

Municipal Utilities Commission
Minutes
July 26, 2018

The Municipal Utilities Commission met in regular session on Thursday, July 26th, 2018, at the Municipal Utilities Commission conference room at 410 Academy St., Cambridge, Md. Mayor Victoria Jackson-Stanley convened the meeting at approximately 5:25pm.

Present: Mayor Victoria Jackson-Stanley
Steve Williams-MUC Commissioner
Joe Brooks-MUC Commissioner
Megan Nabb-Holotik-MUC Commissioner
Glenn Ford-MUC Commissioner
Jane Dorman-Water Resource Administrator
Kevin Johnson-Superintendent
Ed Bramble-Asst. Superintendent

Absent: Andy Pasden-MUC Commissioner

Agenda addition: New business added truck Bids for FY-19 and Harbor Haven discussion.
Motion made by Mr. Brooks, seconded by Mr. Ford.

Expenditures

Expenditures for the month of May 2018 in the amount \$125,609.66 were submitted for approval. After discussion, motion to approve the expenditures was made by Mr. Williams Seconded by Mrs. Nabb and approved.

Expenditures for the month of June 2018 in the amount of \$112,489.28 were submitted for Approval. After discussion, motion to approve the expenditures was made by Mr. Brooks. Seconded by Mr. Ford and approved.

Minutes

Minutes for the meeting of May 24th, 2018 was submitted for approval. Motion to approve the minutes was made by Mr. Williams, seconded by Mr. Brooks.

MDE Grant

Mr. Bramble stated that after two years of working on the grant, we received approval to put it out for bid. Bid packets were prepared and so far, four different entities have pick it up. All bids must be in by August 31st, 2018. After this there is a procurement package to be submitted to the state.

Mr. Williams asked if we know how to do the procurement package?

Mrs. Dorman said the Engineer at DPW has done this before and has been a great help with the Grant process. Mr. Bramble will handle this.

Mr. Bramble said this Grant will rebuild 4 well pumps and 1 service pump and redevelop the wells.

End of year Discussion

Mrs. Dorman gave a list of several accomplishments completed in FY-18 by the entire staff. Mayor Jackson-Stanley asked if we had any feedback from customers with the new main on Dobson St.?

Mrs. Dorman said not in our office. Mr. Johnson said Mr. Martinetti, a landlord said his tenants were pleased.

Harbor Haven

Mrs. Nabb said she had an inquiry from a resident at Harbor Haven concerning the parking lot. After the leak by MUC the parking lot was cracked from the equipment.

Mr. Bramble said he has been in contact with the Home Owner Assoc. Manager and they are aware of the parking lot. We have agreed to seal coat the lot for them. We are waiting for Russell Paving to put it on their schedule. Weather has not been cooperative for this kind of work.

Property Acquisition

Ms. Dorman handed out a map showing a parcel of land an owner contacted DPW about selling. The owner is in his 90's and his daughter said he would like to sell it. It is adjacent to the DPW building on Washington St. & Leonard Lane. DPW was not interested but for several years the MUC has considered putting a pump station in that area of the City. This is approximately 2.25 acres and would be ideal. The owner is trying to sell for \$35,000. Ms. Dorman said we should consider this because of the many developments and expansion plans in that area. Presently, the Glasgow Street station is the smallest and oldest.

Mr. Brooks asked do we have adequate main size to accommodate this station.

Mr. Bramble stated there is a 12" main on Washington St which is ideal.

After discussion, Mr. Williams made a motion to proceed with negotiations up to \$35,000 for purchase and future use of MUC. This was seconded by Mr. Ford. All present approved noting that Mr. Pasden was absent.

Gateway System

Mrs. Dorman said she has issued a Purchase Order for the budgeted Gateway System.

The installing company is currently in the process of scheduling their installation at Centreville Md. and because this company installs nationwide, it is ideal to do Cambridge and Centreville back to back since we are both located on the Shore.

Superintendent's Report

Mr. Johnson reported the pumpage for the month of May and June 2018.

We had five new services in May and nine street openings. In June we had 3 new services and eight street openings.

Mr. Williams asked how the calibration of the pumps went and if it made a difference?

Mr. Bramble said it has made a difference but to keep in mind that the billing for our accounts don't run from the 1st to the 31st of each month, but the pumpage report does. There will always be runover.

Truck Bids for FY-19 Purchase

Mrs. Dorman submitted 3 bids for the budgeted trucks for FY-19. The bids were as follows:

Hertrich Fleet Services, Inc. \$21,805. With 120 day delivery.

Koons Ford \$23,364.00 no set delivery stated.

Preston Ford \$21,600 in stock and will allow \$1000 trade in for each vehicle.

Motion to approve the purchase of two F150 pick- up trucks from Preston Ford was made by Mrs. Holotik, seconded by Mr. Ford. All approved.

With no further business, motion to adjourn the meeting at approximately 5:55pm was made by Mr. Williams, seconded by Ms. Holotik.

Respectively submitted by
Jane Dorman