

MEETING AGENDA

Somerset County Sanitary District, Inc.

Somerset County Sanitary Commission – Regular Meeting

**Date: September 14, 2017
1:00 PM**

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

GENERAL BUSINESS – INFORMATION	
1	Public Notices
2	Line of Credit
3	Public Hearing
4	Updating Allocation List
5	New Employees
PRINCESS ANNE SUBDISTRICT	
1	Princess Anne WWTP Solar Project – Proposal for Professional Engineering Services
2	Distillery
3	Letter from Concerned Resident
4	P.A.S.E. Update
SMITH ISLAND SUBDISTRICT	
1	Rural MD Prosperity Investment Fund – Update
2	Smith Island Clean Water Project - USDA Funding Status Update
GENERAL BUSINESS - ACTION	
1	Approval and Ratification of Invoices
2	Ratification of Phone Poll Approvals
3	Approval of executive session minutes dated June 15, 2017
4	Approval of regular session minutes dated August 10, 2017 (No executive session meeting held)
5	Auditor Recommendations
PRINCESS ANNE SUBDISTRICT	
1	Lien Release
FAIRMOUNT SUBDISTRICT	
1	Plat Approval – Nevette Muir Road
PUBLIC INPUT	

Somerset County Sanitary Commission
Minutes of September 14, 2017

A regular meeting of the Somerset County Sanitary Commission was held on Thursday September 14, 2017 at 1:00 p.m. in Room 111 of the Somerset County Office Complex. Members present were Charles T. Northam, Jr., Secretary-Treasurer, Ellen Bush, Vice-Chairman and Janet McIntyre, member. Also in attendance were Anthony Stockus, Manager, Jennie Marshall, Administrative Aide, Josh Taylor, P.E., Davis, Bowen & Friedel, Inc, Aaron Goller, P.E., Davis, Bowen & Friedel and Richard Crumbacker, Somerset County Times. Mayor of the City of Crisfield, Kim Lawson was our only member of the public. Adam Rigglin, Chairman and Maxine Landon, member were absent.

Ms. Bush called the meeting to order at 1:00 p.m.

Discussion Items

Mr. Stockus informed the Commission of the two public notices; Flushing of Lines in Princess Anne and Lead and Copper Monitoring in the Princess Anne and Fairmount areas. The Notices were placed in the Somerset Herald and the County Times on August 23rd and August 30th. Ms. McIntyre asked if we informed our customers by sending notices. Mr. Stockus explained that postage is too costly to send notices to all customers. Ms. McIntyre suggested we put out flyers at key locations such as the post office in the future to inform the public. Attached is a copy of the Notices.

Mr. Stockus advised the Board that the Sanitary District has a line of credit with Hebron Savings Bank for \$100,000 originally dated May 19, 2015 that has been renewed until August 19, 2018.

The Sanitary Commission decided to table their discussion regarding the Public Hearing until all members are present. Ms. McIntyre's concern with tabling was the timeframe for approval for 2018 billing however Mr. Stockus informed the commission that we have passed the window of opportunity for that.

Mr. Stockus informed the Commission that the Sanitary Allocation list has not been updated in over a year. Letters have been sent to those who have allocations stating that their allocations are expired and in order to renew them they must reply within 30 days. Josh Taylor asked if there is a fee or charge to remain on the list. Mr. Stockus replied that at this time we do not charge however if we go to the EDU method we will consider charging them at that time.

Mr. Stockus announced our new employees, Cody Bradshaw, Water and Sewer Operator and Michael White Jr., Office Clerk.

