

MEETING AGENDA

Somerset County Sanitary District, Inc.

Somerset County Sanitary Commission – Regular Meeting

**Date: October 12, 2017
1:00 PM**

**Location: Somerset County Office Complex
Room 111 Princess Anne, MD**

GENERAL BUSINESS - INFORMATION	
1	First Quarter Quarterly Analysis
2	Discuss Second Public Hearing re: EDU Method
PRINCESS ANNE SUBDISTRICT - INFORMATION	
1	Operations Update re: Public Notices
2	Princess Anne WWTP Energy Reduction Project (EWIP) Update
3	P.A.S.E. Update
4	Tabernacle Worship Center Update
GENERAL BUSINESS - ACTION	
1	Approval of Invoices
2	Ratification of Phone Poll Approvals
3	Approval of regular and executive session minutes dated September 14, 2017
PRINCESS ANNE SUBDISTRICT	
1	Shore Energy Systems' Proposal - WWTP
2	Ltr. Dated 9/25/17 - Request for credit on water bill – 11760 St. Stephen's Way
FAIRMOUNT SUBDISTRICT	
1	Ltr. Dated 9/14/17 – Request for credit on water bill – 27746 Waters Lane
CRISFIELD SUBDISTRICT	
1	Waiver of Fees Request
PUBLIC INPUT	

Somerset County Sanitary Commission
Minutes of October 12, 2017

A regular meeting of the Somerset County Sanitary Commission was held on Thursday October 12, 2017 at 1:00 p.m. in Room 111 of the Somerset County Office Complex. Members present were Adam Riggan, Chairman, Charles T. Northam, Jr., Secretary-Treasurer, Ellen Bush, Vice-Chairman, Maxine Landon, member and Janet McIntyre, member. Also in attendance were Anthony Stockus, Manager, Jennie Marshall, Administrative Aide, Earl Ludy, Superintendent and Richard Crumbacker, Somerset County Times.

Mr. Riggan called the meeting to order at 1:00 p.m.

General Business-Information

The First Quarter Quarterly Analysis for September 2017 was presented; overall we are under budget and ended the quarter with a surplus of \$5,673.57. One of the areas over budget was the Water Well expenses due to an emergency well pump replacement in Upper Hill, Fairmount. Another area over budget was the Sewer Plant expenses due to an emergency pump and haul at the Smith Island Waste Water Treatment Plant. Mr. Stockus is confident that the Smith Island Waste Water Treatment Plant Clean Water Project will help resolve unexpected costs due to deterioration of the SI WWTP.

Mr. Stockus informed the Commission that the Somerset County Commissioners want the Sanitary District to have another Public Hearing in regards to changing the Debt Service billing to the EDU Method. Ms. McIntyre asked when will the hearing take place and Mr. Stockus replied that the County Commissioners are going to discuss it at their next Commission meeting. Mr. Riggan stated that he spoke with Doug Taylor, Somerset County Administrator, about improving the way we notify residents of public meetings. He suggested doing a public service announcement through the local radio and television stations, the Commission agreed.

Princess Anne-Information

Mr. Ludy gave an operations update to the Commission; the operators have completed the third quarter of monitoring since actions have been taken to reduce the Disinfectant By-Products (DBP's) below the MDE Limits. The Fairmount Water System has also been monitored for DBP's and continues to remain well below the MDE limits. They will continue to flush the UMES Campus system quarterly, Princess Anne this Fall and Fairmount this Spring to continue the positive progress made in reducing the DBP's.

Mr. Ludy also informed the Commission that Operator training has begun with the goal of preparing personnel to take the Maryland Operator Certification Exam in the Spring.

Maryland Department of the Environment conducted numerous inspections between September 19th and September 28th of all the Wastewater Facilities in Princess Anne including the pumping stations, sewer collection system and the treatment plant. We received a Satisfactory Compliance Rating for the Princess Anne System.

Maryland Department of the Environment has approved the bidding procedures for our proposal of the Princess Anne Wastewater Treatment Plant Energy Reduction Project. They stated in their letter dated September 18, 2017 that this approval is for procurement purposes only, It is not a commitment of state funding until we receive approval from the Board of Public Works.

Mr. Stockus spoke with Delegate Otto on September 22nd in regards to the Princess Anne Sub-district Expansion Project but no progress has been made since his last update. Mr. Stockus stated he will continue to keep in contact with Mr. Otto.

Mr. Stockus informed the Commission that he spoke with a member of the Tabernacle Worship Center Church regarding their account status. A payment of \$1000 was made towards their sewer account on October 12th.

General Business-Action

Davis Bowen & Friedel, Inc.

