



MAYOR & COUNCIL
UTILITIES BOARD MEETING MINUTES
January 3, 2023

****Meeting minutes are prepared 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>. They are also available at the Town Office****

Mayor Jacobs called the meeting to order at 6:02 p.m. In attendance were Vice Mayor Jones, Councilmember Edwards, Councilmember Collyer, Councilmember Cook and Town Manager Resele.

Agenda

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

Minutes

Councilmember Cook made a motion to approve the Utilities Board meeting minutes for November 28, 2022. Councilmember Edwards seconded the motion. All in favor. Motion carried.

Sewer Credits Request

None to report.

Sewer Allocation Report

Town Manager Robert Resele stated there were no changes.

Public Works Operation Update – Town Manager

Water Plant Operations Update

Monthly Readings:

- a. Running Well 4
- b. 239 hours of operation
- c. 5.1 million gals
- d. 363 gals of Chlorine
- e. 158 gals of Caustic
- f. 339 gals of PACL
- g. 14.88 gals of Fluoride

Wastewater Treatment Plant Operations Update

Monthly Readings:

- a. 6.4 inches of rain.
- b. 6.8 million of gallons going through the plant.
- c. Lowering the lagoon aggressively since July.

Pump Station Updates

- 1. PS #4 unable to keep up with flow into WWTP with all the heavy rain.

Crews started at 12:31pm and ended at 10:30pm. Had to pull pumps to remove rags that were jammed in.

- 2. Status of Pump Stations:

- a. #1 running – #2 will repair this week.

- b. #2 running with Pump #1–New Pump on order for #2 position – February 9th estimated delivery.
- c. #3 – #1 pump running and #2 pump need valve repaired for pump removal.
- d. #4 – Ordering in Flow meter – ARPA funding.
- e. #5 – OK
- f. #6 – OK – replace vacuum pump, still having electrical dropouts resetting alarms to find times of power failures.
- g. #7 – Okay
- h. #8 – Okay
- i. #9 – Okay

Utilities Projects – Status Report – Town Manager:

Water System Upgrade Project

Water Plant Upgrade

Water System engineering report schedule/milestone dates

Engineering report review agency letters submitted on October 14, 2022.

90-Day Agency follow up around January 12, 2023.

Draft engineering report to USDA due February 20, 2023.

Water Lines Replacement Project

Haven Road

Geotechnical Work

Proposals Due to GMB – January 3, 2023.

Field Work Complete (per RFP must be complete within 45 days – February 28, 2023.

Submittals: 100% Plans & Spec:

Kent County SCD - ESC: January 16, 2023

Town/ CDBG Plan & Spec Review: January 16, 2023

Town SWM Waiver Request: January 16, 2023

Schedule:

Final Design/SCD Permit Approvals: 2/28/23

Bidding – 3 months: 3/1/23 – 5/31/23

Construction – 6 months: 6/1/23 – 11/30/23

Boundary Avenue

Needs to be added to GMB's projects or combined with Haven Road.

MRDC is working with CDBG to extend timing of grant.

Water Tower Refurbishment

Liberty Street Tower will be first project to start maintenance and refurbishment.

Start date TBD.

Water Plant project includes remaining 9 years.

Water Meter & Utility Billing Software Upgrade

MRDC assisting to determine how Town can use remaining project funding to complete installation of water meters. RFQ to install meters being prepared.

2017 USDA Water Improvement Project Finalization

Scheduling meeting with McCrone and USDA to finalize.

Kent Co Water/Sewer Agreement

Quoting installation cost for new meter (RFQ) - first quote \$87,000.00.

Will need to adjust ARPA funding to support project.

ENR Upgrade Project

Wastewater Treatment Plant

Design Schedule/ Milestone Dates

Nearing 50%, will meet with Town Ops at 60% to cover electrical/controls.
Likely be end of January meeting.

February 2023 – 90% Design Complete / Initial Permit Submissions.

May 2023 – 100% Design Complete / Permits Acquired.

June 2023 – Bids advertised.

July 2023 – Bids opened

October 2023 - Construction NTP

Headworks Replacement – WWTP

Screen start up week of January 16, 2023.

Pump Stations Upgrade/Replacement

Added to MRDC Circuit Rider list.

Will complete application by end of January.

#1,2,3 Pump Station are priority (not all pump station).

MRDC Meeting

Suggest looking into funding for PER development that would cover entire sanitary sewer collection system so necessary improvements can be documented and prioritized.

Haven Road, ENR, Pump Station, Pump Station Distribution and Boundary Avenue.

Closing Trailer/Mower project with USDA.

Will review new funding from State related to delinquent utility payment (new Governor Hogan Announces \$20 Million Water Assistance Relief Program).

Councilmember Cook – Sewer Plant Member – Discussion Points

Nothing to report.

Energy Audit

Nothing to report.

Next Meeting Dates

Next Utilities Board Meeting – Monday, January 30, 2023 at 6:00 pm.


Adjournment

Councilmember Edwards made a motion to adjourn the Utility Board Meeting. Councilmember Cook seconded the motion. All in favor. Motion carried. Meeting adjourned at 6:30 p.m.

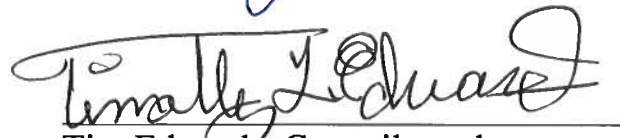
Respectfully Submitted:


Cheryl M. Butler

Approved by:


Dawn Jacobs, Mayor


Carolyn Jones, Vice Mayor


Tim Edwards, Councilmember


Eleanor Collyer, Councilmember


James Cook, Councilmember