



MAYOR & COUNCIL
UTILITIES BOARD MEETING MINUTES
December 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 and Town Manager Robert Resele. Councilmember Collyer was absent.

Agenda

Vice Mayor Andrews motioned to approve the agenda for December 30, 2019. Councilmember Jones seconded the motion. All in favor. Motion carried.

Minutes

Vice Mayor Andrews motioned to approve the Utilities Board meeting minutes for December 2, 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.

Sewer Credit Request

Discussion about a sewer credit for property owner on Kent Street.

Vice Mayor Andrews made a motion to give conditional approval for relief of sewer charges for the Kent Street property. Councilmember Jones seconded the motion. Councilmember Edwards voted no. Motion carried.

Request to terminate the water connection at 5557 Parkview Lane to the garage/apartment building that will be torn down. They have 2 water meters, one to the residence and one to the garage/apartment building.

Vice Mayor Andrews made a motion to terminate the water connection at 5557 Parkview Lane to that garage/apartment building. Seconded by Councilmember Jones. All in favor. Motion carried.

Water and Sewer Plant Updates

Town Manager Resale's report is attached for details.

Highlights –

Haven Harbour South are waiting for connection and tap.

Weekly hydrant flushing on East Sharp Street continues.

County Meter still working with the County on this situation. Readings are done every two weeks.

Water tower lights – there is no electricity to the top of the tower. It is recommended to replace with a solar panel light which cost around \$1,149.00 installed. They will turn on at night and turn off at daybreak.

Vice Mayor Andrews made a motion to approve the purchase of solar panel lights to replace the lights on the water tower. Seconded by Councilmember Edwards. All in favor. Motion carried.

Wastewater Treatment Plant

PS# 3 - is out for repair for a worn shaft.

ATF replacement parts delivered and installed on PS# 1 and PS# 7

Well Alarm - still waiting to hear back from McCrone.

Utilities Projects

ENR Grant – MDE has earmarked \$12,096,000 as the total cost of the ENR Upgrade project.

Water Meter Upgrade Project – Received certification from Critical Areas saying that the repairing and replacing of meter pits in critical area locations does not violate any Critical Area regulations.

Water Plant Filter Solution – Estimated cost \$20,000. This needs to be done as part of the larger Water Plant Upgrade project funded by USDA and other grants. Can't start the project until we get audited financial statements for FY2019 and related adjustments booked so that new USDA requirements for separate financials for water versus sewer operations can be met.

SERCAP Utility Rate Study - A conference call with Mayor Jacobs, Town Manager Resele, Clerk-Treasurer Loller, and Vicki and Jean from SERCAP will be set up to review SERCAP's data and recommendations within the next few weeks.

Kent County Water Service Agreement – Monitoring of meter at Blacksmith shop on Rt 20 continues. Still not to a point of reliability as a basis for payments by the County to the Town as per the original agreement.

2017 USDA Loan/Grant Finalization – Still waiting for McCrone's response to replacement of incorrect flow check valve in well. Once resolved the Town will be able to file for final reimbursement funding.

Next Utility Board Meeting will be held on Monday, February 3, 2020.

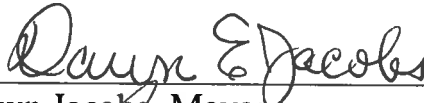
Adjournment

Councilmember Jones made a motion to adjourn the Utility Board Meeting. Councilmember Edwards seconded the motion. All in favor. Motion carried. Meeting adjourned at 6:35 p.m.

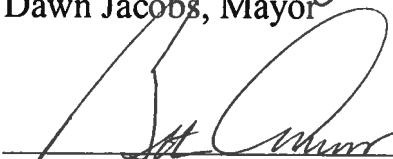
Respectfully Submitted:

Cheryl M. Butler

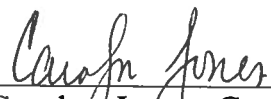
Approved by:



Dawn Jacobs, Mayor




Beth Andrews, Vice Mayor



Carolyn Jones, Councilmember



Timmy Edwards, Councilmember



Eleanor Collyer, Councilmember



Town Manager Utility Meeting

December 30, 2019
6:00 PM

Type of Meeting: Utility Board

Meeting Facilitator: Mayor Dawn Jacobs

Sewer Allocation Report

Request for Relief of Sewer charges

- List of next meetings billings:
 - 1) Watermans – review 2/3/20
 - 2) Trailer Park – review 2/3/20
 - 3) Moonlight Bay Marina – no found leak
 - 4) 20685 Mercer Ave – no visible leak
 - 5) Kent Street – front yard lead ($\$930.23 - \$149.50 = \$780.73 / 3 = \260.24 Relief from $(\$780.73 - \$520.49 = \$260.24)$
new bill $\$149.50 + \$260.24 = \$409.74$
 - 6) 5995 Lawton – rental
- Request to eliminate second home on property – 5559 Parkview Ave (Beth Tucker)

Water Plant:

- Haven Harbour South Water – waiting for connection and tap
- Working with Coyne Chemical to review recipe for chemicals per well – next week more testing. (switching back to Well #5 in January)
- Weekly flushing of East Sharp Street continues
- County Meter – continuing reading every two weeks – average about 6100 gal per day
- Need new line (no water pressure) under 5558 South Main St – **cost \$800**
- Water Tower repair Quote - **\$1,149.00** (need approval)

Waste Water Plant:

- Pump Station:
 - o # 3 pump out for repair (worn shaft – seal Leaking)



- ATF replacement parts delivered and installed on #1 & #7 pumping stations

Workshop Items

Streets Equipment:

- Dump Truck Ready for Winter Weather
- Snow Blade for town pickup truck – All parts received and will be installed
- Skid Loader was repaired after beach clean-up (fuel filter fault)
- Heavy Duty Trailer: Will rent until replacement is found

Town Hall Building:

- o Water leaks from weekend rain – Museum and Kitchen
 - Will get quote for repair to these areas
- o Repaired outside security lights on North side by Library
- o Winterized crawl space under building and outside water bibs

IT Operations: N/A

Parks and Recreation: N/A

Transportation: Gathering data for communication meeting

Trash:

- Jason (owner) at meeting for questions
- Review financials

Open Issues:

- Village restrooms
- Boiler inspection follow-up – repairs will be completed this week

	Old Rate	
	Monthly	Annual
2020	\$ 7,000	\$ 84,000
2021	\$ 7,350	\$ 88,200
2022	\$ 7,350	\$ 88,200
2023	\$ 7,350	\$ 88,200
2024	\$ 7,718	\$ 92,610
2025	\$ 7,718	\$ 92,610
2026	\$ 7,718	\$ 92,610
2027	\$ 8,103	\$ 97,241
2028	\$ 8,103	\$ 97,241
2029	\$ 8,103	\$ 97,241
	\$	\$ 918,152

[illegible]

\$ 66,182

Total Saving	\$ 48,333
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