Princess Anne-Information

Aaron Goller discussed the Proposal for Professional Engineering Services for the Princess Anne WWTP Solar Project. This past spring Davis, Bowen & Friedel placed an application into MDE requesting an energy efficiency grant in the amount of \$800,000 for a 250 kilowatt solar field. DBF's services will include design services for preparation of bidding documents for solar field including electrical and site improvements to allow for the installation of the solar panels. The project is projected to save \$40,000 a year in energy costs. Mr. Goller is estimating the cost to install will be between \$600,000 and \$650,000. The grant is 100% up to \$800,000. Mr. Northam asked Mr. Goller if the panels were imported. He stated that most of them come from Germany. Ms. Bush asked if we can request them from the U.S. Mr. Goller stated that we can however sometimes they can be more costly, but assured the commission that Mr. Ludy, Superintendent and Mr. Stockus would receive the specs of the project prior to ordering the panels. On a motion by Mr. Northam and seconded by Ms. McIntyre it

was unanimously carried to authorize Mr. Stockus to execute the proposal for professional engineering services.

Mr. Stockus informed the Commission of a new Distillery located in the Princess Anne Industrial Park, formally the bio-diesel facility. Tom Cropper, Owner, is planning to distill Vodka and Rum. He will be seeking an allocation in the near future.

Mr. Stockus notified the Commission of a letter sent to us from a concerned resident regarding a burned house on the corner of Brannigan Drive and Dryden Road. The letter was also addressed to the Town of Princess Anne. They questioned in the letter if there are any plans for controlled demolition of this burned structure. Mr. Stockus explained that we are not the proper department and it is not our decision.

Mr. Stockus updated the Commission on the PASE Project. Mr. Stockus has followed up with Delegate Otto, he replied that he is looking into it. Mr. Stockus also contacted Bunky Luffman, Eastern Shore Intergovernmental Affairs, however he has not replied. Mr. Stockus did receive an e-mail from Jason Gillespie, Deputy Managing Director, Maryland Environmental Services, asking if he had heard anything, Mr. Stockus replied that he is waiting to hear from Delegate Otto. Mr. Taylor stated he has also tried contacting Mr. Luffman as well.

Smith Island-Information

The Rural Maryland Prosperity Investment Fund Grant Review Board met on August 10, 2017. We were not among the limited number selected to receive funding in phase two of their grant selection. However, they did encourage us to reapply next year.

USDA funding for Smith Island Clean Water Project is delayed until after October 1st. However, there is a possibility that we may have to wait until early next year to find out. Mr. Stockus will inform the Commission of any updates he receives from Peter Bozick, P.E., George, Miles & Buhr.

General Business-Action

Davis Bowen & Friedel, Inc.

- Invoice dated 8/1/17 for On-Call Legal Support for the period 5/27/17 to 6/30/17 in the amount of \$1,125.00.
- Invoice dated 8/1/17 for On-Call Services–Westover Dollar General-Engineering Services for the period 5/27/17 to 6/30/17 in the amount of \$225.00.
- Invoice dated 8/1/17 for On-Call Services-JM Tawes School-Engineering Services for the period of 5/27/17 to 6/30/17 in the amount of \$225.00.
- Invoice dated 8/1/17 for Design-Fairmount WWTP Decommission & Transmission Project for the period 5/27/17 to 6/30/17 in the amount of \$9,587.00.
- Invoice dated 8/28/17 for Design Phase-Deal Island Rd Watermain Project for the period 7/1/17 to 7/28/17 in the amount of \$2,384.00.
- Invoice dated 8/30/17 for General On-Call Services for the period 7/1/17 to 7/28/17 in the amount of \$150.00.
- Invoice dated 8/30/17 for On-Call Legal Support for the period 7/1/17 to 7/28/17 in the amount of \$388.00.
- Invoice dated 8/30/17 for Design-Fairmount WWTP Decommission & Transmission Project for the period 7/1/17 to 7/28/17 in the amount of \$15,942.00.
- Invoice dated 8/30/17 for On-Call Services-JM Tawes School –Engineering Services for the period 7/1/17 to 7/28/17 in the amount of \$300.00.

- Invoice dated 8/30/17 for On-Call-MDE Funding Applications for the period 7/1/17 to 7/28/17 in the amount of \$360.00.

