

MEETING AGENDA

Somerset County Sanitary District, Inc.

Somerset County Sanitary Commission – Regular Meeting**Date: May 14, 2020
1:00 PM****Location: Somerset County Office Complex
Room 111 Princess Anne, MD**

Due to State regulations with COVID-19, no more than 10 people will be permitted in the County Commissioners meeting room during public meetings. Live audio of the meeting will be available by clicking on the link provided on the County's website, or by entering this web address in your internet address bar: <http://mixlr.com/sanitary101>. Public comments will be accepted until 1:45 p.m. by emailing jmarshall@somersetmd.us. We thank you for your cooperation during this time.

GENERAL BUSINESS - INFORMATION	
1	Financial Report Quarterly Analysis
2	Lendmark Financial Services, Inc. vs Harrison, Thomas update
PRINCESS ANNE SUBDISTRICT - INFORMATION	
1	Princess Anne Waste Water Treatment Plant Solar Project Update
2	Deal Island Road Water Main Loop Project Update
3	Sanitary District Office Renovation Project Update
4	Brockett Square Update
SMITH ISLAND SUBDISTRICT - INFORMATION	
1	Smith Island Clean Water Project Update
FAIRMOUNT SUBDISTRICT - INFORMATION	
1	Fairmount Decommissioning Project Contract Update
CRISFIELD SUBDISTRICT - INFORMATION	
1	Mariner's Road Water Line Update
2	Freedomtown Road Hookup Dispute
GENERAL BUSINESS - ACTION	
1	Approval of Invoices
2	Ratification of the following Phone Polls: <ul style="list-style-type: none"> • Approval to allow Employee to telework (Covid-19) • Approval to allow Office Staff to telework (Covid-19) • Approval of WWTP and Field Staff schedule (Covid-19) • Approval of Invoice – Meredith Construction totaling \$87,801.00 • Approval of Invoice – Cockey, Brennan and Maloney (CBM) totaling \$3,900.00 • Approval of Invoice – Directech totaling \$5,048.00 • Authorization to withdraw from the 2020 County Tax Sale due to Covid-19 • Approval of Invoices – Davis, Bowen & Friedel, Inc.(DBF) totaling \$18,660.40, CBM totaling \$15.00 and McKenon Shelton & Henn totaling \$2,750.00 • Approval of Invoices – Hopkins Construction totaling \$303,780.00 and Miller's Land Services totaling \$15,562.50 • Approval of Invoices – George, Miles & Buhr totaling \$2,600.00 and DBF totaling \$2,415.00 • Personnel Poll • Approval of Invoice – Meredith Construction totaling \$55,272.00 • Approval of Invoices – Miller's Land Services totaling \$11,200.00 and CBM totaling \$3,000.00
3	Approval of regular and executive session minutes dated March 12, 2020
4	Deferred Payment Agreement Policy
PRINCESS ANNE SUBDISTRICT - ACTION	
1	Request of credit – 12067 Crisfield Lane
2	Request of EDU credit – 30448 Plantation Drive
FAIRMOUNT SUBDISTRICT - ACTION	
1	Request of credit – 25630 Frenchtown Road
2	Approval of Plat – Fairmount Road
PUBLIC INPUT	
NO CLOSED SESSION SCHEDULED	

Somerset County Sanitary Commission
Minutes of May 14, 2020

A regular meeting of the Somerset County Sanitary Commission was held on Thursday, May 14, 2020 at 1:00 p.m. in Room 111 of the Somerset County Office Complex. Members present were Charles Bagley, Vice-Chairman, Ellen Bush, Secretary-Treasurer, and Drenda Hall, Member. Adam Riggin, Chairman and Maxine Landon, Member were present via teleconference. Also in attendance were Anthony Stockus, General Manager, Jennie Marshall, Administrative Aide, Starr Mister, Office Manager, Earl Ludy, Superintendent, and Richard Crumbacker, Somerset County Times. There were no Public attendees present.

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

Mr. Riggin began the meeting by commending the Sanitary District Staff for doing a phenomenal job keeping the Office and Plant running smoothly during the Pandemic.

General Information

The Sanitary District Financial Quarterly Analysis report was presented. Mr. Stockus stated after reimbursements, revenues exceeded expenses in the amount of \$31,168.26.

