

MEETING AGENDA

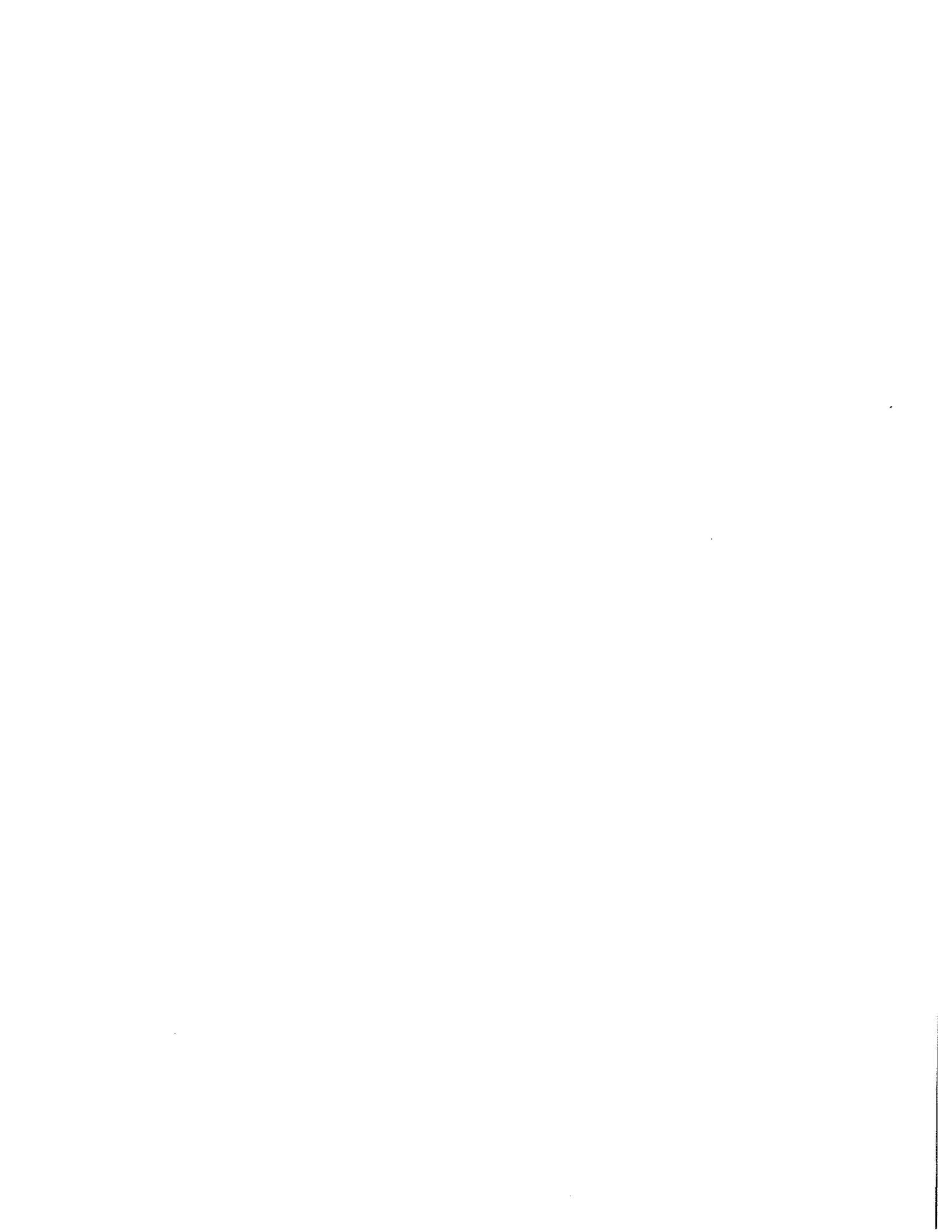
Somerset County Sanitary District, Inc.

Somerset County Sanitary Commission – Regular Meeting

**Date: January 11, 2018
1:00 PM**

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

GENERAL BUSINESS – INFORMATION	
1	Sexual Harassment Class
SMITH ISLAND SUBDISTRICT	
1	Smith Island Clean Water Project - USDA Funding Status Update
GENERAL BUSINESS - ACTION	
1	Approval of Invoices
2	Ratification of Phone Poll Approvals
3	Approval of regular and executive session minutes dated November 30, 2017
4	Approval of public hearing minutes dated December 14, 2017
PRINCESS ANNE SUBDISTRICT	
1	Reserve at Somerset-Project Completion
APPOINTMENTS	
1	1:45 - Mariner's Road Water Line Upgrade
1	2:00 - Public Hearing: Proposed Debt Service Rates - 2018 Calendar Year
PUBLIC INPUT	



Somerset County Sanitary Commission
Minutes of January 11, 2018

A regular meeting of the Somerset County Sanitary Commission was held on Thursday January 11, 2018 at 1:00 p.m. in Room 111 of the Somerset County Office Complex. Members present were Adam Riggan, Chairman, Ellen Bush, Vice-Chairman and Janet McIntyre, Member. Also in attendance were Anthony Stockus, Manager, Jennie Marshall, Administrative Aide, Starr Mister, Office Manager, Earl Ludy, Superintendent, Josh Taylor, P.E. and Aaron Goller, P.E., Davis, Bowen & Friedel, Inc., Heather Konyar, Attorney and Richard Crumbacker, Somerset County Times. Public attendee's included James Riley and County Commissioner, Randy Laird. Maxine Landon, Member was absent.

