

MEETING AGENDA

Somerset County Sanitary District, Inc.

Somerset County Sanitary Commission – Regular Meeting**Date: March 12, 2020
1:00 PM****Location: Somerset County Office Complex
Room 111 Princess Anne, MD**

GENERAL BUSINESS - INFORMATION	
1	Disconnection Policy
2	Tax Sale Letters
PRINCESS ANNE SUBDISTRICT - INFORMATION	
1	Princess Anne Waste Water Treatment Plant Solar Project Update
2	Sanitary District Office Renovation Project Update
3	Brockett Square
SMITH ISLAND SUBDISTRICT - INFORMATION	
1	Smith Island Clean Water Project Update
FAIRMOUNT SUBDISTRICT - INFORMATION	
1	Fairmount Decommissioning Project
GENERAL BUSINESS - ACTION	
1	Approval of Invoices
2	Ratification of the following Phone Poll: <ul style="list-style-type: none"> • Approval of Pickup Truck over budget by \$1,618.00.
3	Approval of regular session minutes dated February 13, 2020
4	Interim Financing
5	CDA Refinancing
PRINCESS ANNE SUBDISTRICT - ACTION	
1	Request of leak credit – 12028 Somerset Avenue
CRISFIELD SUBDISTRICT - ACTION	
1	Request of credit – 2980 Ape Hole Road
PUBLIC INPUT	
Please sign in with the Administrative Aide, 2 minutes will be allotted per person	
CLOSED SESSION	
2:00 p.m. – Closed Session, Anthony Stockus, Sanitary District Attorney Topics Discussed include: <ul style="list-style-type: none"> • Crisfield Legal Contract • Laboratory Technician position 	
ACTION UPON RETURN FROM CLOSED SESSION	
1	Crisfield Legal Contract
2	Laboratory Technician position

The Somerset County Sanitary Commission will convene a closed session by the Authority General Provisions Article of the Annotated Code of Maryland, General Provisions, 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. 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 March 12, 2020

A regular meeting of the Somerset County Sanitary Commission was held on Thursday, March 12, 2020 at 1:00 p.m. in Room 111 of the Somerset County Office Complex. Members present were Adam Riggan, Chairman, Charles Bagley, Vice-Chairman, Ellen Bush, Secretary-Treasurer, Maxine Landon, Member and Drenda Hall, Member. Also in attendance were Anthony Stockus, General Manager, Jennie Marshall, Administrative Aide, Earl Ludy, Superintendent, Josh Taylor, P.E., Davis Bowen & Friedel, and Richard Crumbacker, Somerset County Times. Paul Wilber, Attorney, Webb, Cornbrooks, Wilber, Vorhis, Douse, Leslie & Mathers, LLP, was present to discuss Crisfield Legal Contract.

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

General Business - Information

Mr. Stockus met with Ms. Mister and Ms. Konyar to discuss the Disconnection Policy, their recommendation is to implement a trial run for placing doorknockers at properties that are in danger of being disconnected for non-payment. This trial run will be over the next two quarters (six months). This will give Mr. Ludy and Ms. Mister enough time to gather actual data on how much time and cost the Sanitary District would actually incur. The data will be brought before the Board to make a final decision whether this is feasible for the District to continue and if moving forward with the process to raise the disconnection fee is needed. The Commission concurred with Management's recommendation.

During the January 16, 2020 Executive Session, The Sanitary Board decided to move forward with sending letters to adjacent property owners of properties that did not sell during the 2019 Tax Sale. The 2020 Tax Sale will take place on June 11, 2020; Management is recommending waiting until July to mail letters to the neighbors to avoid confusion with the current Tax Sale. The Commission concurred with Management's recommendation.

Princess Anne - Information

Mr. Stockus stated the Sanitary District has received approval from the Board of Public Works to proceed with the Princess Anne Wastewater Treatment Plant (PA WWTP) Solar Project.

Mr. Stockus updated the Commission on the Sanitary District Office Renovation Project; Construction has begun with demolition in rooms 103 and 105.

