

MUNICIPAL UTILITIES COMMISSION
MINUTES
April 23, 2020

The Municipal Utilities Commission met in session on Thursday, April 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 5:40pm

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

Absent: Glenn Ford, MUC Commissioner

Motion to approve agenda as submitted was made by Commissioner Brooks, seconded by Commissioner Pasden. Approved.

Expenditures

Expenditures for the months of January, February and March 2020 were submitted for approval. After discussion motion to approve expenditures motion was made by Commissioner Pasden, seconded by Mr. Brooks. All approved.

Minutes

Minutes of the meeting of January 23rd, 2020 were submitted for approval. Motion to approve minutes was made by Commissioner Nabb-Holitik, seconded by Commissioner Pasden. Approved.

Budget FY-21

Ms. Dorman told commission we have not yet submitted a finalized copy of budget to City. We are trying to verify insurance premiums for Workman's Comp and Employee Health Insurance. There will be very insignificant changes to the budget the Commission previously approved, however she will submit the finished budget to the Commission for updated changes before submission to City.

Glasgow St Pump

Mr. Bramble informed the Commission the work is complete and the station at Glasgow is up and running. The total cost to replace motor and shaft was \$47,481.00

Personnel Update

The MUC filled the vacancy of the Distribution tech. One of our operators moved from Operations to Distribution with a pay cut and the Operator position was taken by the Distribution Tech with a pay increase. We also currently have an employee on FMLA reducing our work force but we are still operating and getting all necessary work completed without starting any major projects.

New Sampling Stations

Mr. Bramble explained that with most of our sampling sites closed due to the Covid-19 pandemic. We found it necessary to order sampling stations that are connected outside the locations or directly into the meter pit. Totals costs for these six stations is \$3,075.90.

Ms. Dorman said the MUC is keeping record of any additional costs associated with the pandemic in the event we will be able to recoup some costs thru FEMA or other sources in the future.

Mr. Pasden asked what other expenses are we considering.

Ms. Dorman said we are paying employees for weeks they are on call because of our platooning of staff. She said we will continue to monitor anything which is caused by a loss to the MUC.

Superintendent's Report

Mr. Johnson reported on the pumpage report for January, February and March 2020, including 27 street openings and two new services.

Mr. Pasden questioned the excess in unmetered water.

Mr. Bramble responded, we found a leak which was quite considerable in an undeveloped area which probably started sometime in January during a freeze. It was not picked up because of its location. We have since notified the owners of this location to let them know they are still responsible for these meter pits even though it is not developed yet. We should be able to get a better reading in April moving forward.

With no further business, motion to adjourn was made by Commissioner Nabb-Holitik, seconded by Commissioner Pasden at approximately 6:10pm