

**MEETING AGENDA****Somerset County Sanitary District, Inc.****Somerset County Sanitary Commission – Regular Meeting****Date: January 14, 2021  
1:00 PM****Location: Somerset County Office Complex  
Room 111 Princess Anne, MD**

Due to State regulations with COVID-19, social distancing will be observed during the meeting and members of the public in attendance must wear a facemask. 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>GENERAL BUSINESS - INFORMATION</b>	
1	Audit Presentation – FY 2020
<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	Princess Anne Waste Water Treatment Plant ENR Upgrade Update
<b>SMITH ISLAND SUBDISTRICT - INFORMATION</b>	
1	Smith Island Clean Water Project Update
<b>FAIRMOUNT SUBDISTRICT - INFORMATION</b>	
1	Fairmount Decommissioning Project 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 to postpone interviews for Lab Tech Candidates and extension of the Temporary Sample Technician position thru March 31 2021.</li> <li>Approval to rescind the 12/10/20 Resolution for the HSB loans due to an error in language which does not affect the District; and approve revised Resolution with taxable language.</li> <li>Approval to pay app #14 for Hopkins Construction totaling \$83,889.00 for the Fairmount Decommissioning Project.</li> </ul>
3	Approval of regular and executive session minutes dated December 10, 2020
<b>PRINCESS ANNE SUBDISTRICT - ACTION</b>	
1	Request for payment plan – Talons Village LLC
<b>FAIRMOUNT SUBDISTRICT - ACTION</b>	
1	Request by Hopkin's Construction, Inc. for partial Release of Retainage and Substantial Completion for Fairmount Decommissioning Project
<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 January 14, 2021

A regular meeting of the Somerset County Sanitary Commission was held on Thursday, January 14, 2021 at 1:00 p.m. in Room 111 of the Somerset County Office Complex. Members present were Adam Riggan, Chairman, Charles Bagley, Vice-Chairman, and Maxine Landon, Member. Also in attendance were Anthony Stockus, General Manager, Jennie Marshall, Administrative Aide, Starr Mister, Office Manager, Earl Ludy, Josh Taylor, P.E., Davis Bowen & Friedel, and Richard Crumbacker, Somerset County Times. Ellen Bush, Secretary-Treasurer was absent. There were no Public Attendees.

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

### **General Business - Information**

Andy Haynie, CPA, PKS & Company, presented the Commission with the Fiscal Year 2020 Audit Report of the Somerset County Sanitary District, Inc. Mr. Haynie and Ashley Stern, CPA, PKS, have reviewed the draft of the Audit with Ms. Mister and Mr. Stockus prior to this meeting. Mr. Haynie stated the audit report is presented with an unmodified opinion, which is the highest opinion available and reviewed. Mr. Haynie focused on the financial statements and Auditor's communications of the Audit presented. Mr. Haynie stated the Auditors conducted the Audit consistent within the planned scope of timing. There were no instances of noncompliance material to the financial statements of the District, which would be required to be reported in accordance with Government Auditing Standards. There were no significant deficiencies or material weaknesses relating to the audit of the major federal programs reported in the Independent Auditor's Report on Compliance. Mr. Haynie concluded by stating they encountered no significant difficulties in dealing with management relating to the performance of the audit. The Commission had no questions for Mr. Haynie. A copy of the FY 2020 Somerset County Sanitary District, Inc. Audit can be obtained on the Somerset County Website, [www.somersetmd.us](http://www.somersetmd.us)

### **Princess Anne - Information**

Mr. Stockus updated the Commission on the Princess Anne Wastewater Treatment Plant Solar Project stating construction is complete and we are at a standstill with Delmarva Power to conduct a walk-thru inspection; Delmarva Power is ignoring the District's requests for final inspection. Mr. Stockus is going to reach out to Local Legislation for their support with this matter.

Mr. Stockus updated the Commission on the Deal Island Road Water Main Loop Project stating the Approval of Bid has been submitted to the Maryland Board of Public Works for their approval.

Mr. Stockus stated there were no updates to report regarding the Princess Anne Wastewater Treatment Plant ENR upgrade project.

### **Smith Island - Information**

Mr. Stockus updated the Commission on the Smith Island Clean Water Project stating the Construction of the new Smith Island Wastewater Treatment Plant will begin in May 2021. Construction was delayed due to COVID and Permit approvals.

### **Fairmount - Information**

Mr. Stockus updated the Commission on the Fairmount Decommissioning Project stating the old Fairmount Wastewater Treatment Plant has been demolished and removed. Hopkin's Construction has requested partial Release of Retainage and Substantial Completion which will be voted on during the Action portion of the meeting.

