

Municipal Utilities Commission
Minutes
January 24th, 2019

The Municipal Utilities Commission met in regular session on Thursday, January 24th, 2019, Cambridge, Md. Mayor Jackson-Stanley convened meeting at 5:30pm.

Present: Mayor Victoria Jackson-Stanley
Steve Williams – MUC Commissioner
Andy Pasden-MUC Commissioner
Joe Brooks-MUC Commissioner
Megan Nabb-Holitik -MUC Commissioner
Glenn Ford-MUC Commissioner
Jane Dorman-MUC Resource Administrator
Chris Donovan-MUC-Payroll Clerk

Expenditures

Expenditures for the month of December in the amount of \$66,123.50 were submitted for approval. After discussion, motion to approve the expenditures for December was made by Mr. Ford, seconded by Mr. Pasden. All approved.

Minutes

Minutes for the meeting of December 13th, 2018 were submitted for approval. Motion to approve the minutes as submitted was made by Mr. Brooks, seconded by Mr. Williams. All approved.

Woods Rd & Rt 50 Leak

The MUC had a leak on the 12" main which required an outside source for repairs. Retallack responded on short notice. Ms. Dorman stated she included the invoice from Retallack for their information in the amount of \$56,119.41. This was below our initial estimate.

MDE Grant

Ms. Dorman informed the Commission a preconstruction meeting was held on January 9th, 2019 here at the MUC Conference room for the Energy Reduction Grant. Work is to begin on February 11th, 2019. We should be done before June 2019.

Budget Preparation

Ms. Dorman said it was that time of year for the upcoming budget preparation. She said she would like to promote a couple of individuals that have been given more responsibilities due to the replacement of the new Finance Director and added workloads on the Distribution end of MUC.

She said she would also like to include in the fee schedule a credit card processing fee of \$1.00 for credit card use over the phone and at the counter. The internet service currently charges the customer direct

thru a third party pay. The fees the MUC currently pays will be over the \$9,000 budgeted. The customers presently pay nothing for credit card use.

After discussion, a motion to charge a \$1.00 credit card use fee was made by Mr. Pasden, seconded by Megan Nabb-Holitik and approved to be submitted with the FY-20 budget.

Superintendent's Report

In the absence of the Superintendent, Ms. Dorman briefly went over the pumpage report noting that the unmetered water was not in the negative. She also stated that the MUC water audit to the State was completed showing the total unmetered to be 1%. This is down from 3% last year.

The street openings were discussed. Ms. Dorman said the new main was installed on Muir from Pine to High St. This was done to keep ahead of the paving schedule done by DPW. We were still billed for a portion of the paving due to the installation of the new services. She also stated the MUC Crew repaired a major leak on the 12" main on Cedar & Pine St. We were able to complete this in-house.

With no further business the meeting was adjourned at 5:57pm

Respectively submitted by:
Chris Donovan