

MUNICIPAL UTILITIES COMMISSION
MINUTES
September 24th, 2020

The Municipal Utilities Commission met in session on Thursday, September 24th, 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)
Andy Pasden, MUC Commissioner (telecom)
Glenn Ford, MUC Commissioner (telecom)
Jane Dorman, Water Resource Administrator
Ed Bramble, MUC Asst. Superintendent
Dale Price, City of Cambridge IT specialist

Absent: Joe Brooks- MUC Commissioner
Kevin Johnson- MUC Superintendent

One amendment was added to the agenda under Old Business (Tank Maintenance Contract) and One amendment under New Business (Shut Offs).

Expenditures

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

Motion to approve the expenditures for August 2020 Ms. Nabb-Holotik, seconded by Mr. Ford. Approved.

Minutes

Minutes of the meeting of July 23rd, 2020 was submitted for approval. Motion to approve the minutes was made by Mr. Pasden, Seconded by Ms. Nabb-Holotik. Approved.

Lead & Copper Testing

Ms. Dorman told the Commission the Lead & Copper testing have been completed as directed by MDE. Our next testing will not have to be done until 2023

Office Renovations

The walk-up window has been ordered but we are still waiting for scheduling from Go-Glass. The said the manufacturing company has been closed but now are open. This is what caused the delay.

Tank Maintenance

Ms. Dorman said she is ready to sign the contract which was approved to move forward with the new Company (Southern Corrosion). The contract actually turned out to be better than anticipated. Our estimate was around \$85,000 per year but will be \$79,133. Our current contract with Utility Service is for \$107,817.02. We will save \$28,684.02 the first year. They are also covering us at no charge until the contract becomes in effect on July 1st, 2021. We will be notifying Utility Service of cancellation as of October 1st. I will need a couple of signature and will contact two of you (Commissioners), along with the Mayor for the letter of Cancellation.

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.

Shut offs

Ms. Dorman said the Governor's Executive Order prohibiting shut offs of Utilities of residential services has expired. We will begin our shut off policy in the Month of October.

Mr. Pasden stated we should get something in writing from the Governors' office.

Ms. Dorman said she has it in writing which was provided to her from MML (Maryland Municipal League). She has contacted the liaison and awaiting his response to make sure there are no special guidelines to follow. She explained that because the water is in the Landlords name that any special arrangement for past due amounts would have to be approved by the Landlord.

MUC Insurance Premiums

Ms. Dorman informed the Commission the City had two big hits on their Self Insured Insurance Plan which amounted to a shortfall of over half a million dollars. The MUC pays 17% of the premiums. We will be required to pay an additional \$90,000 over the \$225,000 we have budgeted.

The Mayor stated this is not debatable.

Ms. Dorman said they would like to have it paid at our convenience but before the end of FY-2021 which is June 30th, 2021.

Grass Cutter

Ms. Dorman said we have an old grass cutter which needs repair however the repairs will be in excess of 1200. We have in the budget as part of our wish list an asphalt roller for \$15,000. We would like to not purchase this and purchase a new grass cutter. We have received two estimates. John Deere from Atlantic Tractor for \$7,600 and Eastern Service \$11,400. The preference is the John Deere.

Motion to purchase the John Deere from Atlantic Tractor not to exceed \$7600 was made by Mr. Pasden, seconded by Mr. Williams. Approved.

MUC December Meeting

In lieu of this pandemic, the MUC Commissioners and Mayor have agreed to have a virtual meeting on Thursday, December 3rd, 2020 at 5:30pm.

Employee Christmas Celebration

Ms. Dorman stated in the past we have provided the employees with a Christmas party and give each one a gift. This year because of the pandemic she recommends that we treat each employee to lunch and give them a monetary Christmas gift of \$100 by using the money the men have collected with scrap metal. This would not be coming out of any budgeted money from the City.

Ms. Nabb-Holotik said she wish we could do more. Mayor Jackson-Stanley said it was a good idea. Mr. Williams made the motion and seconded by Mr. Pasden. All approved.

Superintendent's Report

Mr. Bramble explained the pumpage report for July & August.

He also reported the leaks for July and August.

Mr. Pasden asked if any were major leaks. Mr. Bramble replied no.

Mr. Bramble said have found some of the unaccountable from one of the stations during a meter calibration. We will continue to monitor to find any addition fluctuation. So far, we are for the year at 7% unaccountable.

With no further business until our next meeting on December 3rd, 2020 motion to adjourn the meeting was made by Mr. Williams, seconded by Mr. Nabb-Holotick at approximately 6:05pm.