Ms. Mister informed the Commission the District Court of Maryland has renewed the Sanitary District's case, Lendmark Financial Services, Inc. vs. Harrison, Thomas, dating back from 3/06/08.

Princess Anne - Information

Mr. Ludy updated the Commission on the Princess Anne Wastewater Treatment Plant Solar Project stating the framework is complete and the solar panels are being installed.

Mr. Stockus updated the Commission on the Deal Island Road Water Main Loop Project; the Sanitary District received correspondence from the Maryland Department of the Environment stating the Sanitary District has been appropriated \$176,000 in grant funds for the project. A pre-bid meeting will take place in June for any interested Bidders.

Ms. Mister updated the Commission on the Office Renovation Project stating the drywall, painting and electrical is complete. The Contractor is anticipating the move-in date of June 20, 2020.

Ms. Mister informed the Commission a new property management company has purchased Brockett Square and the account has been paid in full.

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

Mr. Stockus updated the Commission on the Fairmount Decommissioning Project stating Hopkins Construction has requested a temporary hiatus for the safety of their Employees during Covid-19.

Crisfield - Information

Mr. Stockus updated the Commission on the Mariner's Road Waterline stating he recently spoke with Terry Fearins, the United States Department of Agriculture, regarding correspondence sent to them in December 2019 requesting guidance and clarification on funding and releases required to proceed. Ms. Fearins apologized for the delay in a response and informed Mr. Stockus that she would be addressing his questions in writing as soon as possible.

General Business - Action

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

Davis Bowen & Friedel, Inc.

- Invoice dated 4/29/20 for Construction Phase Services – Fairmount WWTP Decommission & Transmission Project for the period of 2/29/20 to 3/27/20 in the amount of \$3,468.00.
- Invoice dated 4/28/20 for RPR Inspection Services – Fairmount WWTP Decommission & Transmission Project for the period of 2/29/20 to 3/27/20 in the amount of \$12,051.50.
- Invoice dated 4/29/20 for on-call Legal Support for the period of 2/29/20 to 3/27/20 in the amount of \$525.00.
- Invoice dated 4/28/20 for General on-call Services for the period of 2/29/20 to 3/27/20 in the amount of \$538.00.
- Invoice dated 4/28/20 for General on-call Planning/Engineering Services – Mariners Road Water for the period of 2/29/20 to 3/27/20 in the amount of \$150.00.
- Invoice dated 4/28/20 for On-call Engineering Services – Proposed Car Wash for the period of 2/29/20 to 3/27/20 in the amount of \$75.00.
- Invoice dated 4/29/20 for On-call – The Reserve at Somerset for the period of 2/29/20 to 3/27/20 in the amount of \$1,735.50.
- Invoice dated 4/29/20 for Sloan Property Engineering Services for the period of 2/29/20 to 3/27/20 in the amount of \$1,110.00.

George, Miles & Buhr, LLC

- Invoice dated 5/11/20 for Smith Island WWTP Final Design for the period of 3/26/20 to 4/29/20 in the amount of \$4,480.00.

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

- Approval to allow Employee to telework due to Covid-19.

- Approval to allow Office Staff to telework as a trial run from March 20th to March 27th due to Covid-19.
- Approval of WWTP and Field Staff schedule due to Covid-19.
- Approval of Invoice: Application #1 for Meredith Construction for the Office Renovation Project in the amount of \$87,801.00.
- Authorization to withdraw from the 2020 County Tax Sale due to Covid-19 as advised by our Attorney.
- Approval of Invoice: Cockey, Brennan & Maloney for the month of March in the amount of \$3,900.00.
- Approval of Invoice: Directech for the Office Renovation Project in the amount of \$5,048.00.
- Approval of Invoices: Miller's Land Services totaling \$11,200.00 and Cockey, Brennan & Maloney totaling \$3,000.00.
- Approval of Invoices: Davis Bowen & Friedel totaling \$18,660.40, Cockey, Brennan & Maloney totaling \$15.00 and McKennon Shelton & Henn totaling \$2,750.00.
- Approval of Invoices: Application #7 for Hopkins Construction for the Fairmount Decommissioning Project in the amount of \$303,780.00 and Miller's Land Services in the amount of \$15,562.50.
- Personnel Poll
- Approval of Invoice: Application #2 for Meredith Construction for the Office Renovation Project in the amount of \$55,272.00.
- Approval of Invoices: GMB for Smith Island Construction Administration in the amount \$2,600.00 and Davis Bowen & Friedel for the Office Renovation Project in the amount of \$2,415.00.

