

MEETING AGENDA

Somerset County Sanitary District, Inc.
Somerset County Sanitary Commission – Regular Meeting

Date: April 12, 2018
 1:00 PM

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

PRINCESS ANNE SUBDISTRICT - INFORMATION	
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| 1 | PASE Update |
| 2 | Deal Island Road Water Main Loop Project Update |
| 3 | Princess Anne Waste Water Treatment Plant Solar Project Update |
| 4 | Westover Water Update |
| 5 | Ishan Farms Violation |

SMITH ISLAND SUBDISTRICT - INFORMATION	
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| 1 | Smith Island Clean Water Project Update |
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CRISFIELD SUBDISTRICT - INFORMATION	
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| 1 | Mariner's Road Water Line Project Update |
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GENERAL BUSINESS - ACTION	
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| 1 | Approval of Invoices |
| 2 | Ratification of Phone Poll Approvals |
| 3 | Approval of regular and executive session minutes dated March 1, 2018 |
| 4 | Approval of EDU Policy |

PRINCESS ANNE SUBDISTRICT - ACTION	
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| 1 | Ltr. Dated 2/27/18 - Request for courtesy credit on toilet leak – 12033 Sherree Lane |
| 2 | PA WWTF Energy Efficiency Upgrades - Ratification of Contractor's Application |
| 3 | PA WWTF Energy Reduction Project – Ratification of Loan Payment Disbursement Request to MDE |
| 4 | Construction Loan Payoff |
| 5 | Industrial Park Water Tower Coating and Repairs |

FAIRMOUNT SUBDISTRICT - ACTION	
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| 1 | Fairmount Decommissioning Project – Approval of Engineering Contract |
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CRISFIELD SUBDISTRICT - ACTION	
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| 1 | Ltr. Dated 2/21/18 - 26463 Asbury Ave - Request for courtesy reimbursement of miscellaneous change |
| 2 | Ltr. Dated 3/26/18 - 3051 Boone Rd - Request for credit of penalties due to medical condition |
| 3 | 4935 Canal Drive - Request for sewer service |

APPOINTMENTS	
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| 1 | 1:30 - Eric Sanchez - Request for water service in Manokin |
| 2 | 1:45 - Cindy Stevens - Developer Agreement |

PUBLIC INPUT	
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Somerset County Sanitary Commission
Minutes of April 12, 2018

A regular meeting of the Somerset County Sanitary Commission was held on Thursday April 12, 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, Maxine Landon, Member and Janet McIntyre, Member. Also in attendance were Anthony Stockus, Manager, Jennie Marshall, Administrative Aide, Earl Ludy, Superintendent, Starr Mister, Office Manager, Josh Taylor, P.E., Davis, Bowen & Friedel, Inc., Laura Hay, Attorney, Cockey Brennan and Maloney, and Richard Crumbacker, Somerset County Times. Public attendee's included James Cross, James Riley, Erik Sanchez and Cynthia Stevens.

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

Princess Anne-Information

Mr. Stockus, Delegate Otto, and Josh Taylor met at the State House with the Governor's chief of staff, Jeannie Haddaway-Riccio along with other representatives from MDE to discuss the Princess Anne Water and Sewer Expansion project. Mr. Stockus requested an allocation of 200,000 gallons per day, 120,000 gallons potentially for Westover in the event we are able to serve water to Westover and 80,000 gallons to service some of the Manokin wells in Princess Anne. Mr. Stockus is optimistic that there will be a positive outcome thanks to the outreach by Del. Otto prompted by Ms. McIntyre. Ms. McIntyre stated that Del. Otto has been very responsive and attentive in regards to this project.

Mr. Stockus updated the Commission that the Deal Island Road project must go through a Critical Area Submission since we have moved outside of the roadway. This process will take 4-6 months.

Mr. Stockus updated the Commission on the schedule for the Princess Anne Solar project. Advertising of Bid should begin May 9th 2018; Bid opening will be June 7th 2018; Construction is projected to begin August 30th and finish November 30th 2018.

