



**MINUTES OF THE
TOWN COUNCIL INFORMATIONAL
WORK SESSION
June 1, 2017**

- I. Patrick J. Mahoney, Mayor, called the meeting to order at 6:00 p.m. In attendance were: Derek J. Favret, Lawrence P. Jaworski, Gregory J. Morris and Keith L. Pardieck, Council Members, Holly K. Wahl, Town Administrator, Sharon L. Humm, Town Clerk, Laurie Smith, Town Treasurer, and Jay Berry, Public Works Administrator. Absent were Dr. Valerie Beaudin and Stewart B. Cumbo, Council Members.
- II. **Pledge of Allegiance** – The Mayor led the Pledge of Allegiance.
- III. **Informational Discussion on the following items:**
 - A. **Travel Expenses:** With the Maryland Municipal League Convention approaching, the Mayor wanted to reiterate that the mileage rate is 53.5 cents per mile and receipts will be required for reimbursement of meals, with an allowance of \$64 for a full day and \$48 for a travel day.
 - B. **Adequate Public Facilities Ordinance** - The Mayor wanted to make the Council aware that he has delayed working on this. The Mayor stated, it has been his thought since becoming Mayor, that with the growing needs of the Town, he would like to pursue the possibility of having a Town Planner that is closer to Chesapeake Beach. Someone possibly from the county or the Southern Maryland area. The current Town Planner, Mr. Jakubiak, is aware the Town will be putting out a RFP for this position and was encouraged to submit a bid. So, for the present time, the APFO will be put on hold.
 - C. **General Paving RFP** – Mrs. Wahl stated sealed bids for the Town’s general paving were received May 31st. The proposals came in as a lump sum for an estimated amount of square yardage to be covered and several other itemized pricing to cover the town through the year for such things as sidewalks, sidewalk replacement, as well as installing new sidewalks in Town. Mrs. Wahl provided to the Council the bid sheet with the four vendors and their quotes. After review, it is recommended that the Town initiate a contract with Seal Pros Paving, which came in at a lump sum of \$76,835.00. Mrs. Wahl stated that Mr. Berry has spent a great deal of time canvassing the Town, rating each of the roads in terms of priority.

Mr. Berry presented to the Council a Town Roads Survey accompanied with score sheets for all roads in Town. Mr. Berry explained how the survey was conducted, and what criteria was used in grading the roads. Mr. Berry addressed the Council’s questions and concerns.
 - D. **WRTP** – Mrs. Wahl was present to address the Council on a purchase request for needed equipment for the Treatment Plant. All the requested equipment is needed to either improve existing equipment to meet ENR standards or provide equipment to meet the requirements of the Plant. Mrs. Wahl is recommending the following capital improvement purchases be considered for the FY17 budget. The current capital improvements balance for the current fiscal year is \$187,000.

- Item #1** – Effluent Flow Meter-recommend purchase from Krohne, Inc. @ \$27,587.
- Item #2** – Replacement of Aeration Actuator Valves-recommend purchase from Binder Group in the amount of \$41,500.
- Item #3** – Installation costs for flow meter and aeration actuator valves-recommend contract to Wires, Inc. in the amount of \$4,500.
- Item #4** – Upgrade lab testing equipment to EPA & MDE standards-recommend USA Bluebook in the amount of \$58,954.
- Item #5** – UV Lights-recommend purchase from SUEZ Treatment Solutions in the amount of \$21,487.68.

Mrs. Wahl addressed the Council's questions.

- E. WRTP Staffing** – Mrs. Wahl presented to the Council a concern that has arose in the WRTP staffing. Mrs. Wahl explained the requirements of coverage needed at the Plant. The Plant is required to stay open 7 days a week, 8 hours a day. Required hours of coverage is 216 hours a week. At the present time, the Plant employs 5 full-time employees which would allow a total of 200 hours a week, provided, zero leave is taken by any employee. When leave or emergencies arise we go into overtime for employees. Presently, there is an employee out on medical leave, leaving the Plant at risk of not having adequate coverage, not to mention the safety concern also. It is being recommended that the Town hire a full-time employee in the capacity of an Operative in FY18 that can help with Plant coverage as well as maintain record keeping and testing standards for the Plant. This is a cost that would be shared with the partners.

Mrs. Wahl answered questions and concerns from the Council. The consensus of the Council was to move forward with this.

F. Public Comment – Public comment was received by:

1. Amenda Brown of 7537 H Street asked further clarification from Mr. Berry on the Town roads survey list. Also, Mrs. Brown was in support of a new employee for the WRTP.
2. Shirl Hendley of 4019 15th Street also had several questions for Mr. Berry on the Town's paving.

IV. Adjournment:

The meeting adjourned at 7:07 p.m. on a motion by Councilman Favret. Seconded by Councilman Pardieck, all in favor.

Submitted by,



Sharon L. Humm
Town Clerk