### **General Business - Action**

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

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

- Invoice dated 12/22/20 for Inspection Services – Industrial Park Water Tower Recoating from 10/31/20 to 11/27/20 in the amount of \$7,260.00.
- Invoice dated 12/22/20 for Construction Phase – Princess Anne WWTP Solar Project from 10/31/20 to 11/27/20 in the amount of \$1,237.50.
- Invoice dated 12/22/20 for Construction Administration – Industrial Park Water Tower Recoating from 10/31/20 to 11/27/20 in the amount of \$630.00.
- Invoice dated 12/22/20 for Old Princess Anne Commons – On-call from 10/31/20 to 11/27/20 in the amount of \$285.00.
- Invoice dated 12/22/20 for Design Phase – Deal Island Road Watermain Project from 10/31/20 to 11/27/20 in the amount of \$300.00.
- Invoice dated 12/22/20 for On-call Legal Support from 10/31/20 to 11/27/20 in the amount of \$900.00.
- Invoice dated 12/22/20 for General On-call Services from 10/31/20 to 11/27/20 in the amount of \$163.00.

#### **PKS & Company, P.A.**

- Invoice dated 12/18/20 for Final Bill: Audit of financial statements, including planning, fieldwork audit procedures, preparation of reports, review of draft, and management and communication letters for the year ended June 30, 2020 in the amount of \$14,500.00.

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

- Invoice dated 1/13/21 for Professional Services for the month of December in the amount of \$3,500.00 if paid by 2/01/21, a discount from original amount of \$3,919.44.
- Invoice dated 1/07/21 for Professional Services - the Smith Island Clean Water Project for the month of December in the amount of \$1,711.50.

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

- Invoice dated 12/14/20 for various jobs totaling the amount of \$17,646.50.

### **George, Miles & Buhr, LLC**

- Invoice dated 12/15/20 for Smith Island WWTP Preliminary Design from 10/29/20 to 11/25/20 in the amount of \$129.00.

### **Chesapeake Environmental Services, LLC**

- Invoice dated 1/06/21 for Greenwood Road Lateral completed on 12/07/20 in the amount of \$704.00.

### **Hebron Savings Bank**

- Invoice dated 12/22/20 for Document Review and Underwriting Fee for the Water Tower Rehabilitation Loan totaling \$500.00.
- Invoice dated 12/22/20 for Document Review and Underwriting Fee for the Vehicle Purchase Loan totaling \$500.00.

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

- Due to COVID closures and other issues, the Superintendent is requesting delaying the interview process for the second round of interviews for the Temporary Sample Technician position until 3/31/21.
- Permission to rescind the 12/10/20 Resolution for the HSB loans due to an error in language (the loan being taxable which does not affect the District) and approval of revised Resolution with taxable language.
- Approval of Invoice: Hopkins Construction Pay request No.14 for the Fairmount Decommissioning Project totaling \$83,889.00.

### **Approval of Minutes**

The Sanitary Commission regular and executive session minutes dated 12/10/20 were previously distributed. On a motion by Mr. Bagley and seconded by Ms. Landon it was unanimously carried to approve the regular and executive session minutes dated 12/10/20.

## **Princess Anne – Action**

### **Request for payment plan**

Eric Davis, Owner of Talons Village LLC, is requesting to make a 2-year payment plan with the District for his unpaid Debt Service totaling \$30,150.01. Request for payment plans beyond 1 year must be approved by the Sanitary Commission. It is Management's recommendation to approve his request for a 2-year payment plan with a 10% down payment; Mr. Davis has fulfilled agreements in

the past with good standing. Ms. Landon made a motion to approve Mr. Davis' request for a 2-year payment plan with the Sanitary District for Talon's Village past-due Debt Service. Mr. Bagley seconded the motion; the motion carried unanimously.

### **Fairmount – Action**

#### **Request for Partial Release of Retainage and Substantial Completion**

Hopkin's Construction has requested a partial Release of Retainage and Substantial Completion for the Fairmount Decommissioning Project. DBF recommends that the District reduce the withheld retainage by 50% from \$221,513.10 to \$106,369.05 and hold in Escrow the \$8,775.00 for Ring Property issues. Based on testing, equipment start-ups, and inspections, the Contractor has met the contract requirements for Substantial Completion. Ms. Landon made a motion to grant Partial Release of Retainage and Substantial Completion for the terms listed. Mr. Bagley seconded the motion; the motion carried unanimously.

### **Public Input**

Richard Crumbacker, Sanitary District Customer, suggested offering a discounted rate to customers who pay their Debt Service EDU bill in full at the beginning of the year. Mr. Stockus stated the District is not in the position to offer such discount at this time, as Debt Service rates are likely to increase.

On a motion by Ms. Landon and seconded by Mr. Bagley it was unanimously agreed to adjourn at 2:05 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