

**MEETING AGENDA****Somerset County Sanitary District, Inc.****Somerset County Sanitary Commission – Regular Meeting****Date: June 4, 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](mailto:jmarshall@somersetmd.us). We thank you for your cooperation during this time.

<b>PRINCESS ANNE SUBDISTRICT - INFORMATION</b>	
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	Princess Anne water outage 5/28/20
<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
2	Freedomtown Road Hookup Dispute
<b>GENERAL BUSINESS - ACTION</b>	
1	Approval of Invoices
2	Ratification of the following Phone Polls: <ul style="list-style-type: none"> <li>• Approval to move forward with Budget B at the Public Hearing on June 7, 2020</li> <li>• Approval to accept grant funding from MDE for the PA WWTP ENR Project in the amount of \$23,000</li> <li>• Authorization for the General Manager to execute the Conditions of MDE Grant Award and Approval of Cost-Share Agreement for the Deal Island Road Water Main Loop Project</li> </ul>
3	Approval of budget work session and regular session minutes dated May 14, 2020
<b>PRINCESS ANNE SUBDISTRICT - ACTION</b>	
1	Request removal of cash only account
2	Deed issue – 12076 Somerset Avenue
<b>CRISFIELD SUBDISTRICT - ACTION</b>	
1	Deed issues: <ul style="list-style-type: none"> <li>• Stouty Sterling Road</li> <li>• 3143 Calvary Road</li> <li>• 26754 John Nelson Lane</li> <li>• 26751 John Nelson Lane</li> <li>• 26745 John Nelson Lane</li> </ul>
2	Approval of Plat – Pinecroft Phase One
<b>PUBLIC HEARING 2:00 p.m.</b>	
<p style="text-align: center;">Approval of proposed Water and Sewer Rates – FY 2021</p> <p>During this Meeting, the Somerset County Sanitary District Commissioners reserve the right to convene in closed session in accordance with the provisions of MD Code, General Provisions, § 3-305.</p>	
<b>NO CLOSED SESSION SCHEDULED</b>	

Somerset County Sanitary Commission  
Minutes of June 4, 2020

A regular meeting of the Somerset County Sanitary Commission was held on Thursday, June 4, 2020 at 1:00 p.m. in Room 111 of the Somerset County Office Complex. Members present were Adam Riggin, Chairman, Ellen Bush, Secretary-Treasurer, and Drenda Hall, Member. Maxine Landon, Member was present via teleconference. Also in attendance were Anthony Stockus, General Manager, Jennie Marshall, Administrative Aide, Starr Mister, Office Manager, Josh Taylor, P.E., Davis, Bowen & Friedel, and Richard Crumbacker, Somerset County Times. Charles Bagley, Vice-Chairman, was absent. There were no Public attendees present.

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

### **Princess Anne - Information**

Mr. Stockus updated the Commission on the Princess Anne Wastewater Treatment Plant Solar Project stating the solar panels are installed and the project should be complete in July.

Mr. Taylor updated the Commission on the Deal Island Road Water Main Loop Project; the Sanitary District is currently awaiting correspondence from Critical Area to submit to MDE prior to Advertising for Bid.

Ms. Mister updated the Commission on the Office Renovation Project stating the Contractor is anticipating completion by August 2020.

Mr. Stockus stated on May 28, 2020, Ryan Miller was hired by the Sanitary District to repair a water leak to one of our water lines. The Sanitary District contacted Miss Utility to have the lines marked. The ticket was turned in as completed on May 27, 2020. Comcast and Verizon mismarked the lines causing our contractor to hit the lines. The Sanitary District followed all the necessary procedures for a repair. Verizon and Comcast will be responsible for any damages sustained during the dig due to the mismarked lines.

### **Smith Island - Information**

Mr. Stockus updated the Commission on the Smith Island Clean Water Project stating the Engineers at George, Miles & Buhr are working with the U.S. Army Corps of Engineers and Critical Area to obtain the permits needed to proceed with the project.

