

MEETING AGENDA-REVISED

Somerset County Sanitary District, Inc.

Somerset County Sanitary Commission – Regular Meeting**Date: May 13, 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. We thank you for your cooperation during this time.

GENERAL BUSINESS - INFORMATION	
1	Appointment of Board Member, Dennis Williams
2	Financial Report Quarterly Analysis
3	Minimum Wage Study
4	FY22 Budget
PRINCESS ANNE SUBDISTRICT - INFORMATION	
1	Deal Island Road Water Main Loop Project
2	Princess Anne Wastewater Treatment Plant ENR Upgrade
3	Princess Anne Wastewater Treatment Plant New Lab and Shower Presentation
SMITH ISLAND SUBDISTRICT - INFORMATION	
1	Smith Island Clean Water Project Update
FAIRMOUNT SUBDISTRICT - INFORMATION	
1	Fairmount Decommissioning Project Update
GENERAL BUSINESS - ACTION	
1	Approval of Invoices
	Ratification of the following Phone Polls: <ul style="list-style-type: none"> • Approval to hire Olivia Skeen for the position of Laboratory Technician • Approval of Karl Koller, Water Operator, to transfer to the position of Wastewater Treatment Plant OpTrainee.
2	Approval of Regular Session Minutes dated April 8, 2021 and Work Session Minutes dated April 26, 2021
3	Approval to Write-off Miscellaneous Charge
PRINCESS ANNE SUBDISTRICT - ACTION	
1	Approval to Grant Final Acceptance for the Princess Anne Wastewater Treatment Plant Solar Project
2	Approval Deal Island Rd Project Loan Resolution
3	Approval (Retroactive) Lab Emergency Purchase – Balance
FAIRMOUNT SUBDISTRICT - ACTION	
1	Approval of Change Order #2 - Fairmount Decommissioning Project
2	Approval to Grant Final Acceptance for the Fairmount Decommissioning Project
2:00 p.m. Appointment	
Janie Johnson – Brockett Square, Princess Anne	
PUBLIC INPUT	
Please sign in with the Administrative Aide, 2 minutes will be allotted per person	
NO CLOSED SESSION SCHEDULED	

Somerset County Sanitary Commission
Minutes of May 13, 2021

A regular meeting of the Somerset County Sanitary Commission was held on Thursday, May 13, 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, Ellen Donohoe, Secretary-Treasurer, Maxine Landon, Member, and Dennis Williams, Member. Also in attendance were Anthony Stockus, General Manager, Jennie Marshall, Administrative Aide, Starr Mister, Office Manager, Earl Ludy, Superintendent, Josh Taylor, P.E., Davis Bowen & Friedel, Heather Konyar, Attorney, Cockey, Brennan & Maloney, Richard Crumbacker, Somerset County Times, and Public Attendee, Janie Johnson.

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

General Business - Information

The Board of County Commissioners for Somerset County voted during their regular session held on April 27, 2021 to appoint Mr. Dennis Williams, to serve the remaining 6 year term as Member of the Somerset County Sanitary District for the Princess Anne Sub-District. Mr. Riggan welcomed Mr. Williams to the Sanitary Commission Board and applauded him for his Community involvement.

The Sanitary District Financial Quarterly Analysis report was presented. This quarterly revenue exceeds expenses by \$46,937.85. The Commission had no questions or comments regarding the Quarterly Analysis.

The Independent Accountant's Report on the Minimum Wage Study was previously distributed to the Commission for their review. PKS & Company, P.A. performed the study, which were agreed to by the Commission and Management, solely to assist with respect to the minimum wage assessment of Somerset County Sanitary District, Inc. for the period January 1, 2020 through December 31, 2020. The following comments and recommendations are reflected in the FY22 Budget:

- The District is in compliance in relation to the minimum wage requirements as of December 31, 2020. New rates are to be implemented July 1, 2021 and the employee rates as of December 31, 2020 are in compliance with those new rates as well.
- As of December 31, 2020 there are two employees that are below the \$15 floor that will be in effect for the State of Maryland in 2025.
- It is best practice to analyze minimum wage requirements annually. Many entities examine requirements during their annual budget process. We recommend that District continue to analyze minimum wage requirements and upcoming changes to ensure the District remains in compliance.