Josh Taylor informed the Commission that MDE has requested the maps for the submitted application for funding of Water in Westover which he believes is an indicator of possible interest. Mr. Taylor will inform Mr. Stockus of any new updates.

Mr. Ludy issued a letter to Ishan Farms LLC on April 2nd 2018 informing them the discharge from the Ishan Farms facility on March 27th 2018 was in violation of sewer use/pretreatment ordinance and is now subject to penalties and fines set forth in the Sewer Use/Pretreatment Ordinance. Mr. Ludy stated that they have been very cooperative and immediately complied with the order to cease the discharge. Mr. Ludy's recommendation is to write a Pre-Treatment Discharge Permit with weekly Self-Monitoring for BOD and TSS with monthly reporting and that we would do a minimum of quarterly inspections and samples. Mr. Ludy will also be conducting follow-up inspections of the facility.

Smith Island-Information

We have advertised bids for the Smith Island Waste Water Treatment Plant Timber Deck Project. A pre-bid meeting will be held at the site on Tuesday, April 17th 2018 to allow Contractors an opportunity to obtain information on the project from the Engineer and the Owner.

Crisfield-Information

Mr. Taylor submitted documents for the Mariners Road Water Project to the USDA where they replied with questions that will need to be answered by the City of Crisfield due to the fact that they maintain the waterline. Once USDA's questions are addressed and they proceed Mr. Taylor will be submitting the environmental report followed by the grant application. Mr. Stockus stated that The City of Crisfield has made changes to the Memorandum of Understanding sent by the Sanitary District, which will be discussed during closed session with Legal Counsel.

General Business-Action

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

Davis Bowen & Friedel, Inc.

- Invoice dated 3/27/18 for SCSO-Water/Sewer Service Area Mapping for the period of 01/27/18 to 2/23/18 in the amount of \$2,965.00.
- Invoice dated 3/27/18 for Design-Fairmount WWTP Decommission & Transmission Project for the period of 1/27/18 to 2/23/18 in the amount of \$1,207.00.
- Invoice dated 3/27/18 for On-Call-MDE Funding Applications for the period of 1/27/18 to 2/23/18 in the amount of \$510.00.
- Invoice dated 3/28/18 for General On-Call Services for the period of 1/27/18 to 2/23/18 in the amount of \$632.50.
- Invoice dated 3/29/18 for Design Phase-Deal Island Rd Watermain Project for the period of 01/27/18 to 2/23/18 in the amount of \$1,000.00.
- Invoice dated 3/29/18 for Design Phase-Princess Anne WWTP Solar Project for the period of 1/27/18 to 2/23/18 in the amount of \$5,406.00.

George, Miles & Buhr, LLC

- Invoice dated 3/28/18 for 2017 EWIP PA WWTP Bid and Cmi Services for the period of 12/28/17 to 2/28/18 in the amount of \$6,934.88.
- Invoice dated 3/28/18 for Smith Island WWTP Final Design for the period of 12/28/17 to 2/28/18 in the amount of \$3,769.20.

Miller's Land Services, Inc.

- Invoice dated 3/20/18 for various jobs hired by the Sanitary District totaling \$5,180.00.

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

Cockey, Brennan & Maloney, P.C.

- Invoice dated 3/05/18 for Professional Services for the month of February in the amount of \$2,325.00
- Invoice dated 4/02/18 for Professional Services for the month of March in the amount of \$3,690.00.

2018 Front Foot Assessment Bill

- Princess Anne LLC 2017 front foot assessment bill settlement of \$6,000.00.

Authorization of Payment

- Authorization to pay M2 Construction LLC Contractor's Application payment #1 in the amount of \$56,604.16.

County Owned Properties

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

- Lower Hill Road - \$64.43.

Ratification of Plat

Approval for the Chairman to ratify the plat and plans for Dollar General on Somerset Avenue in Princess Anne.

