

**Somerset County Sanitary Commission – Regular Meeting**

Date: August 9, 2018  
1:00 PM

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

<b>GENERAL BUSINESS - INFORMATION</b>	
1	Financial Report Quarterly Analysis
2	Somerset County Board of Commissioner's Approval of Service Area Maps
3	Somerset County Board of Commissioner's Sanitary Commission Appointment
<b>PRINCESS ANNE SUBDISTRICT - INFORMATION</b>	
1	PASE Update
2	Deal Island Road Water Main Loop Project Update
3	Princess Anne Waste Water Treatment Plant Solar Project Update
4	Princess Anne Waste Water Treatment Plant Energy Reduction Project Update
5	Lien Release/Certificate of Satisfaction
<b>SMITH ISLAND SUBDISTRICT - INFORMATION</b>	
1	Smith Island Clean Water Project Update
<b>FAIRMOUNT SUBDISTRICT - INFORMATION</b>	
1	Fairmount Decommissioning Project Contract Update
<b>CRISFIELD SUBDISTRICT - INFORMATION</b>	
1	Mariner's Road Water Line Update
<b>GENERAL BUSINESS - ACTION</b>	
1	Approval of Invoices
2	Ratification of Phone Poll Approvals
3	Approval of regular and executive session minutes dated July 12, 2018
4	Proposal to donate used equipment
5	Employee Reward and Recognition Policy
<b>PRINCESS ANNE SUBDISTRICT - ACTION</b>	
1	FY19 Energy Water Infrastructure Program (EWIP) Grant – Conditions of MDE Grant Award
2	Request to have SCSD take over operation and maintenance of pump station at Warwick Mobile Home Park
3	Approval of Plats
<b>SMITH ISLAND SUBDISTRICT - ACTION</b>	
1	Award of Bid for Replacement Pumps and Lifting System for Ewell Pumping Station
<b>PUBLIC INPUT</b>	

2:15 p.m. – Closed Session – Anthony Stockus, Starr Mister, Sanitary District Attorney

The Somerset County Sanitary Commission will convene 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; Upon the adjournment of the closed session, the Somerset County Sanitary Commission will convene in open session and adjourn the Regular Meeting.

Somerset County Sanitary Commission  
Minutes of August 9, 2018

A regular meeting of the Somerset County Sanitary Commission was held on Thursday August 9, 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, Janet McIntyre, Member and Charles Bagley, Member. Also in attendance were Anthony Stockus, Manager, Jennie Marshall, Administrative Aide, Earl Ludy, Superintendent, Starr Mister, Office Manager and Richard Crumbacker, Somerset County Times. There were no Public attendees.

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

### **General Business-Information**

The Sanitary District Financial Quarterly Analysis report was presented. Mr. Stockus reported we ended our 4<sup>th</sup> quarter with a surplus of \$228,235.16. Mr. Stockus stated we may utilize the surplus to help balance the cash flow with our new Debt Assessment quarterly billing as a cushion for meeting our loan payments on time for the 1<sup>st</sup> year of the new billing method. There is also plans to utilize the surplus by painting the water towers as they are in need of maintenance.

Mr. Riggan was present at 1:06 p.m.

The Somerset County Board of Commissioners approved the Sanitary District's recommendation of the Service Area Maps at their regular session meeting on July 24<sup>th</sup> 2018. The approved Service Area Maps will be effective January 1<sup>st</sup> 2019. The Service Area Maps will change the boundaries of the existing service areas of Princess Anne, Smith Island, Fairmount and Crisfield., dissolving the subarea of Rumbley-Frenchtown, creating a new service area in Westover and move the Jacksonville and other sub areas in Crisfield to the Crisfield Peripheral.

The Somerset County Board of Commissioners appointed Reverend Charles Bagley, of Westover to serve as member of the Somerset County Sanitary District Board, completing the term of Mr. Charles Northam who resigned in December 2017. Mr. Bagley's term will expire in February 2021. Mr. Bagley will represent the Princess Anne/Westover District until December 31<sup>st</sup> 2018. On January 1<sup>st</sup> 2019 Mr. Bagley will represent the newly created Westover District.