The Sanitary District held a budget work session prior to this meeting. The Commission were presented with two Budget options as requested during the April 26, 2021 work session. Budget A will increase water and sewer rates for all districts by 12%; and Budget B will increase water and sewer minimum users' rate by 10% and increase over minimum users' rate by 14%. Mr. Riggan, Mr. Bagley, Ms. Donohoe, and Mr. Williams voted for Budget A and Ms. Landon voted for Budget B. Budget A will be presented for approval at the Public Hearing on June 17, 2021.

Princess Anne - Information

Mr. Stockus updated the Commission on the Deal Island Road Water Main Loop Project stating Approval of Bid has been permitted by the Maryland Board of Public Works. The Maryland Department of the Environment approval is needed before moving forward with the project.

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

Mr. Ludy presented the Commission with plans and projected cost to upgrade the Princess Anne Wastewater Treatment Plant's Environmental Laboratory & add a personnel decontamination and changing facility. Mr. Ludy stated that the PAWWTP was built in the 1970's and has many issues that limit what analysis the Sanitary District can do on site. The new lab would be capable of performing water and wastewater sampling and analysis for other companies, which would potentially bring revenue to the Sanitary District. Operators are currently using the combined lunchroom/conference room as their changing facility. There is only one shower at the Plant which is currently located in the Lab. This space offers no privacy and has the potential to contaminate the area designated for lab sampling and personnel. Mr. Ludy has submitted his proposal to the Somerset County Commissioners for funding through the American Rescue Plan Grant.

Smith Island - Information

Mr. Stockus updated the Commission on the Smith Island Clean Water Project stating a pre-bid meeting for the Pumping Station Upgrade will be held on Smith Island on May 19, 2021 for all interested Bidders.

Fairmount - Information

Mr. Stockus updated the Commission on the Fairmount Decommissioning Project stating the project is complete and operational. Hopkin's Construction has offered the Ring family a settlement for their property damage. A balancing change order will be presented to the Commission for approval during General Business.

General Business - Action

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

Davis Bowen & Friedel, Inc. (Service dates 2/27/21 to 4/02/21)

- Invoice dated 4/23/21 for RPR Inspection Services – Fairmount Decommissioning Project in the amount of \$811.83.
- Invoice dated 4/23/21 for General On-call Services in the amount of \$225.00.
- Invoice dated 4/23/21 for Construction Phase – PAWWTP Solar Project in the amount of \$240.00.

George, Miles & Buhr, LLC

- Invoice dated 5/10/21 for Smith Island WWTP Bidding and Negotiating from 4/01/21 to 4/28/21 in the amount of \$5,400.00.

Independent Newsmedia Inc.

- Invoice dated 4/07/21 for Smith Island Clean Water Project – USDA Notice of No Significant impact Advertisement in the County Times in the amount of \$287.00.

Cockey, Brennan & Maloney, P.C.

- Invoice dated 5/05/21 for Professional Services for the month of March in the amount of \$2,500.00 if paid by 5/17/21, a discount from original amount of \$3,075.00.

McKennon Shelton & Henn LLP

- Invoice dated 4/16/21 for USDA financing for the month of March in the amount of \$7,544.75.

PKS & Company, P.A.

- Invoice dated 5/04/21 for Professional Services – Wage Study in the amount of \$750.00.

Jones Asphalt, Inc.

- Invoice dated 4/23/21 for Asphalt Patches for 4 properties totaling \$3,800.00.

Ultra Solar & Wind Solutions, LLC

- Invoice dated 4/21/21 for final payment for the PAWWTP Solar Project in the amount of \$56,418.75.

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

- 4/08/21 – Approval to hire Olivia Skeen for the position of Laboratory Technician.
- 4/26/21 – Approval to, effective 5/03/21, transfer Karl Koller to Wastewater Treatment Plant Operator Trainee.