George, Miles & Buhr, LLC

- Invoice dated 7/18/17 for Smith Island WWTP Preliminary Design for the period 7/1/17 to 7/31/17 in the amount of \$5,486.21.
- Invoice dated 8/10/17 for Smith Island WWTP Final Design for the period 6/29/17 to 7/26/17 in the amount of \$18,750.00.
- Invoice dated 8/10/17 for Smith Island WWTP Preliminary Design for the period 6/29/17 to 7/26/17 in the amount of \$2,665.00.
- Invoice dated 8/10/17 for 2017 EWIP PA WWTP Bid and CMI Services for the period 6/29/17 to 7/26/17 in the amount of \$6,750.00.

Jones Asphalt, Inc.

- Invoice dated 9/11/17 for Installation of Asphalt Patch on St. Stephen's Way in the amount of \$850.00.

Cockey, Brennan & Maloney, P.C.

- Invoice dated 9/1/17 for legal services for the period 7/25/17 to 8/28/17. The total due is \$2,000 which was reduced from \$2,259.09 if payment is received by 9/15/17. Ratification only, previously approved by phone poll, 9/7/17.

Somerset Well Drilling Co., Inc.

- Invoice dated 8/31/17 for Well Repairs at Hawk Lane in the amount of \$6,504.38.

Phone Polls Ratification

- 8/11/17 - Approval for Public Hearing Date 9/6/17 at the Senior Center located at 8928 Sign Post Road.
- 8/16/17 – Approval to Hire Cody Bradshaw for the position of Water and Sewer Operator Trainee.
- 8/17/17 – Approval to forgive charges on three Tax Sale properties the Somerset County Commissioners bought at Tax Sale.
 - 2970 Ape Hole Road - \$6,264.77
 - 3146 Calvary Road - \$4,529.86
 - 4041 Tyler Road - \$3,720.27
- 8/17/17 – Approval for Mr. Stockus to sign Concurrence Letter to approve the bid selected by GMB.
- 8/18/17 – Approval to take action on items discussed at the Somerset County Sanitary Commission meeting 8/10/17.
 - 4035 Jacksonville Road - Back bill for one unit for the period of 6/30/17 to 6/30/17 and bill for two units effective 7/1/17.
 - 20951 Caleb Jones Road - Sewer bill for 2017 and 2018 stands.
- 8/25/17 – Approval to Hire Michael White Jr. for the position of Office Clerk.

The Sanitary Commission executive session minutes dated 6/15/17 were previously distributed along with regular session minutes dated 8/10/17 (no executive session meeting was held). On a motion by Ms. McIntyre and seconded by Mr. Northam it was unanimously carried to approve both sets of minutes.

Our Auditors recommended we implement two new employee policies:

- Confidentiality and Privacy Policy
- Conflict of Interest Policy

Mr. Northam made a motion to accept the new policies recommended by our Auditors. The motion was seconded by Ms. McIntyre and unanimously carried by the board.

Princess Anne-Action

Mr. Northam made a motion that was seconded by Ms. McIntyre authorizing the Chairman to release both liens for UMES Boulevard II and UMES Boulevard III due to the fact that they have paid their accounts in full.

Fairmount-Action

Mr. Northam made a motion to authorize the Chairman to sign the plat reconfiguration for Nevette Muir Road. The motion was seconded by Ms. McIntyre and unanimously carried by the board. Ms. Bush signed the plat as acting Chairman.

Public Input

Mr. Kim Lawson addressed the Board by first commending them on the great job they do. Mr. Lawson, as a property owner in Crisfield, feels that a unified EDU method is the fairest way to assess debt service across the county. He wants the City of Crisfield and the Sanitary District to reach an agreement that assures when someone pays a hookup fee with both entities they have all their permit receipts necessary so that the short-fall doesn't fall on one side when accepting hookup applications. He stated that he has plans to meet with Mr. Stockus to discuss this matter.

On a motion by Ms. McIntyre and seconded by Mr. Northam it was unanimously agreed to go into executive session to discuss pending legal matters at 1:56 p.m.

Approved by:



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

Respectfully Submitted:



Jennie Marshall
Administrative Aide
Somerset County Sanitary District