### **Princess Anne-Information**

Mr. Stockus, Mr. Taylor of DBF, Delegate Otto along with other government officials met at Maryland Department of Environment headquarters in Baltimore on July 19<sup>th</sup> to discuss the Princess Anne Expansion Project and application for allocation. MDE has concerns about the blending of the water, they are looking at other recommendations such as installing a Manokin well on the PASE site, which Mr. Stockus explained is not possible because there is no Manokin water available on the PASE site. Ms. McIntyre asked what the next step will be moving forward. Mr. Stockus stated the next step is determining the amount of water needed to run through the PASE facility to upkeep the equipment in operational standing. DBF will be preparing the additional blending evaluation MDE has requested. Ms. McIntyre asked what MDE would suggest for the next step. Mr. Stockus believes they would ask us to cap off the water because we don't need it and it will not blend properly because of its high fluoride levels. Mr. Bagley asked where the PASE wells are located, Mr. Stockus stated that they are located West of ECI on Revell's Neck Rd. Mr. Bagley also asked if it would be possible to insert a filtration to reduce the amount of fluoride. Mr. Stockus indicated that the process he is proposing is

called Reverse Osmoses, which unfortunately it is a very expensive, high energy process that we have looked into in the past. Ms. McIntyre is going to contact Del. Otto to inquire what his next step is.

Mr. Stockus informed the Commission that the Deal Island Road project is still delayed because it must go through a Critical Area Submission since we have moved outside of the roadway. The design was completed in February 2018, advertising is expected in October 2018 with bid opening in November 2018. Construction is planned to begin in December 2018 with construction completion in March 2019.

Mr. Stockus stated the Princess Anne Waste Water Treatment Plant Solar Project is still delayed due to being impacted by the Critical Area which will push advertising for bids to October 2018 with bid opening in November 2018. Construction is planned to begin December 2018 with construction completion expected in March 2019.

Mr. Stockus stated the Princess Anne Waste Water Treatment Plant Energy Reduction Project is expected to be completed by the end of August 2018. Mr. Ludy is still waiting for a resolution to the noise issue associated with the new blowers that border the Laboratory. The engineers are still in contact with the manufactures to come up with a resolution.

On May 23<sup>rd</sup> 2017 the Sanitary Commissioners agreed to a settlement agreement with Kuzzens Inc. during the Somerset County Commissioners meeting. One of the terms of the settlement was to release the lien filed against them by the Sanitary District on June 3<sup>rd</sup> 2016. We are now releasing the lien and requesting the Chairman, Adam Riggin, ratify.

### **Smith Island-Information**

The Smith Island WWTP Timber Deck Project was awarded to Murtech, Inc. on May 24<sup>th</sup> 2018. The project is planned be begin soon.

### **Fairmount-Information**

Mr. Stockus updated the Commission on the Fairmount Decommissioning Project. DBF is preparing to submittals for permit approvals with expectations of advertising by the end of August 2018.

### **Crisfield-Information**

The Sanitary District extended the due date for the Mariner's Road Water Project Easement Release, previously mailed on June 1<sup>st</sup>. Eight properties did not submit their release agreements. Ms. Marshall forwarded a list of the properties to Mr. Riley, who previously agreed to follow up with any property owner who didn't sign the agreement.

### **General Business-Action**

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

**Cockey, Brennan & Maloney, P.C.**

- Invoice dated 7/31/18 for Professional Services for the month of July in the amount of \$1,500.00 if paid by 8/15/18 a discount from total due of \$1,665.00.

**George, Miles & Buhr, LLC**

- Invoice dated 7/13/18 for Smith Island WWTP Preliminary Design for the period of 5/31/18 to 6/27/18 in the amount of \$401.76.
- Invoice dated 7/13/18 for Smith Island WWTP Final Design for the period of 5/31/18 to 6/27/18 in the amount of \$7,150.00.
- Invoice dated 7/13/18 for EWIP PA WWTP Bid and Cmi Services for the period of 5/31/18 to 6/27/18 in the amount of \$10,983.64.

**Davis Bowen & Friedel, Inc.**

- Invoice dated 7/09/18 for Design Phase-Princess Anne WWTP Solar Project for the period of 6/02/18 to 6/29/18 in the amount of \$480.00.
- Invoice dated 7/25/18 for On-Call Legal Support for the period of 6/02/18 to 6/29/18 in the amount of \$313.00.
- Invoice dated 7/25/18 for General On-Call Services for the period of 6/02/18 to 6/29/18 in the amount of \$592.50.
- Invoice dated 7/27/18 for On-Call Services-PASE Water Treatment Evaluation-Blending for the period of 6/02/18 to 6/29/18 in the amount of \$225.00.

