



MAYOR & COUNCIL
UTILITIES BOARD MEETING MINUTES
December 2, 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 6:01pm. In attendance were Vice Mayor Andrews, Councilmember Jones, Councilmember Edwards, Councilmember Collyer and Town Manager Robert Resele.

Agenda

Vice Mayor Andrews motioned to approve the agenda for December 2, 2019. Councilmember Collyer seconded the motion. All in favor. Motion carried.

Minutes

Vice Mayor Andrews motioned to approve the Utilities Board meeting minutes for November 4, 2019. Councilmember Collyer 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.

Utility Fund Financial Review

July through October 2019 showing we have a net deficit of \$14,000.00 mostly due to the \$84,000 charge of the repair to the sewer line on Route 20. Budget for same period was a deficit of \$35,000. Net deficit was \$21,000.00 under budget. Need to schedule a workshop to work on budget adjustments.

Sewer Credit Request

5584 Memory Lane – Town Manager Resele stated that the 4-week study still shows an excessive amount of water being used. Still have an issue as to why there was no reading for the Q2 besides the minimal usage reading. There was nothing wrong with the meter and nothing was found leaking. 6 people do live in the house.

Vice Mayor Andrews made a motion to approve the sewer credit of \$202.05 for the Q3 bill due to a mis-read of the meter for Q2. Councilmember Edwards seconded the motion. All in favor. Motion carried.

Water and Sewer Plant Updates

Town Manager Resale's report is attached for details.

Highlights –

Haven Harbour did start the underwater boring. They are paying for the whole process including the water meter. Since they are commercial, they are buying the meter and paying for all the installation.

Hydrant Flushing went well and ended last week. Will do the process again in six (6) months but will do on demand as needed elsewhere.

County Meter still don't agree with the readings. Working with the County on this situation.

Wastewater Treatment Plant

PS #2 – needs a new seal

PS# 3 – has a worn shaft

PS# 8 – hightides are still causing problems. Need to do a smoke test to see where the water is coming from.

Denny stated that the generator at the WWTP did not want to start. Need to replace the batteries at a cost of \$700.00.

Well Alarm – still waiting to hear back from McCrone.

Utilities Projects

ENR Grant – contract with GMB needs to be signed and a construction phase agreement with MDE both of which are being reviewed by the Town Attorney, Chip MacLeod. Actual work is underway at the sewer plant despite pending contracts. Phase 1 to replace the sludge pumps is the focus of GMB in terms of providing their advice. That aspect has been added to their contract as a focus point.

Water Meter and Project – waiting on the On-Call agreement to be approved by the Council. The Town Attorney recommends for consideration to not have this be a five (5) year contract but limited instead to three (3) years. Vice Mayor Andrews asked why he recommends three (3) years instead of five (5). Mayor Jacobs responded that he was saying a typical engineering firm wants a longer term. His point was that we might not want to be locked in for the five (5) years.

Vice Mayor Andrews made a motion to proceed with approving the On-Call service agreement with GMB with the discussed revision to a 4-year contract. Councilmember Edwards seconded the motion. All in favor. Motion carried.

SERCAP Utility Rate Study – has come back with 2nd set of rates but only gave the summary file. Need to have a conference call with Mayor Jacobs, Town Manager Resele, Clerk-Treasurer Loller, and Vicki and Jean from SERCAP within the next few weeks.

KCWS Agreement – ready to go back and revisit the billing clause that was originally agreed to in the contract to bill based on actual meter readings at the main meter. Kent County's response to letter in June states why the County bills the way they do. They are using the right billing rates; Town need to make sure the main meter is working properly before moving forward with further discussion with the County.

2017 USDA – Brambles \$113,000.00 should be here soon. They finished all but one thing on the list which is the outstanding well alarm issue. Went ahead and

released their portion to the USDA. As soon as McCrone finishes their part of the same issue, we will file for their money to be released.

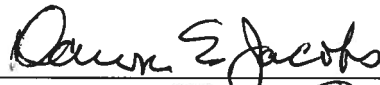
Adjournment

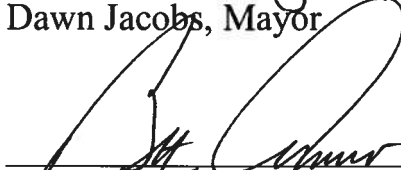
Councilmember Edwards made a motion to adjourn the Utility Board Meeting. Councilmember Jones seconded the motion. All in favor. Motion carried. Meeting adjourned at 6:46 pm.