Approval of Minutes

The Sanitary Commission regular session minutes dated 4/8/21 and work session minutes dated 4/26/21 were previously distributed. On a motion by Ms. Donohoe and seconded by Ms. Landon it was unanimously carried to approve both sessions of minutes.

Approval to Write-off Misc. Charge

Ms. Mister requested permission from the Commission to write-off a miscellaneous charge of \$19.99; the charge is an outstanding invoice dated 10/28/16 from a former employee. Ms. Donohoe made a

motion to authorize the write-off for \$19.99. Ms. Landon seconded the motion; the motion carried unanimously.

Princess Anne – Action

Approval to Grant Final Acceptance

Davis, Bowen & Friedel recommend Sanitary District grant Final Acceptance for The Princess Anne WWTP Solar Project. This project includes five solar arrays with interconnection to the WWTP primary electrical power, storm water improvement, and associated restoration of the project site. Mr. Bagley made a motion to grant Final Acceptance to Ultra Solar & Wind, LLC. Ms. Donohoe seconded the motion; the motion carried unanimously.

Approval Deal Island Rd Project Loan Resolution

The Deal Island Road Project Loan Resolution was tabled.

Approval of Emergency Purchase

On April 29, 2021 the Balance (Scientific Scale) in the PA WWTP Lab suddenly failed and was unrepairable. Mr. Ludy purchased a new Balance, as the Balance is a crucial component for the Lab to operate. Because of the purchase exceeded \$5,000, the Board must approve the purchase. Ms. Donohoe made a motion to retroactively approve the purchase for a new balance. Mr. Bagley seconded the motion; the motion carried unanimously.

Fairmount – Action

Approval of Change Order #2

Hopkins Construction, Inc., Contractor for the Fairmount Decommissioning Project, has submitted a final balancing Change Order with a net balance due of \$68,953.30. Ms. Donohoe made a motion to approve Change Order #2 for Hopkins Construction. Mr. Bagley seconded the motion; the motion carried unanimously. The Change Order balance will be included in Hopkins Construction's final payment request.

Approval to Grant Final Acceptance

Davis, Bowen & Friedel recommend the Sanitary District grant Final Acceptance for The Fairmount Wastewater Treatment Plant Decommissioning and Sewer Transmission Project. This project includes installation of approximately five miles of sewer force main, upgrades to the existing pump station to include: process piping, sewer pumps, building addition, SCADA upgrades, connection to landfill leachate pump station, plus electrical work with the existing Fairmount WWTP being demolished and associated restoration of the project site. Ms. Landon made a motion to grant Final Acceptance to Hopkins Construction. Ms. Donohoe seconded the motion; the motion carried unanimously.

Appointment 2:00 p.m.

Ms. Janie Johnson, B & L Management LLC, is seeking a credit from the Sanitary District for an outstanding water and sewer bill of her property located at 11341 Brockett Square. Ms. Johnson explained that when she and her late Husband purchased the property last year they were under the assumption the water was turned off at the meter. Ms. Johnson was unaware the Sanitary District had previously turned the water on due to an agreement with the previous owner because tenants were still living at the property before her settlement. The settlement attorney was made aware that the water was on but never conveyed that information to her. The outstanding bill is for a leak that occurred during that time. The leak was due to broken pipes throughout the building; the water leaked did not enter the sewer system. Ms. Johnson is not repairing the leak because she has scheduled the buildings to be burned down in late May. It was Management's recommendation, to issue a credit to the sewer portion of the bill once the Sanitary District has conformation that the building has been demolished. Mr. Bagley made a motion to approve a leak credit for Brockett Square contingent upon the demolition of the condemned buildings. Ms. Donohoe seconded the motion; the motion carried unanimously.

Public Input

There were no public comment.

On a motion by Mr. Bagley and seconded by Ms. Landon it was unanimously agreed to adjourn at 2:10 p.m.

No Closed Session Scheduled

Approved by:



Ellen Donohoe
Secretary-Treasurer
Somerset County Sanitary Commission

Respectfully Submitted:



Jennie Marshall
Administrative Aide
Somerset County Sanitary District