

**MEETING AGENDA**

Somerset County Sanitary District, Inc.

**Somerset County Sanitary Commission – Regular Meeting****Date: April 11, 2019  
1:00 PM****Location: Somerset County Office Complex  
Room 111 Princess Anne, MD**

<b>GENERAL BUSINESS - INFORMATION</b>	
1	Financial Report Quarterly Analysis
2	MDE Nitrate Rule-Monitoring Violation (Reversal Pending)
3	Office Space
<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 Mixers Project Update
<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 the following Phone Polls: <ul style="list-style-type: none"> <li>• Approval of fourth invoice to Murtech for payment of \$142,942.79 for the Smith Island Clean Water Project</li> <li>• Authorization to forgive charges on properties assumed by the Somerset County Commissioners through Tax Sale <ol style="list-style-type: none"> <li>1. 2895 Byrdtown Road totaling \$679.37</li> <li>2. 3501 Freedomtown Road totaling \$795.54</li> <li>3. Division Street Lot totaling \$696.88</li> </ol> </li> </ul>
3	Approval of regular and executive meeting session minutes dated March 14, 2019
4	Approval of Amendments to Employee Handbook
5	Update Toilet Leak & Interior Faucet Policy
6	Update Water and Sewer Billing Leak Credits Policy
<b>PRINCESS ANNE SUBDISTRICT - ACTION</b>	
1	Approval of Plat and Plans – Mt. Carmel Baptist Church, Inc. Hampden Ave.
<b>SMITH ISLAND SUBDISTRICT - ACTION</b>	
1	Execution of contract with Zenon Environmental Corporation, chosen vendor of MBR System at the SI WWTP
<b>FAIRMOUNT SUBDISTRICT - ACTION</b>	
1	Request to waive on/off fees – 8225 Upper Hill Road
<b>PUBLIC INPUT</b>	
Please sign in with the Administrative Aide, 2 minutes will be allotted per person	
<b>NO CLOSED SESSION SCHEDULED</b>	

Somerset County Sanitary Commission  
Minutes of April 11, 2019

A regular meeting of the Somerset County Sanitary Commission was held on Thursday, April 11, 2019 at 1:00 p.m. in Room 111 of the Somerset County Office Complex. Members present were Ellen Bush, Secretary-Treasurer, Maxine Landon, Member and Drenda Hall, 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 & Freidel, Peter Bozick, P.E., George, Miles & Buhr and Richard Crumbacker, Somerset County Times. Adam Riggan, Chairman and Charles Bagley, Vice-Chairman were absent.

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

**General Business-Information**

The Sanitary District Financial Quarterly Analysis report was presented. Overall, the Sanitary District ended the quarter with expenses exceeding revenue in the amount of \$318,227.19. Mr. Stockus explained most of the expenses were contributed to mechanical failures as well as water and sewer pump repairs at the Smith Island and Princess Anne Waste Water Treatment Plants. The decrease in Revenue is also a result of Landfill Leachate being down by \$32,500 and the Septage Received at the PA WWTP being down by \$37,000.

The Sanitary District received a letter from Maryland Department of Environment dated March 29<sup>th</sup> 2019 stating the District is in violation of nitrate monitoring and reporting requirements for the period of January 1, 2018 to December 31, 2018. Mr. Ludy contacted MDE stating the reports were sent by email and U.S. mail on December 28, 2018. Mr. Ludy also stated he wants the violation rescinded officially by letter. Mr. Stockus read aloud the response letter received from MDE acknowledging their error and overturn of violation against the Sanitary District.

Mr. Stockus, Ms. Mister, Mr. Bagley and Ms. Bush went before the Somerset County Commission Board on April 9, 2019 to discuss the Sanitary District Office Space. Ms. Mister advised the Board of changes within the Sanitary District's business office over the last three years as well as the lack of storage, conference room, and break room. Having the office on the second floor of the complex poses difficulties for the elderly clients whom are not able to use the stairs and are uncomfortable utilizing the elevator. Mr. Stockus then addressed the Board with concerns for the Sanitary District business office as well as the plant, stating that field staff and administrative staff are having to use the same restroom facilities, which poses a risk of spreading dangerous chemicals used by the field staff (as this is the only location to wash). Mr. Stockus advised of grant funding that would allow an addition to be added on the current plant facilities (providing separate washrooms for administrative staff and the field staff). Mr. Stockus is awaiting a resolution from the County Commissioners following the meeting.

**Princess Anne-Information**

Mr. Stockus stated there has been no movement in regards to the PASE project. Mr. Stockus did speak with Senator Carozza while visiting Smith Island on March 30, 2019. She stated she would like to meet with him to discuss PASE further following the MD Legislative Session.

Mr. Taylor, DBF, stated that the Deal Island Road Project is on schedule with Opening of Bids planned for June 2019. Mr. Stockus stated the Sanitary District plans to address the drainage issues at the First Baptist Church while project is underway.