Approval of Minutes

The Sanitary Commission regular and executive session minutes dated 3/01/18 were previously distributed. Ms. McIntyre requested an addition to the regular session minutes be added to reflect her statement regarding not being notified of articles in the paper concerning the Sanitary District. Ms. McIntyre expressed her gratification for being informed of the recent User Violation. On a motion by Ms. Landon and seconded by Ms. Bush it was unanimously carried to approve the regular session minutes for 3/01/18 with Ms. McIntyre's addition and the executive session minutes for 3/01/18.

Approval of EDU Policy

The approved EDU policy for the Debt Service Unified Rate billing effective January 2019 states that a benefit assessment bill shall be issued for each property; however each account should be based on each individual meter.

Princess Anne-Action

Tasha White owner of 12033 Sherree Lane sent in a letter on 2/27/18 requesting any additional consideration beyond the \$200 maximum credit she already received for her toilet leak. The Commission took no action due to the fact that our policy states a maximum of \$200 per property per owner for leaks that flow through the sewer system.

The Chairman ratified payment request for MDE.

Mr. Stockus asked the Sanitary Commission to approve replacing \$200,000 borrowed from the construction account to pay North Princess Anne Project debts with money we have received through our settlement with Brittingham LLC. On a motion by Ms. Bush and seconded by Ms. Landon it was unanimously carried to approve depositing \$200,000 in the construction account.

Davis Bowen & Friedel submitted a Proposal for Professional Engineering Services for the Industrial Park Water Tower Recoating. On a motion by Ms. Bush and seconded by Ms. Landon it was unanimously carried to accept the Proposal by DBF.

Fairmount-Action

Maryland Department of Housing and Community Development requested we draw a formal contract by our Engineers back dating the document to the actual date the proposal was approved for the Fairmount Decommissioning Project. On a motion by Ms. Landon and seconded by Ms. Bush the formal contract was unanimously approved.

Crisfield-Action

Mark Milbourne of 26463 Asbury Ave. sent in a letter on 2/27/18 requesting reimbursement of \$70.00, which was the cost to turn on/off his property during quarterly cutoffs. Mr. Milbourne stated the reasoning for water disconnection was an oversight on his part. The Commission took no action due to the fact that the Sanitary District, being a non-profit organization, must recoup all costs of labor, gas, employee pay, etc.

David Abbott of 3051 Boone Rd. sent in a letter on March 26th 2018 requesting current penalties be waived on his sewer and front foot assessment account. Due to a diagnosis of a severe medical condition he has not been able to pay his bill. He has made a payment arrangement with Starr Mister, Office Manager, to pay down his outstanding balance on his accounts. On a motion by Ms. Bush and seconded by Ms. McIntyre it was unanimously carried to waive his penalties in the amount of \$551.37.

Department of Natural Resources wishes to have 4935 Canal Drive, located in Janes Island State Park, connected to the sewer system. The City of Crisfield is requesting our approval of allocation to the property before they will grant the allocation. On a motion by Ms. McIntyre and seconded by Ms. Bush it was unanimously agreed to have no objections to 4935 Canal Drive connecting to the sewer system.

Appointments

Mr. Sanchez of 28719 Fairmount Road is requesting to have water extended to Manokin. Mr. Sanchez provided the Commission with documents stating in 1993 Joe's Esso Service gas station, across the street from Mr. Sanchez current residence, had one kerosene and two gasoline tanks removed out of the ground. In the process they were ruptured and spilled onto the ground. According to his research these tanks were not hauled away until 1997. Mr. Sanchez had their well water tested by MDE on February 15, 2018, and found it to be above the drinking water standard. MDE stated in their letter to Mr. Sanchez that they will continue to monitor their water by sampling in six months. According to Mr. Sanchez, his neighbors feel they are also affected by this spill are having their water tested by MDE as well. Mr. Sanchez has not received anything from MDE stating the effects the contaminated water might have on his family. In the meantime, Mr. Sanchez is requesting to have the water line extended to serve their home. Mr. Stockus explained that it is a very complex process to connect him to water at his location and very costly. Mr. Stockus is forwarding Mr. Sanchez's documents to MDE. Mr. Riggan suggested in the meantime Mr. Sanchez reach out to his neighbors to test their water.

