

**TALBOT COUNTY  
DEPARTMENT OF PUBLIC WORKS  
ADVISORY BOARD MEETING  
MEETING MINUTES  
FOR  
AUGUST 7, 2019**

**September 4, 2019**

**ATTENDEES:**

Bill Anderson, Public Works Advisory Board, Chairman  
Roger Bollman, Public Works Advisory Board, Vice Chairman  
Ed Sclichter, Public Works Advisory Board member  
Cory Buxton, Public Works Advisory Board member  
Tim Jones, Public Works Advisory Board member  
Corey Pack – County Council Liaison - Absent  
Ray Clarke, County Engineer  
Terry Martin, DPW Senior Engineer

**1. OLD BUSINESS**

**2. NEW BUSINESS**

- a. At 12:00 pm, the Public Works Advisory Board started their meeting by reviewing the meeting minutes of July 10, 2019. The Board noted comments on the meeting minutes and then voted 5-0 to adopt the meeting minutes with changes especially with having someone from the County's IT Department attend a meeting to assist Board members with access to their County emails.
- b. Ray reviewed the capital projects with the Public Works Advisory Board with a copy of the capital projects list and schedules being provided to the Board.
- c. The Board was presented with the wastewater flows for the Region II (St. Michaels) and Region V (Tilghman) Wastewater Treatment Plants. A copy of the wastewater flows was handed out to the Board members.
- d. The Board noted the need to having someone from IT for Talbot County come to a future meeting to assist to assist with troubleshooting problems with the County's webmail and to develop a ticker file to advise Board members that the need to change their password.
- e. Ray presented the Board with costs associated with extending sewer as part of Resolution 235 to communities along Unionville Road and St. Michaels Road. Based on discussions with MDE, the County needs to maintain a debt to income ratio of 1.0 or greater. To accomplish this, each property included in Resolution 235 would need to be assessed about \$240.00 per year for the benefit charge which would be added to the annual sewer service charge of \$660.00 per year.

- f. Ray then presented the Board with the costs and loan information for Resolution 250 which would extend sewer to the villages of Bozman and Neavitt. MDE again noted the need to maintain a debt to income ratio of 1.0 or greater. Due to the costs of constructing the infrastructure, the Board was advised that the County had contacted the Community Development Block Grant representative to discuss additional grant funding for property owners needing financial assistance. The funding through CDBG would assist property owners meeting low and moderate income levels. Depending upon various scenarios, a benefit charge of would range from \$160.00 to \$360.00 per year plus the current billing rate of \$660.00 per year.
- g. The Board was advised that the Department of Public Works had not made any progress on the updating of the Talbot County Comprehensive Water and Sewerage Plan or the Solid Waste Management Plan. The Board discussed the need for setting the County's sewer and water designations consistent with the State Sewer and Water Service designations.
- h. There were no official reports from the subcommittees.

#### **OPEN DISCUSSION**

The Board was advised of the lack of response to fill Terry Martin's position, and the Board and Department of Public Works reviewed the need advertised in trade journals. The Board was also advised of the Ferry Point Marina work session on Monday, August 12, 2019 at 5:30 p.m.

PWAB Meeting adjourned at approximately 2:35 p.m.

Author: Respectfully Submitted, Ray Clarke

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These minutes are the official record of the meeting and represent the understanding of the writer of items discussed and decisions made during the meeting, and shall become a part of the Public Works Advisory Information Document. We shall assume our understanding to be correct unless written notice to the contrary is brought to our attention within fourteen (14) days of receipt of these minutes.