Mr. Taylor updated the Commission regarding the PA WWTP Solar Project stating they have received permit approval from MDE, as soon as approved by the Town of Princess Anne, DBF will be able to move forward with preparing a Bid Advertisement.

Mr. Ludy stated there has been no movement since the last Commission meeting regarding the PA WWTP Energy Reduction Mixers Project.

### **Smith Island-Information**

Mr. Stockus stated the Smith Island Clean Water Project (SICWP) Timber Deck is near completion. Mr. Stockus noted Ms. Landon's recommendation of natural stain color for the coating of the Timber Deck.

### **Fairmount-Information**

Mr. Taylor updated the Commission on the Fairmount Decommissioning Project stating revisions have been made to controls following recommendations by Shorite Controls and DBF's Mechanical Consultant. Mr. Taylor is also addressing comments in the resubmittal to MDE and is finalizing electrical integration with expectation to advertise for bids once approved.

### **Crisfield-Information**

Mr. Stockus stated there are currently five outstanding Mariner's Road Water Project Easement Release Agreements. Tony Sierra, Regulatory & Compliance Engineer, MDE, recently contacted Mr. Stockus following the Sanitary District submitting the Application for FFY 2019/State FY 2021 Capital Project Financial Assistance for the Mariner's Road Water Association & Deal Island Road Watermain loop Project. After reviewing both applications, it was determined additional supporting documents are needed for him to continue the evaluation process:

1. Testing results to support levels above the secondary maximum contaminant levels related to complaints of suspended solids and discoloration.
2. Report indicating the rupture rate of the distribution system, and frequency of leaks.
3. Leak detection studies done in this area
4. Cross-Connection Control Program

Mr. Taylor explained to the Commission, for DBF to address the questions it would be an additional estimated cost of \$2,000 of which does not include water quality testing. Cross-Connection Control Program would need to be developed which would cost roughly around \$1,200. Mr. Stockus stated unlike the Deal Island Road Project where we have data and information having already served this area, Mariner's Road Water Line is currently supplied by the City of Crisfield's water.

### **General Business-Action**

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

#### **Davis Bowen & Friedel, Inc.**

- Invoice dated 3/28/19 for Design & Permitting – Industrial Park Water Tower Recoating for the period of 2/02/19 to 3/01/19 in the amount of \$496.00.
- Invoice dated 3/28/19 for On-call Services – Construction Phase Engineering Services-Arden's Run Phase 3 for the period of 2/2/19 to 3/01/19 in the amount of \$450.00.
- Invoice dated 3/28/19 for On-call – MDE Funding Applications for the period of 2/02/19 to 3/01/19 in the amount of \$420.00.
- Invoice dated 3/28/19 for On-call Engineering Services – PRMC Facility for the period of 2/02/19 to 3/01/19 in the amount of \$2,245.26.
- Invoice dated 3/28/19 for On-call Hawk Plaza/Manokin Village Engineering Services for the period of 2/02/19 to 3/01/19 in the amount of \$300.00.

- Invoice dated 3/28/19 for General On-call Services for the period of 2/02/19 to 3/01/19 in the amount of \$300.00.

**George, Miles & Buhr, LLC**

- Invoice dated 3/15/19 for Smith Island WWTP Final Design for the period of 1/31/19 to 2/27/19 in the amount of \$4,872.11.
- Invoice dated 3/15/19 for Smith Island DSDC Services for the period of 1/31/19 to 2/27/19 in the amount of \$4,476.84.
- Invoice dated 3/15/19 for Smith Island Construction Administration for the period of 1/31/19 to 2/27/19 in the amount of \$33,800.00.

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

- Invoice dated 4/09/19 for various jobs and repairs in the amount of \$9,950.00.

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

- Invoice dated 4/01/19 for Professional Services for the month of March in the amount of \$3,250.00 if paid by 4/15/19, a discount from total due of \$3,576.23.

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

**Approval to pay Invoice**

- 3/20/19 - Approval to pay fourth payment to Murtech for the SICWP-Timber Deck in the amount of \$142,942.79.

**Authorization to forgive charges**

- 4/03/19 – Authorization to forgive charges for the following properties assumed by the Somerset County Commissioners through the County Tax Sale:
  1. 2895 Byrdtown Road totaling \$679.37
  2. 3501 Freedomtown Road totaling \$795.54
  3. Division Street Lot totaling \$696.88

**Approval of Minutes**

The Sanitary Commission regular and executive session minutes dated 3/14/19 were previously distributed. On a motion by Ms. Hall and seconded by Ms. Landon it was unanimously carried to approve the regular and executive session minutes dated 3/14/19.

**Approval of Amendments to Employee Handbook**

Ms. Mister informed the Commission of the proposed changes to the Employee Handbook which include adding the following statement regarding Part-time employees; *Part-time employees do not accrue vacation days and/or sick leave.* As well as adding a temporary employee classification to the Handbook to clarify the definition, hiring process and limited benefits available to temporary employees. Ms. Hall made a motion to approve the proposed amendments to the Employee Handbook. Ms. Landon seconded the motion; the motion carried unanimously.