### **Fairmount - Information**

Mr. Stockus updated the Commission on the Fairmount Decommissioning Project stating Hopkins Construction requested a temporary hiatus until June 15, 2020 for the safety of their Employees during Covid-19.

### **Crisfield - Information**

Mr. Stockus updated the Commission on the Mariner's Road Waterline stating the Maryland Water Quality Financing Administration (WQFA) has completed their review of applications submitted during their latest solicitation cycle. The score for the Mariner's Road Water Association project placed it below the funding line on the FFY20. WQFA is recommending they continue to fund the project with the determined funding under the FFY19. Along with the decision to continue the previously allocated

funding from the FFY19, they have made the additional decision that construction after December 2020 will be acceptable for this project.

The Office of Administrative Hearings (OAH) received a complaint and request for hearing from Dennis Shipman, property owner of 3491 Freedomtown Road, regarding his water/sewer hookup fee dispute with the Sanitary District. The OAH responded; they have no jurisdiction to hear any of the issues cited in his letter and referred him to request a hearing before the Sanitary Commission.

### **General Business - Action**

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

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

- Invoice dated 5/15/20 for SCSD Office Renovations – Additional Services for the period of 3/28/20 to 5/01/20 in the amount of \$428.22.
- Invoice dated 5/19/20 for Sloan Property Engineering Services On-Call for the period of 3/28/20 to 5/01/20 in the amount of \$502.50.
- Invoice dated 5/19/20 for Construction Phase Services – Fairmount WWTP Decommission & Transmission Project for the period of 3/28/20 to 5/01/20 in the amount of 4,644.00.
- Invoice dated 5/19/20 for RPR Inspection Service – Fairmount WWTP Decommission & Transmission Project for the period of 3/28/20 to 5/01/20 in the amount of \$9,967.00.
- Invoice dated 5/19/20 for Construction Phase – Princess Anne WWTP Solar Project for the period of 3/28/20 to 5/01/20 in the amount of \$3,712.50.
- Invoice dated 5/19/20 for Bidding – Industrial Park Water Tower Recoating for the period of 3/28/20 to 5/01/20 in the amount of \$187.50.
- Invoice dated 5/19/20 for General On-Call Services for the period of 3/28/20 to 5/01/20 in the amount of \$187.50
- Invoice dated 5/19/20 for On-Call Legal Support for the period of 3/28/20 to 5/01/20 in the amount of \$300.00.
- Invoice dated 5/19/20 for General On-Call Survey/Planning/Engineering Services – Warwick MHP for the period of 3/28/20 to 5/01/20 in the amount of \$1,485.00.
- Invoice dated 5/19/20 for General On-Call Planning/Engineering Services – Mariner’s Road Water for the period of 3/28/20 to 5/01/20 in the amount of \$210.00.
- Invoice dated 5/19/20 for On-Call Engineering Services – PRMC Facility for the period of 3/28/20 to 5/01/20 in the amount of \$210.00.
- Invoice dated 5/29/20 for On-Call – The Reserve at Somerset for the period of 3/28/20 to 5/01/20 in the amount of \$4,373.00.

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

- Invoice dated 5/22/20 for Professional Services for the month of May in the amount of \$1,500.00.

**R.D. Meredith General Contractors, LLC.**

- Application #2 for the Office Renovation Project in the amount of \$59,024.00.

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

- Approval to move forward with Budget B at the Public Hearing on June 4, 2020.
- Approval to accept grant funding from MDE for the Princess Anne WWTP ENR Project in the amount of \$23,000 as of 5/30/20 for Preliminary Engineering and Environmental Report Services.
- Authorization for the General Manager to execute the Conditions of MDE Grant Award and Approval of Cost-Share Agreement for the Deal Island Water Main Loop Project.

**Approval of Minutes**

The Sanitary Commission budget work session and regular session minutes dated 5/14/20 were previously distributed. On a motion by Ms. Hall and seconded by Ms. Bush it was unanimously carried to approve the budget work session and regular session minutes dated 5/14/20.