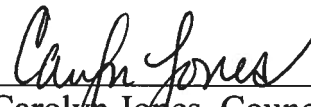
Respectfully Submitted:

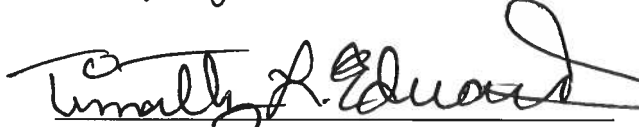
Cheryl M. Butler

Approved by:


Dawn Jacobs, Mayor


Beth Andrews, Vice Mayor


Carolyn Jones, Councilmember


Timmy Edwards, Councilmember


Eleanor Collyer, Councilmember



Town Manager Utility Meeting

December 2, 2019

6:00 PM

Type of Meeting: Mayor and Council

Meeting Facilitator: Mayor Dawn Jacobs

Request for Relief of Sewer charges

- 5584 Memory Lane (see attachment of weekly readings)
 - o Reduce current bill by \$202.05 (overcharge)
- Review Waterman's and Trailer Park after 4th quarter billing

Water Plant:

- Haven Harbour South Water hookup – Started boring of line under channel
 - o Hook up fee \$14,000?
- Flushing of all town hydrants was completed last week. Will schedule next total flushing in six months. Sharp St and needed flushing as required
- County Meter out by weld shop Rt # 20 repaired and bypass shutoff
 - o Meter readings: 11.11.19 430 gallons (two weeks)
 - o Meter readings: 11.11.19 2700 gallons (two weeks)
 - o Contacted Mike Moulds and discussed reading and concerns that meter are not functioning properly. Asked if they could read bi-weekly with their new touch meters to get a reading for the same length of time. Waiting for response
- Continuing work on MDE report need engineering study to get timeline to repair filtration

Waste Water Plant:

- Pump Station:
 - o # 3 pump out for repair (worn shaft – seal Leaking)
 - o # 2 needs new seal (will inspect shaft when pulled out)
 - o # 8 Still have a problem with high tides causing large amount of water in sewer system. Need to have "smoke test" to see if we can find where water is entering system.
- WWTP generator needs new batteries, slow-starting in cold weather
 - o 4D battery \$175 each = **\$700**
- Still waiting ATF replacement parts – delivery date now 12/16



Workshop Items

Town Hall:

- Water Damage in ceiling at Town Hall update:
 - o Emergency repair last week – estimate of cost less than \$2500 (need spending approval)
 - o Have five 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
 - #4 \$84,000 (this included putting a peak over the flat roof) waiting for quote without peak
 - #5 \$81,774 (this included putting a peak over the flat roof) waiting for quote without peak
 - o Insurance claims (see quotes in package)

Streets:

- Dump Truck Repaired – oil leak
 - o Getting ready for winter weather
 - o Need to repair salt spreader – completed today
- Snow Blade for town pickup truck - \$1,500 (need spending approval)
- Heavy Duty Trailer:
 - o Discussed with Police Chief about using “slow vehicle placard and he said it will be ok if not used outside of town limits
 - o \$2,000 (need spending approval)

Trash:

- New contract proposal from Eastern Shore Environmental Needs Council / Mayor decision (5 year or 10 year) including 96-gallon trash cans
 - 5 yr. contract at \$8,500 a month
 - 10 yr. contract at \$7,800 a month
 - Current contract \$7,500 a month until 2021



Maintenance

- All generators on pumping stations have been serviced (oil, filters, anti-freeze and fuel filters)

Other:

- Dead Tree in easement area of Waterman's Estates – not property of the Town of Rock Hall
- Village restrooms: Need two new HVAC units
 - o Relay estimate of \$1,500 each - **\$3,000**
 - o Talk with Brawner Company about responsibility of this repair
 - Reviewing "Public Facility Agreement) section 4-B
 - They are getting pricing to replace units for a quote if needed
 - Lasted signed agreement was June 2011 with automatic renewal – need new signed agreement
- Floating Holiday will be reviewed to keep Veterans Day in list of Holidays and use another Holiday as floater
- Talked with owner of 5700 S. Main street for not having a building permit
 - o Can not work on porch and deck until construction permit is received
 - o He is not changing house from single dwelling to multiply dwelling, which would require Zoning Permit