### **Update Toilet Leak & Interior Faucet Policy**

Ms. Mister requested approval to revise the Toilet Leak & Interior Faucet Policy and the Water & Sewer Billing Leak Credits Policy. Currently the Policies state request for credits past one billing cycle will be denied. The proposed revision will give customers two billing cycles to request a credit. The updated Policies will help alleviate the amount of Leak Requests brought to the Sanitary Commission. Ms. Landon made a motion to update the Toilet Leak & Interior Faucet and Water & Sewer Billing Leak Policies. Ms. Hall seconded the motion; the motion carried unanimously.

### **Princess Anne-Action**

#### **Approval of Plat and Plans**

Mt. Carmel Baptist Church is requesting the Sanitary Commission Board's approval to consolidate several properties located on Hampden Avenue. Mr. Stockus and Mr. Ludy reviewed the plat and plans and recommended approving both as it has no impact on the Sanitary District. Ms. Landon made a motion seconded by Ms. Hall to authorize the Chairman to execute the plat consolidation and plans for Mt. Carmel Baptist Church. The motion was unanimously carried to approval.

### **Smith Island-Action**

#### **Execution of contract with Zenon Environment Corporation**

Mr. Bozick, GMB, presented the contract with Zenon Environment Corporation (ZEC), chosen vendor to supply the Membrane Bioractor (MBR) at the Smith Island Wastewater Treatment Plant. The Contract states, *ZEC will participate in the startup and testing of the MBR System to be followed by technical support and warranty services during the first two years of operation, which will then be followed by five years of follow-up technical support.* Mr. Bozick anticipates the Treatment Plant will be completed by the end of 2020. Ms. Landon made a motion to approve the Chairman to execute the contract with Zenon Environment Corporation. Ms. Hall seconded the motion; the motion carried unanimously.

### **Fairmount-Action**

#### **Request to waive on/off fees**

Cynthia Handy is requesting the \$70 reconnection fee for a recent non-payment disconnection at her property located at 8225 Upper Hill Road be waived. Ms. Handy apologized for the delay of payment and stated she mailed it prior to shutoff; the Sanitary District did not receive the payment until after disconnections were performed. Ms. Mister recommended not waiving the fee, as the Sanitary District is a non-profit organization and must recoup all costs for water and sewer disconnections. The Commission unanimously agreed to take no action.

There was no public input.

A motion was made by Ms. Landon and seconded by Ms. Hall, it was unanimously agreed to adjourn at 2:02 p.m.

### **No Closed Session Scheduled**

Approved by:

  
Ellen Bush  
Secretary-Treasurer  
Somerset County Sanitary Commission

Respectfully Submitted:

  
Jennie Marshall  
Administrative Aide  
Somerset County Sanitary District

Somerset County Sanitary District Inc.  
Toilet Leak & Interior Faucet Policy

A customer can request a credit for two billing cycles for a toilet leak and/or interior faucet leak credit, if the customer can provide information such as a plumber's statement, receipts for repair items, etc., to prove that the property did have a leak and what type of repair was made. The customer will need to provide us with a letter stating the type of leak, approximately how long the leak occurred and when the leak was fixed. A customer is only eligible for one toilet leak and one interior faucet leak credit per owner. The credit will be based on half of the gallons billed with a maximum credit of \$200.00. Any requests for credits past two billing cycles will be denied. Any customer who has been denied a credit can appeal the decision to the Sanitary Commission.

Approved by Sanitary Commission on : April 11, 2019

Somerset County Sanitary District Inc.  
Water and Sewer Billing Leak Credits Policy  
(Excluding toilet and interior faucet leaks)

A customer can request a credit for two billing cycles of water and sewer billings, if the customer can provide information, such as a plumber's statement, receipts for repair items etc., to prove that the property did have a leak and what type of repair was made. The customer will need to provide us with a letter stating what type of leak occurred, how long the leak lasted and when the leak was fixed. Any credits given for leak statements will only receive a credit on the sewer portion of the bill and will be based on the customer's average bill. In the event that a customer requests a credit and no history is available for us to get an average, the customer will have to wait until a good history is available to do the credit. Customers that are water only are not eligible for leak credits. Any requests for credits past two billing cycles will be denied. Any customer who has been denied a credit can appeal the decision to the Sanitary Commission.

In the event that a customer request more than 2 credits in a 3 year period, the Sanitary District will require approval from the Sanitary Commission.

CUSTOMER MUST PROVIDE THE FOLLOWING:

- PLUMBERS STATEMENT OR RECEIPT FOR PARTS, AND
- A WRITTEN STATEMENT REQUESTING CREDIT WITH THE FOLLOWING INFO:
  - A. WHEN THE LEAK OCCURRED
  - B. ABOUT HOW LONG THE LEAK WENT ON
  - C. WHAT TYPE OF LEAK

Approved by Sanitary Commission on : April 11, 2019