Mr. Stockus informed the Commission, on February 27, 2020 the owners of Brockett Square requested the water be turned off in order to repair leaks at the property, meanwhile the Governor's office received a phone call about the water turnoff. We informed them that the disconnection was the Owner's request and not at our discretion. Mr. Stockus also stated the owners signed an agreement on January 31, 2020 with the Office Manager. In order to keep the water on they must pay \$1000/month until past due is paid in full, however the owners only paid \$500 this month.

Smith Island - Information

Mr. Stockus updated the Commission on the Smith Island Clean Water Project stating we are in the process of obtaining right-of-ways and easements needed to proceed with the project.

Fairmount - Information

A progress meeting was held on March 4, 2020 between the Sanitary District and Hopkins Construction to discuss The Fairmount WWTP Decommissioning Project. The project is 55% complete; end of contract duration is scheduled for July 3, 2020.

Crisfield - Information

The Sanitary District was informed that The City of Crisfield will be conducting a Low and Moderate Income (LMI) Survey of City water and sewer customers outside the City limits as required by the Maryland Department of Housing and Community Development (DHCD) for grant funding through a Community Development Block Grant (CDBG). The funds will be used for needed upgrades to improve the City's aging water and sewer infrastructure.

General Business - Action

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

Davis Bowen & Friedel, Inc.

- Invoice dated 2/19/20 for SCSD Office Renovations – Additional Services (Bidding Assistance) for the period of 12/28/19 to 1/31/20 in the amount of \$1,823.77.
- Invoice dated 2/26/20 for General On-call Services – UMES Pharmacy for the period of 12/28/19 to 1/31/20 in the amount of \$772.50.
- Invoice dated 2/28/20 for Bidding – Industrial Park Water Tower Recoating – Engineering for the period of 12/28/19 to 1/31/20 in the amount of \$525.00.
- Invoice dated 2/28/20 for RPR Inspection Services – Fairmount WWTP Decommission & Transmission Project for the period of 12/28/19 to 1/31/20 in the amount of \$16,832.50.
- Invoice dated 2/28/20 for Construction Phase Services – Fairmount WWTP Decommission & Transmission Project for the period of 12/28/19 to 1/31/20 in the amount of 5,760.00.
- Invoice dated 2/26/20 for General on-call Services for the period of 12/28/19 to 1/31/20 in the amount of \$300.00.
- Invoice dated 2/28/20 for General on-call Planning/Engineering Services – Mariners Road Water for the period of 12/28/19 to 1/31/20 in the amount of \$650.00.
- Invoice dated 2/26/20 for On-call Engineering Services – Proposed Car Wash for the period of 12/28/19 to 1/31/20 in the amount of \$525.00.
- Invoice dated 2/26/20 for On-call – The reserve at Somerset for the period of 12/28/19 to 1/31/20 in the amount of \$1,455.00.
- Invoice dated 2/26/20 for On-call – Hawk Plaza/Manokin Village Engineering Services for the period of 12/28/19 to 1/31/20 in the amount of \$988.00.

- Invoice dated 2/28/20 for On-call – Funding Acquisition Assistance for the period of 12/28/19 to 1/31/20 in the amount of \$945.00.
- Invoice dated 2/28/20 for On-call – Sloan Property for the period of 12/28/19 to 1/31/20 in the amount of \$525.00.

George, Miles & Buhr, LLC

- Invoice dated 2/14/20 for Smith Island WWTP Final Design for the period of 12/26/20 to 1/29/20 in the amount of \$4,198.50.
- Invoice dated 3/10/20 for Smith Island WWTP Final Design for the period of 1/30/20 to 2/26/20 in the amount of \$3,180.65.

Miller's Land Services, Inc.

- Invoice dated 2/18/20 for numerous jobs hired by the Sanitary District in the amount of \$9,550.00.

Hopkins Construction Inc.

- Invoice dated 2/25/20 for Contractor's Application for Payment No. 6 in the amount of \$297,650.00 for the Fairmount Decommissioning Project.

Cockey, Brennan & Maloney, P.C.

- Invoice dated 3/02/20 for Smith Island Clean Water Project for the month of February in the amount of \$525.00.
- Invoice dated 3/05/20 for Professional Services rendered during the month of February in the amount of \$8,000.00, a discount from \$8,265.00 if paid by March 20, 2020.

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

Approval of Purchase

- Approval for Earl Ludy to purchase pickup truck \$1,618.00 over amount budgeted.