**Princess Anne - Action**

**Request removal of cash only account**

Deborah Farrow, Property Manager of 11976 Drexwood Drive, is requesting the Sanitary District remove the "Cash Only" alert from the water and sewer account. The alert was placed on the account due to receiving more than one returned check from the Tenant. Ms. Farrow explained the Tenant at fault no longer resides at the home. It is Management's recommendation to remove the alert code, as it does not apply to the current tenants. Ms. Bush made a motion to remove the cash only alert code from the water and sewer account of 11976 Drexwood Drive. Ms. Hall seconded the motion; the motion carried unanimously.

**Princess Anne & Crisfield - Action**

**Deed Issues**

During the Covid-19 telework the following clerical errors occurred:

- A work order for a transfer reading at 12076 Somerset Avenue was not scanned into the account; as a result, the \$35.00 reading fee was not collected.

- While stamping a deed for Stouty Sterling Road, a member of Staff did not realize there were two accounts on the intake sheet of the deed; therefore, \$121.01 was not collected on the EDU bill.
- During the pre-settlement process of following property transfers, the water and sewer amount owed was not advanced for the current quarter:
  - 3143 Calvary Road - \$164.84
  - 26754 John Nelson Lane - \$164.84
  - 26751 John Nelson Lane - \$164.84
  - 26745 John Nelson Lane - \$164.84

Ms. Bush made a motion to write-off the clerical errors listed. Ms. Hall seconded the motion; the motion carried unanimously.

### **Crisfield - Action**

#### **Approval of Plat**

A plat was presented to the Commission for the purpose of eliminating a lot in the Pinecroft Phase One subdivision. Mr. Stockus reviewed the plat and recommended approving the lot elimination. Ms. Bush made a motion to authorize the Chairman to execute the plat presented; Ms. Hall seconded the motion; the motion carried to approval unanimously.

### **Public Hearing 2:00**

Mr. Riffin called the Public Hearing to order at 2:00 p.m.

Ms. Mister read aloud the following proposed Water/Sewer Rate Ad, which ran in the Somerset County Times on 5/20/20 and 5/27/20.

SOMERSET COUNTY SANITARY COMMISSION  
PUBLIC HEARING 2:00 P.M.  
June 4, 2020

A public hearing will be held at 2:00 P.M. in Room 111 of the Somerset County Office Complex, 11916 Somerset Ave. Princess Anne, MD for the purpose of establishing the fees for quarterly and/or annual water and sewer service, bulk water sales and septage hauler fees in the Princess Anne, Westover, Smith Island, Fairmount and Jacksonville Subdistricts for the fiscal year beginning July 1, 2020. Written comments may be mailed to 11916 Somerset Ave. Box 1, Princess Anne, MD 21853, phone 410-651-3831. The proposed rates for Jacksonville-Crisfield outside city limits may not include any pending proposed increase imposed by the City of Crisfield. A separate public hearing will be set by the City of Crisfield.