**Miller's Land Services, Inc.**

- Invoice dated 7/16/18 for Professional Services in the amount of \$5,150.00.

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

**M2 Construction LLC**

- Contractor's Application for Payment #5 in the amount of \$288,332.91.

**Approval of Minutes**

The Sanitary Commission regular and executive session minutes dated 7/12/18 were previously distributed. On a motion by Ms. Landon and seconded by Ms. Bush it was unanimously carried to approve the regular session and executive session minutes dated 7/12/18.

### **Proposal to donate used equipment**

Mr. Ludy is purposing to donate the following equipment to the Somerset County Department of Emergency Services:

- Self-Contained Breathing Apparatus – 3
- Storage Holders and covers – 3
- Spare Oxygen Bottle Holder – 1
- Level A Hazmat Responder Suits – 2

The equipment is obsolete and unusable for the Sanitary District. Mr. Ludy contacted Emergency Services and they said they can use the equipment for training purposes. On a motion by Ms. Bush and seconded by Mr. Bagley it was unanimously approved to donate the equipment.

### **Employee Reward and Recognition Policy**

A recommendation was made by our Auditors to adopt the attached Policy. The following policy covers Employee rewards for outstanding performance and length of service recognitions and the related allowable expenditure and IRS implications. On a motion by Ms. Bush and seconded by Mr. Bagley, it was unanimously carried to approve the policy.

### **Princess Anne-Action**

We have been awarded a third Energy grant to upgrade the mixers that are over twenty years old at the Princess Anne WWTP. This grant is for equipment only and the employees of the Sanitary District will be installing the new mixers. Mr. Stockus is seeking approval to sign the Conditions of MDE Grant Award for FY19 Energy Water Infrastructure Program Grant. Ms. Landon made a motion, seconded by Ms. Bush and unanimously carried to approve Mr. Stockus endorsing the Conditions of MDE Grant Award.

David Kelley, Northern Chesapeake Management, LLC has requested the Sanitary District take over the operation and maintenance of the pump station located at Warwick Mobile Home Park. Mr. Stockus stated that they have met all the specifications and requirements made by the Sanitary District. Ms. McIntyre asked Mr. Stockus the pros and cons of us taking over the pump station. Mr. Ludy explained that E1 pump stations are minimal maintenance pump stations, and we are the 1<sup>st</sup> responders to the pump station anyway. On a motion by Ms. McIntyre and seconded by Ms. Landon, it was unanimously agreed for the Sanitary District to take over the operation and maintenance of the pump station located at Warwick Mobile Home Park contingent upon the owner's granting a right of way for the Sanitary District to gain access for such maintenance at the owner's expense.

### **Approval of Plats**

Ms. McIntyre made a motion, seconded by Mr. Bagley to approve the Chairman to execute the plat for Dunkin Donuts located on UMES Blvd in the Somerset Village. They have added the fence around the pump station as requested by the Sanitary Board during the March 1<sup>st</sup> 2018 Commission meeting. It was unanimously agreed to approve the plat.

Mr. Paul Thornton is requesting to approve subdividing one lot into two in order to serve his Roberts Street property water and sewer by accessing the lines from Oak Street. Mr. Thornton has provided the necessary

Right of Way and Easement requested by the Sanitary District. Ms. Bush made a motion seconded by Ms. Landon to approve the Chairman to execute the plat for Mr. Thornton. It was unanimously agreed to approve the plat.

### Smith Island-Action

The Somerset County Sanitary District placed a bid request for the purchase of Replacement Pumps and Lifting System for the Ewell Pumping Station. The Sanitary District received four bids. Mr. Ludy recommended Dover Plumbing Supply Company, the lowest bidder at \$9,798.00. Ms. Landon made a motion to accept the recommended bidder, Dover Plumbing Supply Company, Ms. Bush seconded the motion. It was unanimously agreed to accept the lowest bid. Please see attached bid Ad and results.

### Public Input

There were no members of the public in attendance.