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

General Business-Information

Mr. Ludy gave an informative short course on Sexual Harassment to the Sanitary Commission Board. Mr. Ludy spoke of the Laws, types of harassment and the Sanitary District's Policy on sexual harassment. All employees have completed this course with the exception of two employees on Smith Island.

Smith Island-Information

Mr. Stockus informed the Commission that MDE gave the Smith Island Clean Water Project-Categorical Exclusion, meaning they have waived the environmental requirements because it is an existing plant.

General Business-Action

On a motion by Ms. McIntyre and seconded by Ms. Bush it was unanimously carried to approve the following Invoices:

Davis Bowen & Friedel, Inc.

- Invoice dated 12/27/17 for Preliminary Engineering Report-Westover Water Service Project for the period of 10/28/17 to 12/1/17 in the amount of \$13,500.00.
- Invoice dated 12/27/17 for Environmental Report-Westover Water Service Project for the period of 10/28/17 to 12/01/17 in the amount of \$9,000.00.
- Invoice dated 12/27/17 for Design Phase-Princess Anne WWTP Solar Project for the period of 10/28/17 to 12/01/17 in the amount of \$6,484.00.
- Invoice dated 12/27/17 for Design Phase-Deal Island Road Watermain Project for the period of 10/28/17 to 12/01/17 in the amount of \$2,766.00.
- Invoice dated 12/28/17 for General On-call Services for the period of 10/28/17 to 12/01/17 in the amount of \$765.00.
- Invoice dated 12/28/17 for Design-Fairmount WWTP Decommission & Transmission Project for the period of 10/28/17 to 12/01/17 in the amount of \$4807.50.
- Invoice dated 12/29/17 for On-call Legal Support for the period of 10/28/17 to 12/01/17 in the amount of \$1,113.50.

- Invoice dated 12/29/17 for On-call-Hawk Plaza/Manokin Village Engineering Services for the period of 10/28/17 to 12/01/17 in the amount of \$795.00.
- Invoice dated 12/28/17 for On-call-The Reserve at Somerset for the period of 10/28/17 to 12/01/17 in the amount of \$435.00.

George, Miles & Buhr, LLC

- Invoice dated 12/18/17 for Smith Island WWTP Final Design for the period 10/26/17 to 11/29/17 in the amount of \$12,562.70.
- Invoice dated 12/18/17 for Smith Island WWTP Preliminary Design for the period 10/26/17 to 11/29/17 in the amount of \$2,075.04.

Miller's Land Services, Inc.

- Invoice dated 12/12/17 for Install of two fire services and one s/a load of CR-6 totaling \$3,150.00.

Cockey, Brennan & Maloney, P.C.

- Invoice dated 01/03/18 for legal services for the month of December 2017. The total due is \$1,500.00 which was reduced from \$1,860.00 if payment is received by 01/15/18.

On a motion by Ms. Bush and seconded by Ms. McIntyre it was unanimously approved to ratify the following Phone Polls:

Davis Bowen & Friedel, Inc.

- Invoice dated 11/29/17 for Design Phase-Deal Island Rd Watermain Project for the period of 9/30/17 to 10/27/17 in the amount of \$2,038.00.
- Invoice dated 11/29/17 for Design Phase-Princess Anne WWTP Solar Project for the period 9/30/17 to 10/27/17 in the amount of \$800.00.

George, Miles & Buhr, LLC

- Invoice dated 11/10/17 for 2017 EWIP PA WWTP Bid and CMI Services for the period 9/28/17 to 10/25/17 in the amount of \$481.00.
- Invoice dated 11/10/17 for SI WWTP Final Design for the period of 9/28/17 to 10/25/17 in the amount of \$17,100.00.

Cockey, Brennan & Maloney, P.C.

- Invoice dated 12/04/17 for legal services for the month of November 2017 totaling \$1,005.00.

Authorized Signer

Since Mr. Northam has announced his retirement, Ms. Bush has been approved by the Sanitary District Commission to be an authorized signer in his place.

County Owned Properties

The Sanitary District Commission approved to forgive charges on the following properties the Somerset County Commission acquired at Tax Sale and are now selling:

- 3239 Lawsonia Road
- 26758 Walter Jones Road
- 30434 Pine Street

Approval of Minutes

The Sanitary Commission regular and executive session minutes dated 11/30/17 were previously distributed along with the public hearing minutes dated 12/14/17. On a motion by Ms. McIntyre and seconded by Ms. Bush it was unanimously carried to approve both sets of 11/30/17 minutes. On a motion by Ms. Bush and seconded by Mr. Riffin it was unanimously carried to approve the 12/14/17 minutes.