- Invoice dated 9/25/17 for Design Phase-Deal Island Rd Watermain Project for the period 7/29/17 to 9/1/17 in the amount of \$2,038.00.
- Invoice dated 10/3/17 for On-Call Services-The Reserve at Somerset for the period 7/29/17 to 9/1/17 in the amount of \$240.00.
- Invoice dated 10/3/17 for On-Call Services-JM Tawes School-Engineering Services for the period of 7/29/17 to 9/1/17 in the amount of \$450.00.
- Invoice dated 10/3/17 for Design-Fairmount WWTP Decommission & Transmission Project for the period 7/29/17 to 9/1/17 in the amount of \$7,211.00.
- Invoice dated 10/3/17 for On-Call-Hawk Plaza/Manokin Village Engineering Services for the period 7/29/17 to 9/1/17 in the amount of \$375.00.

George, Miles & Buhr, LLC

- Invoice dated 9/18/17 for 2017 EWIP PA WWTP Bid and CMI Services for the period 7/27/17 to 8/30/17 in the amount of \$4,892.02.
- Invoice dated 9/18/17 for Smith Island WWTP Final Design for the period 7/27/17 to 8/30/17 in the amount of \$23,900.00.

Cockey, Brennan & Maloney, P.C.

- Invoice dated 9/1/17 for legal services for the period 8/29/17 to 9/28/17. The total due is \$1,500.00 which was reduced from \$1,695.00 if payment is received by 10/15/17.

Municipal & Financial Services Group

- Invoice dated 10/5/17 for Bill Comparison for the period 9/1/17 to 9/30/17 in the amount of \$1,100.00.

Miller's Land Services, Inc.

- Invoice dated 9/19/17 for four residential properties located in Crisfield in the amount of \$5,020.00.

PKS & Company, P.A.

- Invoice dated 9/29/17 for Progress Bill of Audit for FY2017 in the amount of \$19,000.00.

Phone Polls Ratification

- 9/20/17 – The Sanitary Commission approved moving forward with submitting the EDU Method to the Somerset County Commissioners. On a motion by Ms. Bush and seconded by Mr. Northam it was unanimously carried to approve the phone poll ratification.

Approval of Minutes

The Sanitary Commission regular and executive session minutes dated 9/14/17 were previously distributed. On a motion by Mr. Northam and seconded by Ms. McIntyre it was unanimously carried to approve both sets of minutes.

Princess Anne-Action

Mr. Ludy reviewed The Shore Energy Systems' proposal for lighting upgrades at the Princess Anne Wastewater Treatment Plant. The kilowatt-hour savings are estimated around 50%-70% per month with new upgrades. The cost analysis shown on the Delmarva Power Lighting Incentive Application estimated project cost will be as follows:

	Project One		Project Two
Project Cost	\$23,771	Project Cost	\$12,784
Incentive	<u>\$13,272</u>	Incentive	<u>\$ 9,409</u>
Net Cost	\$10,499	Net Cost	\$ 3,375

Ms. Landon made a motion that was seconded by Mr. Northam and unanimously carried to accept the proposal for lighting upgrades.

Mr. and Mrs. Warren of 11760 St. Stephens Way sent in a letter on September 25th requesting any consideration of reduction of charges for their excessive water bills for the June and September quarters. There were no leaks found at the property when inspected by a professional Plumber. According to the meter data log report performed by our Water Operators, most of the consumption was used over the course of a few random days and did not look like a steady leak, It was assumed by the Commission that the water was probably used through a hose in the backyard, in which case the water would not travel through the sewer system and would not be treated. On a motion by Ms. Bush and seconded by Mr. Northam it was unanimously carried to give a one-time courtesy credit on the sewer portion based on their average usage for the June and September quarter bills.

Fairmount-Action

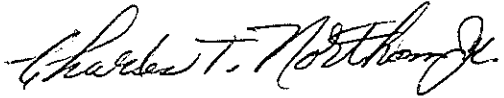
Mr. Raymond Curtis of 27746 Water's Lane sent in a letter on September 14th requesting any consideration of reduction for his excessive water bill for the June quarter. He stated that he hired a contractor to check the property and no leaks were found. He expressed that the property is used as a fishing camp and only occupied two weekends per month. His bills are usually minimum rate and his consumption has dropped back down for the September quarter. Mr. Northam made a motion that was seconded by Ms. Bush and unanimously carried to give a one-time courtesy credit on the sewer portion based on the average usage for the June quarter bill.

Crisfield-Action

The Somerset County Commissioners have obtained ownership of property located at 26242 Stouty Sterling Road following non-payment of taxes owed. They are requesting to have the charges forgiven. On a motion by Ms. Landon and seconded by Ms. McIntyre the Commission unanimously agreed to forgive all charges on the property at 26242 Stouty Sterling Road.

On a motion by Ms. Landon and seconded by Ms. Bush it was unanimously agreed to adjourn at 1:40 p.m.

Approved by:



Charles T. Northam, Jr.
Secretary-Treasurer
Somerset County Sanitary Commission

Respectfully Submitted:



Jennie Marshall
Administrative Aide
Somerset County Sanitary District