

**MUNICIPAL UTILITIES COMMISSION  
MINUTES  
MAY 28<sup>TH</sup>, 2020**

The Municipal Utilities Commission met in session on Thursday, May 28, 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  
Steve Williams, MUC Commissioner (telecom)  
Joe Brooks, 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:** Megan Nabb-Holitik, MUC Commissioner  
Kevin Johnson, MUC Superintendent

With no amendments to the agenda, the Commission approved the agenda as submitted.

#### **Expenditures**

Expenditures for the month of April 2020 were submitted for approval. After discussion motion to approve expenditures was made by Mr. Pasden, seconded by Mr. Brooks. Approved.

#### **Minutes**

Minutes of the meeting of April 23<sup>rd</sup>, 2020 was submitted for approval. Motion to approve the minutes was made by Mr. Williams, Seconded by Mr. Pasden. Approved.

#### **Budget FY-21**

Ms. Dorman told the Commission this is a revised budget due to the changes in Employee health insurance, Administration & Operation salaries by City manager and Property & Auto insurance, with a change in workman's comp.

Mrs. Dorman stated that Commissioner Nabb-Holitik approved the revised budget by proxy via email in her absence.

Motion to approve the budget was made by Mr. Williams, seconded by Mr. Pasden. All approved.

#### **Tank Maintenance Renewal**

Ms. Dorman stated we are in the process of looking at our contract with Suez for tank Maintenance.

Mr. Bramble stated he has had meetings with Southern Corrosion. He will be getting references from other Utilities that utilize this company. They have been on site and gave us an estimate which is around \$15,000 cheaper.

This will be discussed at our next meeting when we receive all necessary information for your consideration.

#### CCR Report

Ms. Dorman stated each one received a packet with the new CCR report which will be distributed by the end of June.

#### 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

In the absence of Mr. Johnson, Mr. Bramble explained the pumpage report stating we are still looking for possible leaks since our unmetered water is creeping up.

Also, we have not had any major projects due to the alternating employee schedule during this pandemic. We did install our sampling stations so our employees no longer must enter private buildings to do our water testing.

With no further business until our next meeting on July 23rd, motion to adjourn the meeting was made by Mr. Pasden, seconded by Mr. Willilams at approximately 5:53pm.