Princess Anne-Action

The Reserve at Somerset project is complete; however the Board tabled granting completion until we receive documentation from DBF recommending accepting project completion.

Public Input

Mr. James Riley of Old State Road presented the Sanitary District Commission with a Petition signed by 34 property owners affected by the Mariner's Road water line. The petition requests that the Somerset County Sanitary District, Inc. take over the operation and maintenance of the Mariners water line upon being upgraded. Additionally, they request the loan and grant application previously completed to be submitted to USDA-RD. Please see full petition attached.

Mr. Riley questioned why we have not sent in the application for funding. Mr. Stockus' understanding was that someone needed to take ownership of the line before a funding application could be submitted. He also stated that it was his understanding that the City of Crisfield needed time to see whether or not to annex this area into the city. Mr. Goller of DBF stated that there was supposed to be an agreement between the City, the Sanitary District and the residents of this area. Mr. Goller's understanding is that someone still has to take ownership of this line in order for them to complete their report to USDA. Mr. Riley stated that Denise MacLeish, USDA said no one had to take ownership to move forward with the grant process. Mr. Goller stated that with a private system someone needs to take ownership in order for the Sanitary District to apply for a grant. Mr. Riffin stated that the process to move forward with applying for funding should be as follows:

1. Someone or entity claim ownership.
2. Owner, City of Crisfield and Somerset County Sanitary District come to an agreement of terms.
3. Apply for funding.

Mr. Laird questioned why we are not able to treat this as a new line so we can move forward with applying for funding. Mr. Goller explained that if something like a watermain breaks in the meantime, the Sanitary District would be responsible for the repairs. Mr. Laird asked if it's possible for the City to

sign a memorandum of understanding (MOU) stating they would maintain the line until the new line is complete. Mr. Stockus stated the Sanitary District had an MOU drawn up for the City of Crisfield but they would not sign it. Mr. Riggin explained that the Sanitary District has no problem providing the service however we must follow the proper protocol. Mr. Riley asked if we can send in the application for funding and see what happens. Mr. Goller explained that by submitting the application we take ownership of the line, so we cannot do that. Mr. Laird said that he will speak with the City of Crisfield, get on their agenda and work on getting them to agree to a MOU stating that they will continue to maintain the line until the new line is complete. Mr. Stockus stated that we can apply for funding through MDE without taking ownership. The Board supports the Sanitary District authorizing Mr. Goller to apply for funding with MDE. Ms. McIntyre asked for an estimate of time for project completion. Mr. Goller stated that it depends on when USDA approves funding, once approved he estimates project completion to be around 15 months.

Public Hearing

The Public Hearing on the proposed debt service rates for the 2018 calendar year was opened at 2:15 p.m. by Mr. Riggin. Ms. Marshall read the proposed rates aloud as follows:

Somerset County Sanitary Commission
Public Hearing 2:00 P.M.
January 11, 2018

A public hearing will be held at 2:00 P.M. in Room 111 of the Somerset County Office Complex, 11916 Somerset Ave. Princess Anne, MD for the purpose of establishing the annual front foot assessment and debt service rates for the 2018 calendar year. The proposed assessments do not include additional mains fees charged by developers for the following private subdivisions: Chesapeake Place and Hopewell Station.

BOND YEAR	Calendar Year 2017		Calendar Year 2018	
	CURRENT RATE PER FOOT		PROPOSED RATE PER FOOT	
	Residential	Business	Residential	Business
1981 Fairmount	\$0.23	\$0.27	\$0.00	\$0.00
1988 Crisfield	\$1.46	\$1.75	\$0.00	\$0.00

Adam Riggin, Chairman
Ellen Bush, Vice Chairman
D. Maxine Landon, Member
Janet McIntyre, Member

On a motion by Ms. Bush and seconded by Ms. McIntyre it was unanimously agreed to approve both 1981 Fairmount and 1988 Crisfield Debt Service rates for Calendar year 2018.

On a motion by Ms. McIntyre and seconded by Ms. Bush the Commission went from open to closed session at 2:20 p.m.

On a motion by Ms. Bush and seconded by Ms. McIntyre the Commission went from closed to open session at 3:02 p.m.

Ms. McIntyre made a motion seconded by Ms. Bush to grant approval for Davis Bowen & Friedel to create new water and sewer service area maps.

Ms. Bush made a motion seconded by Ms. McIntyre authorizing Ms. Konyar to begin the process of dissolving the Rumbley/Frenchtown area.

Ms. McIntyre made a motion seconded by Ms. Bush to payoff Kilkenny Court and Hopewell Station developer agreements through operating funds.

The Board unanimously approved all three motions.

On a motion by Ms. Bush and seconded by Ms. McIntyre it was unanimously agreed to adjourn at 3:05 p.m.

Approved by:



Adam Riggan
Chairman
Somerset County Sanitary Commission

Respectfully Submitted:



Jennie Marshall
Administrative Aide
Somerset County Sanitary District