Approval of Minutes

The Sanitary Commission regular session minutes dated 2/13/20 were previously distributed. On a motion by Ms. Landon and seconded by Mr. Bagley it was unanimously carried to approve the regular session minutes dated 2/13/20.

Interim Financing

Mr. Stockus informed the Commission he is seeking a line of credit through Hebron Savings Bank to keep cash flow positive while financing the several projects we currently have in motion shall we need it. This was a recommendation from our FY19 Audit. Although we do receive reimbursements for

these projects, there is usually a 30-day time lag before the funds are refunded to the District. Ms. Bush made a motion to approve a line of credit in the amount of \$700,000.00, Mr. Bagley seconded the motion; the motion carried unanimously.

CDA Refinancing

Mr. Stockus stated he has been in contact with Charles Day, Maryland Department of Housing & Development, and would like the Sanitary District to participate in CDA's next Local Government Infrastructure Finance Program by refinancing five of our projects. Mr. Day performed an analysis of our current loans through the USDA and determined that refinancing would be a significant savings to the Sanitary District. Ms. Landon made a motion to apply for refinance through the LGIF Program. Ms. Hall seconded the motion; the motion carried unanimously.

Princess Anne - Action

Request of Leak Credit

Ms. Virbala Patel, property owner of 12028 Somerset Avenue, is requesting a courtesy leak credit for the quarters of March 2018 and June 2018. The home at the property burned shortly after the leaks and the water has been off since, which is the reason for the delayed request. Ms. Patel has since had all the leaks repaired. She is donating the property to the Princess Anne Volunteer Fire Department. Management recommended crediting back both quarters affected by the leaks as well as crediting back the Debt Service charges remaining on her water and sewer bill since she is donating the property to the Fire Department. Mr. Bagley made a motion to grant the leak request for both quarters and credit all Debt Service due on the water and sewer bill. Ms. Bush seconded the motion; the motion carried unanimously.

Mr. Stockus informed the Commission of Ms. Patel's appreciation and kind words for the Office Manager, Starr Mister, stating she is an asset to the Sanitary District.

Crisfield - Action

Request of credit

William Hall, property owner of 2980 Ape Hole Road, is requesting a credit on his sewer bill. Mr. Hall stated the property is unlivable and has been vacant since December of 2018. The Sanitary District Field Technicians verified that the home at the property is unlivable. Because Mr. Hall has never had electric activated at the property since owning it, he was unable to provide proof of vacancy. Ms. Landon made a motion to credit back the quarterly sewer charges from January 2019 to present because the property is vacant. Mr. Bagley seconded the motion; the motion carried unanimously.

There was no public input.

On a motion by Mr. Bagley and seconded by Ms. Bush it was unanimously agreed to go from Open to Closed Session at 1:45 p.m.

Closed Session Summary Report March 12, 2020

The Somerset County Sanitary Commission will convene a closed session by the Authority General Provisions Article of the Annotated Code of Maryland, General Provisions, 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. Upon the adjournment of the closed session, the Somerset County Sanitary Commission will convene in open session and adjourn the Regular Meeting.

Topics discussed in Closed Session include:

- Crisfield Legal Contract - Adam Riggin, Charles Bagley, Ellen Bush, Maxine Landon, Drenda Hall, Anthony Stockus, Jennie Marshall, Earl Ludy and Paul Wilber.
- Laboratory Technician Position - Adam Riggin, Charles Bagley, Ellen Bush, Maxine Landon, Drenda Hall, Anthony Stockus, and Jennie Marshall.

On a motion by Mr. Bagley and seconded by Ms. Landon it was unanimously agreed to go from closed to open session at 2:14 p.m.

Action upon return from closed session

Crisfield Legal Contract

Ms. Landon made a motion to authorize the General Manager to execute the arrangement for legal services contract by Webb, Cornbrooks, Wilber, Vorhis, Douse, Leslie & Mathers, LLP for all legal matters containing the City of Crisfield and the Crisfield Peripheral area. Ms. Hall seconded the motion; the motion carried unanimously.