The Sanitary District, in an effort to dissolve all Developer Agreements, is negotiating a payoff schedule with current owners of the remaining Developer Agreements. Cindy Stevens, on behalf of Wilson Realty and previously Wilson Landon presented her original Developer Agreement for Hopewell Station and Lauren Court. In order to negotiate the agreements, all owners must be able to sign any new agreement; however Wilson Landing Corporation no longer exists. Ms. Stevens provided documentation showing that the owners of Wilson Landing at the time of corporation closing were the same as Wilson Realty, their current corporation. Laura Hay, Attorney, requested Ms. Stevens supply documentation of stock certificates, officers and shareholders at the time of corporation closing. Ms. Hay stated these documents should be suitable in confirming shareholders of both corporations are the same.

Public Input

James Riley of Old State Road asked the Commission if they would be going back into Open Session after Closed Session to discuss the Memorandum of Understanding for Mariner's Road Water Line Project. Mr. Stockus explained that we would only go back into open session in the event of voting on a subject. Mr. Stockus also stated that the original MOU sent to the City of Crisfield by the Sanitary District was altered by the City of Crisfield, resulting in consulting with Counsel in Closed session. Mr. Stockus agreed to give Mr. Riley a call to update him if any changes are made in the meeting.

On a motion by Ms. Bush and seconded by Ms. McIntyre it was unanimously agreed to move into closed session at 2:26 p.m.

Closed Session Summary Report April 12, 2018

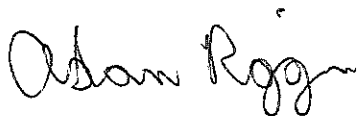
The Somerset County Sanitary Commission met in a closed session by the Authority General Provisions Article of the Annotated Code of Maryland, Subtitle 3-305(b)(1) for the appointment, employment, assignments, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of an appointee, employee, or official over whom it has jurisdiction; (a)(7) to consult with counsel on a legal matter; and (b)(8) to consult with staff, consultants, or other individuals about pending or potential litigation. Upon the adjournment of the closed session, the Somerset County Sanitary Commission went back into open session and adjourned the Regular Meeting.

Topics discussed in Closed Session include:

- Service Area Maps; persons present – Adam Riggan, Ellen Bush, Maxine Landon, Janet McIntyre, Anthony Stockus, Jennie Marshall, Starr Mister, Earl Ludy, Josh Taylor and Laura Hay.
- Mariner’s Road Water Project Agreement with the City of Crisfield; persons present - Adam Riggan, Ellen Bush, Maxine Landon, Janet McIntyre, Anthony Stockus, Jennie Marshall, Starr Mister, Earl Ludy, Josh Taylor and Laura Hay.
- Employee Leave Advance Request; persons present - Adam Riggan, Ellen Bush, Maxine Landon, Janet McIntyre, Anthony Stockus, Jennie Marshall, Starr Mister, Earl Ludy and Laura Hay.
- Personnel Reposition; persons present - Adam Riggan, Ellen Bush, Maxine Landon, Janet McIntyre, Anthony Stockus, Jennie Marshall, Starr Mister, Earl Ludy and Laura Hay.

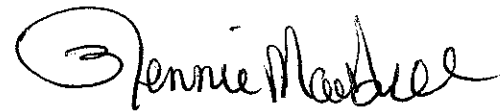
On a motion by Ms. Bush and seconded by Ms. Landon it was unanimously agreed to adjourn at 3:33 p.m.

Approved by:



Adam Riggan
Chairman
Somerset County Sanitary Commission

Respectfully Submitted:



Jennie Marshall
Administrative Aide
Somerset County Sanitary District