A motion was made by Ms. McIntyre and seconded by Mr. Bagley to go from open to closed session at 2:15 p.m.

### Closed Session Summary Report August 9, 2018

The Somerset County Sanitary Commission met in a closed session by the authority of the 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; Upon the adjournment of the closed session, the Somerset County Sanitary Commission went back into open session and adjourned the Regular Meeting.

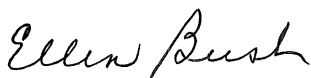
Topics discussed in Closed Session include:

- Leave of Absence Request; persons present – Adam Riggin, Ellen Bush, Maxine Landon, Janet McIntyre, Charles Bagley, Anthony Stockus, Jennie Marshall, Starr Mister and Earl Ludy.
- Personnel Issue; persons present – Adam Riggin, Ellen Bush, Maxine Landon, Janet McIntyre, Charles Bagley, Anthony Stockus, Jennie Marshall, Starr Mister and Earl Ludy.

On a motion by Mr. Bagley and seconded by Ms. Landon it was unanimously agreed to go from closed to open session and adjourn at 2:29 p.m.

Approved by:

Respectfully Submitted:



Ellen Bush  
Secretary-Treasurer  
Somerset County Sanitary Commission



Jennie Marshall  
Administrative Aide  
Somerset County Sanitary District

Somerset County Sanitary District Inc.  
Employee Reward and Recognition Policy

The Somerset County Sanitary District must balance its interest in recognizing outstanding Employee contributions with its responsibility as a steward of public funds. The following policy covers Employee rewards for outstanding performance and length of service recognitions and the related allowable expenditures and IRS implications.

Rewards may be given for significant outstanding performance for a specific accomplishment or for length of service recognitions.

Under the Internal Revenue Code S 132(a)(4), gift cards are considered cash equivalents and must be included in the Employee's taxable wages as a fringe benefit. Infrequent gifts for an occasion or celebration under \$100 are not considered taxable fringe benefits. Any gift cards or merchandise gift valued at \$100 or over will be reported as a taxable fringe benefit on the Employee's W-2 as taxable wages.

Approved: August 9, 2018

**SOMERSET COUNTY SANITARY DISTRICT INC.  
P.O. BOX 326  
PRINCESS ANNE, MARYLAND 21853**

**BID REQUEST**

The Somerset County Sanitary Commissioners are seeking bids for the purchase of Replacement Pumps and Lifting System for a Pumping Station. See Specifications for details.

Interested suppliers can obtain bid more information concerning specifications by faxing questions to the Somerset County Sanitary District, attention Earl Ludy at 410-651-5114, call at 410-651-0268 or email at [eludy@somersetmd.us](mailto:eludy@somersetmd.us) during regular working hours: 8:00 a.m. to 4:00 p.m., Monday through Friday.

Sealed bids will be accepted until 4:00 p.m. Friday, July 27, 2018.

All bids should be sent to the following address:

Somerset County Sanitary District  
Earl Ludy, Superintendent  
P.O. Box 326  
Princess Anne, Maryland 21853

Please mark the envelope with **Replacement Pumps and Lifting System** in the lower right hand corner.

The Sanitary Commission reserves the right to reject any or all bids.

Somerset County Sanitary District, Inc.  
Earl C. Ludy, Superintendent



# SOMERSET COUNTY SANITARY DISTRICT

## BID RESULTS

### REPLACEMENT PUMPS AND LIFTING SYSTEM EWELL PUMPING STATION

- |    |  |             |
|----|--|-------------|
| 1. | Dover Plumbing Supply Co.<br>Orlan T. Kelley III<br>Bid Received 7/25/2018<br>Bid complete and meets specifications  | \$9,798.00  |
| 2. | STH Inc.<br>Jason Poole<br>Bid Received 7/19/2018<br>Bid complete and meets specifications                           | \$10,760.00 |
| 3. | Feguson Waterworks<br>Darren DeFelice<br>Bid Received 7/20/2018<br>Bid complete and meets specifications             | \$13,121.95 |
| 4. | Sherwood-Logan & Associates<br>Robert Fairweather<br>Bid Received 7/25/2018<br>Bid complete and meets specifications | \$13,588.00 |

Recommend for Award to:                      Dover Plumbing Supply Co.

Earl Ludy  
Superintendent