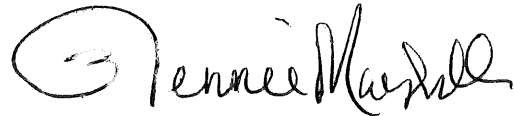
Laboratory Technician Position

Mr. Bagley made a motion to advertise for the position of Laboratory Technician at the Princess Anne Wastewater Treatment Plant as requested by Mr. Ludy. Ms. Bush seconded the motion; the motion carried unanimously.

On a motion by Ms. Landon and seconded by Mr. Bagley it was unanimously agreed to adjourn at 2:16 p.m.

Approved by:

Respectfully Submitted:

Ellen Bush
Secretary-Treasurer
Somerset County Sanitary Commission

Jennie Marshall
Administrative Aide
Somerset County Sanitary District

**PRESIDING OFFICER'S WRITTEN STATEMENT FOR CLOSING A MEETING ("CLOSING STATEMENT")
UNDER THE OPEN MEETINGS ACT (General Provisions Article § 3-305)**

This form has two sides. Complete items 1 – 4:

1. **Recorded vote to close the meeting:** Date: 3/2/20; Time: 1:45 PM; Location: Somm. Co. Office Complex Room 111
Motion to close meeting made by: Rev. Pugh Seconded by Ms. Bush
Members in favor: All; Opposed: None
Abstaining: Ø; Absent: Ø

2. **Statutory authority to close session (check all provisions that apply):**

This meeting will be closed under General Provisions Art. § 3-305(b) only:

- (1) "To discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom this public body has jurisdiction; any other personnel matter that affects one or more specific individuals"; (2) "To protect the privacy or reputation of individuals concerning a matter not related to public business"; (3) "To consider the acquisition of real property for a public purpose and matters directly related thereto"; (4) "To consider a matter that concerns the proposal for a business or industrial organization to locate, expand, or remain in the State"; (5) "To consider the investment of public funds"; (6) "To consider the marketing of public securities"; (7) "To consult with counsel to obtain legal advice"; (8) "To consult with staff, consultants, or other individuals about pending or potential litigation"; (9) "To conduct collective bargaining negotiations or consider matters that relate to the negotiations"; (10) "To discuss public security, if the public body determines that public discussion would constitute a risk to the public or to public security, including: (i) the deployment of fire and police services and staff; and (ii) the development and implementation of emergency plans"; (11) "To prepare, administer, or grade a scholastic, licensing, or qualifying examination"; (12) "To conduct or discuss an investigative proceeding on actual or possible criminal conduct"; (13) "To comply with a specific constitutional, statutory, or judicially imposed requirement that prevents public disclosures about a particular proceeding or matter"; (14) "Before a contract is awarded or bids are opened, to discuss a matter directly related to a negotiating strategy or the contents of a bid or proposal, if public discussion or disclosure would adversely impact the ability of the public body to participate in the competitive bidding or proposal process."

Continued →

3. For each provision checked above, disclosure of the topic to be discussed and the public body's reason for discussing that topic in closed session.

Citation (insert # from above)	Topic	Reason for closed-session discussion of topic
§3-305(b) (H)	Crisfield legal Contract	To discuss seeking legal services contract for all legal matters containing the City of Crisfield + Crisfield Penitentiary
§3-305(b) (I)	Laboratory, Tech. Position	To discuss advertising for the position of Laboratory Technician.
§3-305(b) ()		
§3-305(b) ()		
§3-305(b) ()		

4. This statement is made by Adam Riggan, Presiding Officer.

WORKSHEET FOR OPTIONAL USE IN CLOSED SESSION: INFORMATION THAT MUST BE DISCLOSED IN THE MINUTES OF THE NEXT OPEN MEETING

Time of closed Session: 1:45 pm Place: Seom. Co. Office Complex room 111
 Purpose(s): Discuss personnel, obtain legal advice
 Members who voted to meet in closed session: Pat. Raykey, Ms. Bush
 Persons attending closed session: All
 Authority under § 3-305 for the closed session: (b)(7) (b)(1)
 Topics actually discussed: Crisfield Legal Contract, Laboratory Technician position
 Actions taken: None (Action taken in leg.) Each recorded vote: _____

For a meeting recessed to perform an administrative function (§ 3-104): Time: _____
 Place: _____ Persons present: _____ Subject matter discussed: _____