

MUNICIPAL UTILITIES COMMISSION  
MINUTES  
MARCH 25, 2021

The Municipal Utilities Commission met in session on Thursday, March 25th, 2021 at the Council Chambers at 503 Gay St., Cambridge, Md. In person and via Telecom and Webex due to the Covid-19 pandemic. Mayor Andrew Bradshaw convened the meeting at approximately 5:30pm

Present: Mayor Andrew Bradshaw  
Megan Nabb-Holotik, MUC Commissioner  
Steve Williams, MUC Commissioner  
Andy Pasden, MUC Commissioner  
Glenn Ford, MUC Commissioner  
Joe Brooks, MUC Commissioner  
Jane Dorman, Water Resource Administrator  
Ed Bramble, MUC Asst. Superintendent  
Kevin Johnson, Sr. -MUC Superintendent  
Tyler Walker, City of Cambridge IT Specialist

Mayor Bradshaw questioned if Mr. Newcomb was coming to the meeting.  
Ms. Dorman said he is rescheduling for our May 2021 meeting.

### **Expenditures**

Expenditures for the months of January and February 2021 were submitted for approval. After discussion, motion to approve was made by Commissioner Pasden, seconded by Commissioner Ford. Passed.

### **Minutes**

Minutes of the meeting of January 28<sup>th</sup>, 2021 were submitted for approval. Motion to approve the minutes was made by Commissioner Nabb-Holotik, seconded by Commissioner Williams. Passed.

### **Office Renovations**

Commissioner Pasden inquired about the timeframe on the Walk- up window for the office.  
Ms. Dorman stated Go Glass should receive the window around April 13<sup>th</sup> and they are supposed to schedule installation right away.

### **Leonard Lane & Washington St property**

Ms. Dorman said we are waiting for the feasibility study to be completed from the Engineer so we can move forward in stages of what to budget for the upcoming year.  
Mr. Bramble said the booster station would help with the new developments in the area of Cambridge.  
Commissioner Pasden asked what about the Impact fees we collect for new construction?  
Ms. Dorman said they are exempt from impact fees because of the waivers from the previous City Council on in-city building.

Commissioner Pasden also questioned if the repairs for the damages from the antenna (Verizon) on the Fletcher Ave tank is complete.

Mr. Bramble said the Representative from Southern Corrosion was not satisfied with the work and they are in contact with Verizon. They will have them come back or fix it themselves and bill Verizon to meet our specifications.

### **MUC Employment**

Ms. Dorman said the MUC is proud to state that we have hired two new employees on the distribution side. They started on March 24<sup>th</sup>, 2021. Letter of welcome were sent to employees and also notification to the unhired individuals.

### **Clamp on meter**

Mr. Bramble stated we would like to purchase a clamp on 8" meter. This will help us detect whether we are losing water thru an unmetered fire line at the Mushroom Canning Company. There meter on the sewer side is using more water than is registering thru the domestic service that feeds the entire building. They may have tapped into a fire service without knowing. Once we find our water loss we can determine the next step.

Commissioner Brooks motioned to buy this clamp on meter, seconded by Commissioner Pasden. Passed.

### **Truck Purchase**

Mrs. Dorman gave each Commissioner a copy of the Quote from Frederick Ford (Hertrich Group). The quote was for \$60,973 which is almost 6,000 over the budgeted amount.

Mr. Bramble said this was the only quote we received. The dealers make no money on state contract pricing.

After discussion, motion to approve the truck purchase was made by Commissioner Williams, seconded by Commissioner Brooks. Approved.

### **FY-22 Budget**

Mrs. Dorman said she sent packets out a little early for each Commissioner to have time to look and question, delete or add items for the budget. She stated this is a bare bone budget, no raises or large items other than a pick-up truck. This may seem early but we don't meet again until May 27<sup>th</sup>, 2021. The City will request the budget before that time. If we need to make any adjustments, we can do a budget amendment.

After discussion, motion to approve the budget as written was made by Commissioner Pasden, Seconded by Commissioner Brooks. All approved.

### **Superintendent's Report**

Mr. Johnson gave the superintendent's report for the months of January and February. He discussed the new services as well as the leak and pumpage.

**Next Meeting Date**

Ms. Dorman asked if the Commission would like to meet back at 410 Academy St or meet at the Council Chambers like they have for the last two times.

The meeting is scheduled for May 27<sup>th</sup>, 2021 at 5:30pm.

Mr. Williams said he will be out of town.

Mr. Pasden stated he feels we should meet again at the Council Chambers. There is a lot more room.

Ms. Dorman said she would reserve the Council Chambers for the meeting.

With no additional business to discuss, motion to adjourn meeting was made by Commissioner Williams, seconded by Mr. Ford. All agreed and meeting adjourned at 6:33 pm.