage is being monitored by the Town at the main meter. It appears to be averaging 2,500 gallons per day.

Waterman's Crab House – There is a water valve 15 feet inside the building which the Town will shut off in order to do a 24-hour reading and test for leaks.

Water and Sewer Plant Updates

Town Manager Resale's report is attached for details.

Highlights –

Audit of pump stations completed. Most should be replaced due to age and condition. Estimate of \$540,00 to do so.

MDE Inspection report on Water Plan – significant deficiencies were listed. The Town has responded and agrees with report's findings. Corrections pending engineering study and funding availability. High priority.

ENR upgrade project has started – work for PER is underway.

Utilities Projects

ENR Grant – Wastewater Treatment Plant – The Council selected GMB as engineer. The mayor and town Manager met last Friday with GMB engineers Chris Derbyshire and Scott Getchell at the Sewer Plant and walked the plant with Plant Operator Denny Dalrymple. Mayor Jacobs stated that she is very impressed with GMB so far. They clearly understand the Town's focus on the pumps as does MDE. Waiting on engineer reports to get the ball rolling. Town Manager Resele has gotten a couple quotes on the pumps and gave them to GMB.

The council has selected GMB as the Town's On-Call Engineer. This allows the water meter upgrade project to get underway which will lead us to the upgrade of the Town's current Utility Billing Software. MDE was here last week for a site visit of water meter pits as part of getting that project started.

SERCAP Utility Rate Study – An initial review meeting was held - now waiting for them to revise base data used in the study and come back with 3 or 4 different approaches.

KCWS Agreement – Meter outside of Edesville is now functioning correctly – the Town is finally in position to work on the original usage and billing agreement with the Town.


Adjournment

Councilmember Collyer made a motion to adjourn the Utility Board Meeting. Vice Mayor Andrews seconded the motion. All in favor. Motion carried. Meeting adjourned at 7PM.

Respectfully Submitted:

Cheryl M. Butler

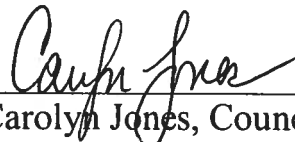
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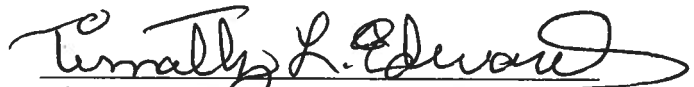
Dawn Jacobs, Mayor



Beth Andrews, Vice Mayor



Carolyn Jones, Councilmember



Timmy Edwards, Councilmember



Eleanor Collyer, Councilmember



Town Manager Utility Meeting

November 4th, 2019
6:00 PM

Type of Meeting: Mayor and Council

Meeting Facilitator: Mayor Dawn Jacobs

Water Plant:

- Haven Harbour South Water hookup – Fire Service Meter (see Sheet)
- State inspection (Dee Settar MDE) requested official Significant Deficiency letter was sent in on October 22nd. (see attached letter)
- Cross-training continues with JB Walls who operated plant for the period of Oct 11th to 21st. JB has received his "Temporary License"
- Trailer Park water usage is running at a normal rate. Estimate of 2500 gallons per day, which equals $(2500 \times 30 \times 3 = 225,000)$. At this rate with 19 units in the trailer park the quarterly charge will be under the $(19 \times 15,000 = 285,000)$ rate.
- Starting November 11th flushing of all town hydrants will be performed at nighttime. Estimated two weeks to complete. Announced on Web Site and Code Red
- Southern Corrosion is scheduled to repair and inspect Liberty street water tower
- County Meter out by weld shop Rt # 20 repaired and bypass shutoff
 - o Meter readings: A- 00516 B 0000023 (newer meter)
 - o Will do bi-weekly reading to see water flow in Edesville

Waste Water Plant:

- Cross-training will start November 4th with Jeff Baker
- GMB Engineering started project Nov. 1st on the ENR upgrade, return pumps are the first priority.
- Pump Station:
 - o # 6 needs repair to antenna
 - o # 8 – Contractor repair (Freemire) **\$3462.62**
 - o The audit from Sept 3rd., on all pump stations, see attachment
 - o # 6 check valve problem Friday – repaired today



Request for Relief of Sewer charges

- Resident 5839 Clam Cove want relief on sewer bill because of leak in sprinkler system (see letter from Butch Price)

-	9-23-19	-	59000 gallons	-	12-10-18	-	10000 gallons
-	9-19-18	-	46000 gallons	-	03-13-19	-	5000 gallons
-	9-29-17	-	0	-	06-20-19	-	11000 gallons
-	9-22-16	-	24000 gallons	-		-	

- Resident 5750 S Main Street – type of business has changed (see letter

Workshop Items

Town Hall:

- Water Damage in ceiling at Town Hall update:
 - Lead and Mold survey done by Sussex Environmental Consultant (see report)
 - Have three quotes on roof repair
 - #1 \$32,900
 - #2 \$40,580
 - #3 \$78,220 (this included putting a peak over the flat roof) waiting for quote without peak
 - Tia Bowman Claims contact. Claim # 46106
 - Dorie Schwartz
Local Government Insurance Trust
7225 Parkway Drive, Hanover, Maryland 21076
Telephone: 443-561-1700 ext. 717
Facsimile: 443-561-1739
 - Mold-like stains on walls and ceiling outside office remove

Streets:

- Dump Truck back at shop awaiting a second evaluation for repairs
- Pricing for CDL license: Class A = \$4065
 - Evening classes Mon-Fri 6:00pm to 10:00pm – 14 weeks
 - Daytime classes Mon-Fri 8:00 am to 4:30 pm - 7 weeks
- Beach Road drainage problem – house removed and not graded



Trash:

- New contract proposal from Eastern Shore Environmental (see sheet)

Maintenance

- New position started with in house personnel
- All equipment and assets being put under Preventative Maintenance schedule

Other:

- Code updates:
 - o Sediment Control – Chapter 180
 - o Ethics – Chapter 15
 - o Trash - Chapter 125
- Special events criteria and approval (see attachment)
- Dead Tree in easement area of Waterman's Estates – can not find policy of this development (see layout and some data)
 - o Estimate from Pardoe's \$2800 - \$3500 (has not seen tree – only picture)
- Zoning and Planning Flow Chart (see chart)
- MDOT Road improvement report



TO: Utilities Board
From: Bob Resele, Town Manager
RE: Status of Sewer Allocation as of November 4, 2019.

246,700 gallons per day (gpd) of available allocation established by the Maryland Department of the Environment letter dated March 12, 2003.

	<u>9/9/19</u>	<u>10/4/19</u>
Detail of outstanding final allocation	85,073	85,073
Total gpd remaining	74,327	74,327

Detail of outstanding final allocation:

Haven Harbour	1,650	1,650
Cope Hubbard	40	40
Peter & Valerie Bradley	300	300
Harry Deal/Clementine Davis	300	300
Charles Clark/Ed Kulley	300	300
PN/SN	58,083	58,083
SC/GL	11,200	11,200
45 Vacant lots	<u>13,200</u>	<u>13,200</u>
	85,073	85,073