QUARTERLY METERED RATES		CURRENT RATE FY 2020					PROPOSED RATE FY 2021					
CATEGORY - SERVICE AREA	Meter Charge	Water	Sewer	BRF	Debt Service	Total	Meter Charge	Water	Sewer	BRF	Debt Service	Total
<b>Minimum 0 - 6,000 Gals.</b>												
Princess Anne	2.95 Varies per Meter Size	\$42.25	\$64.75	\$15.00	\$2.55	\$127.50	2.95 Varies per Meter Size	\$42.25	\$64.75	\$15.00	\$2.55	\$127.50
Fairmount		\$42.25	\$64.75	\$15.00		\$124.95		\$42.25	\$64.75	\$15.00		\$124.95
Rumley-Frenchtown		\$42.25	n/a	\$15.00	\$12.30	\$72.50		\$42.25	n/a	\$15.00		
6,001 - 26,000 Gals.		\$1.85/m	\$6.83/m			\$8.68/m		\$1.85/m	\$6.83/m			\$8.68/m
26,001 - 46,000 Gals.		\$1.87/m	\$6.85/m			\$8.72/m		\$1.87/m	\$6.85/m			\$8.72/m
46,001 - 192,000 Gals.		\$2.29/m	\$7.65/m			\$9.94/m		\$2.29/m	\$7.65/m			\$9.94/m
Over 192,000 Gals.		\$3.32/m	\$8.92/m			\$12.24/m		\$3.32/m	\$8.92/m			\$12.24/m
Septage Haulers			\$80.00			\$80.00			\$80.00			\$80.00
Bulk Water Sales		\$3.50/m				\$3.50/m		\$3.50/m				\$3.50/m
<b>Jacksonville (Commercial Accounts Outside City Limits of Crisfield)</b>												
<b>City of Crisfield:</b>												
Minimum 0 - 15,000 Gals.		\$57.96	\$352.80	\$15.00		\$425.76		\$57.96	\$352.80	\$15.00		\$425.76
Sanitary District Flat Rate		\$22.34	\$28.52			\$50.86		\$22.34	\$28.52			\$50.86
Total		\$80.30	\$381.32	\$15.00		\$476.62		\$80.30	\$381.32	\$15.00		\$476.62
0 - 15,000 Gals.		\$3.85/m	\$25.42/m			\$29.27/m		\$3.85/m	\$25.42/m			\$29.27/m
15,001 - 60,000 Gals.		\$3.34/m	\$3.34/m			\$6.68/m		\$3.34/m	\$3.34/m			\$6.68/m
Over 60,000 Gals.		\$1.68/m	\$1.68/m			\$3.36/m		\$1.68/m	\$1.68/m			\$3.36/m
<b>QUARTERLY FLAT RATES</b>												
		<b>Water</b>	<b>Sewer</b>	<b>BRF</b>	<b>Debt Service</b>			<b>Water</b>	<b>Sewer</b>	<b>BRF</b>	<b>Debt Service</b>	
Princess Anne, Westover Area, Fairmount & Rumley-Frenchtown		\$50.50	\$152.00	\$15.00	varies depending on sub district			\$50.50	\$152.00	\$15.00	varies depending on sub district	
<b>Jacksonville (Outside City Limits of Crisfield)</b>												
Residential City of Crisfield		\$57.96	\$121.32			\$179.28		\$57.96	\$121.32			\$179.28
Residential Sanitary District		\$22.34	\$28.52	\$15.00		\$65.86		\$22.34	\$28.52	\$15.00		\$65.86
Total		\$80.30	\$149.84	\$15.00		\$245.14		\$80.30	\$149.84	\$15.00		\$245.14
<b>ANNUAL FLAT RATES</b>												
		<b>Water</b>	<b>Sewer</b>	<b>BRF</b>		<b>Total</b>		<b>Water</b>	<b>Sewer</b>	<b>BRF</b>		<b>Total</b>
<b>Smith Island</b>												
Residential		n/a	\$656.00	\$80.00		\$736.00		n/a	\$656.00	\$80.00		\$736.00
Commercial		n/a	\$1,312.00	\$80.00		\$1,392.00		n/a	\$1,312.00	\$80.00		\$1,392.00
<b>FIRE SERVICE RATES</b>												
ALL SUBDISTRICTS						Total						Total
						\$10.00						\$10.00

BRF = Bay Restoration Fund

Adam Riggan, Chairman  
Charles Bagley, Vice-Chairman  
Ellen Bush, Secretary-Treasurer  
D. Maxine Landon, Member  
Drenda Hall, Member

There was no public input.

Ms. Bush made a motion to approve the FY2021 Budgets and Rates presented. Ms. Hall seconded the motion; the motion carried unanimously.

On a motion by Ms. Hall and seconded by Ms. Bush it was unanimously agreed to adjourn at 2:05 p.m.


**No Closed Session Scheduled**

Approved by:

Respectfully Submitted:



Ellen Bush  
Secretary-Treasurer  
Somerset County Sanitary Commission



Jennie Marshall  
Administrative Aide  
Somerset County Sanitary District