Approval of Minutes

The Sanitary Commission regular and executive session minutes dated 3/12/20 were previously distributed. On a motion by Ms. Landon and seconded by Mr. Bagley it was unanimously carried to approve the regular and executive session minutes dated 3/12/20.

Deferred Payment Agreement Policy

A Draft of the Deferred Payment Agreement Policy was previously distributed to the Sanitary Commission. The Policy will offer agreements to qualified customers unable to pay an outstanding bill in full to avoid the discontinuation of water and/or sewer service. (Policy attached) Ms. Bush made a motion to approve the Deferred Payment Agreement Policy. Ms. Landon seconded the motion; the motion carried unanimously.

Princess Anne - Action

Request of credit

On 12/17/19, Stan Cisewski requested disconnection of water service to his property located at 12067 Crisfield Lane. Mr. Cisewski paid the disconnection fee of \$35 but a work order was not placed to have it turned off. His March quarter bill had consumption of 49,782 gallons resulting in a \$513.10 balance. It is Management's recommendation to credit the balance in full including the disconnection fee because the Sanitary District is at fault for not having the water disconnected as requested. Ms. Bush made a motion to have the March quarter bill, any accrued interest and the reading fee credited back to the account. Mr. Bagley seconded the motion; the motion carried unanimously.

Request of EDU exemption

Andrea and Wanda Tolley, property owners of 30446 Plantation Drive, are requesting their vacant lot be exempt from Debt Service billing. The Owners feel because the lot does not have connection to water and sewer they should not be charged for Debt Service. The Commission took no action on their request stating all residential lots are assessed whether or not they are connected to water and/or sewer if the property abuts the service lines and can be served. Their only option to eliminating this charge would be to have a lot consolidation performed on their properties.

Fairmount - Action

Request of credit

Dennis Christensen, property owner of 25630 Frenchtown Road, is requesting a credit on his March quarter water bill. Mr. Christenson is disputing the consumption of 12,250 gallons, stating the property is vacant and no one has used the water. The Sanitary Field Technician performed a reread to verify the consumption was correct on their bill and found no additional consumption had been used since the quarterly reading. The Commission took no action on Mr. Christensen's request because the consumption was correct.

Approval of Plat

A drafted plat was presented to the Commission to confirm water and sewer availability to vacant lots in a developing minor subdivision on Fairmount Road. Mr. Stockus verified availability for water and sewer at the owner's expense. Ms. Bush made a motion to authorize the Chairman to execute the plat when the Mylar is presented to the Sanitary District. Mr. Bagley seconded the motion; the motion carried to approval unanimously.

No was no public input.

On a motion by Mr. Bagley and seconded by Ms. Bush it was unanimously agreed to adjourn at 1:48 p.m.

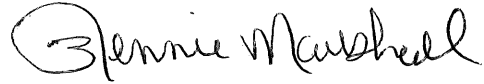
No Closed Session Scheduled

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.
Deferred Payment Agreement Policy

To avoid the discontinuation of water and/or sewer service, the Somerset County Sanitary District, Inc. (the "District") shall offer Deferred Payment Agreements to customers unable to pay an outstanding bill in full. Service shall not be discontinued if the customer agrees to the following:

- (a) Customer shall pay at least ten percent (10%) of the outstanding bill at the time of entry into the Deferred Payment Agreement;
- (b) Customer shall pay the remaining balance in equal monthly installments until the bill is paid (not to exceed one year for residential accounts, 6 months for commercial accounts);
- (c) Customer shall pay in full any bill for current or future services by the due date; and
- (d) Customer shall pay one percent (1%) interest each month on the balance owed.

Any payments received during the term of the Deferred Payment Agreement shall be applied first to the agreed upon installment payments, with the remaining amount to be applied to the current bills. If Customer defaults on a Deferred Payment Agreement, the District shall have the right to disconnect the water/sewer service and shall not be required to offer a subsequent Deferred Payment Agreement prior to disconnection.

The District shall not offer this deferred payment option to a customer who has defaulted on a Deferred Payment Agreement within the past twelve (12) months