

**MUNICIPAL UTILITIES COMMISSION
MINUTES
July 23rd, 2020**

The Municipal Utilities Commission met in session on Thursday, July 23rd, 2020 at the Municipal Utilities Commission conference room at 410 Academy St., Cambridge, Md. via Telecom and Webex due to the Covid-19 pandemic. Mayor Victoria Jackson-Stanley convened the meeting at approximately 5:30pm.

Present: Mayor Victoria Jackson-Stanley
Meghan Nabb-Holotik, MUC Commissioner (telecom)
Steve Williams, MUC Commissioner (telecom)
Joe Brooks, MUC Commissioner (telecom)
Andy Pasden, MUC Commissioner (telecom)
Jane Dorman, Water Resource Administrator
Kevin Johnson, MUC Superintendent
Ed Bramble, MUC Asst. Superintendent
Dale Price, City of Cambridge IT specialist

Absent: Glenn Ford- MUC Commissioner

One amendment was added to the agenda under New Business by Jane Dorman (Tank Maintenance Contract).

Expenditures

Expenditures for the month of May & June 2020 were submitted for approval. After discussion motion to approve expenditures was made by Ms. Nabb-Holotik, seconded by Mr. Pasden. Approved.

Minutes

Minutes of the meeting of May 28th, 2020 was submitted for approval. Motion to approve the minutes was made by Mr. Williams, Seconded by Mr. Pasden. Approved.

CCR Report

Ms. Dorman told the Commission the CCR reports for 2019 have been completed as directed by MDE. All hand and postal deliveries have been completed in the allotted time as required.

Coronavirus Losses to MUC

Reports were included in the packets of the meeting showing the MUC losses as a result of the Coronavirus which amount to \$109,740.17

Mr. Pasden noted that the payroll loss was budgeted so in reality the real loss would be around \$23,000.

Office Renovations

Ms. Dorman said plexy glass barriers have been installed at the MUC Counters. We are still waiting for the estimate on the walk-up window. Once we receive this, we will move forward as soon as possible.

Mr. Brooks asked if we would be installing a roof over this window.

Ms. Dorman said yes we will.

Tank Maintenance Renewal

Mr. Bramble said we have received an estimate from a Company called Southern Corrosion for tank maintenance. It will save us a substantial amount of money. We looked into this by getting several recommendations and reviews from their current clientele. All of which have been outstanding.

Mr. Brooks asked if we have received bids from other companies.

Mr. Bramble said we are limited because of the magnitude of the work for tank maintenance.

Ms. Dorman said she will forward the reviews from their customers to the Commission to look over.

Motion to change Maintenance companies from Suez to Southern Corrosion was made by Mr. Brooks and seconded by Ms. Nabb-Holotik. All approved with exception of Mr. Ford who was absent.

Office Modifications

Ms. Dorman told the commission that she has contacted Charlie Brown Glass Co in Salisbury to get estimates to install a walk-up window for payments and inquiries. We are also looking at adding Plexiglass for additional safety for employees. This will also be discussed at our July meeting once the estimates come in.

Superintendent's Report

Mr. Johnson explained the pumpage report for May and June.

He also reported the seven leaks in June with May not attached.

Ms. Dorman said she will forward the May leaks which is an oversight.

Mr. Pasden asked about the differences in unmetered water.

Mr. Bramble said we are still looking. We have calibrated the meters at the station but will continue to monitor to find a reason for the fluctuation. So far, we are for the year at 7% unaccountable.

With no further business until our next meeting on September 24th, motion to adjourn the meeting was made by Mr. Pasden, seconded by Mr. Willilams at approximately 6:10pm.