

**TOWN OF SUDLERSVILLE**  
**Commission Meeting Minutes**  
**October 18, 2017**

**Present:** President Ronald Ford  
Commissioner Kevin Kerr  
Commissioner Connie Engrem  
Commissioner William Faust III  
Commissioner David Ruffner

**Public:** Faye Williams, Matthew Skinner, Sarah Skinner, Chris Stant, and Jean Holloway, SERCAP.

**President Ford called the meeting to order at 6:00 PM.**

**The Pledge of Allegiance was recited.**

**Utility Rate & Billing Procedure Discussion:**

The first topic discussed was water shut off procedures on those properties who fail to pay the utility bill on time. After some discussion Kerr made a motion to have utility bills due 15 days after the invoice date, after the 15th day those properties who are late will receive a notice that their water will be shut off in 15 days. A second was made by Faust. A vote of 5-0 was entered. The Commissioners then discussed the procedures to shut off and turn on the water. Faust made a motion to not have MES come back to Sudlersville to turn water on and off, which would cause the Town to be charged overtime and to change the water reconnection fee from \$100 to \$200. A second was made by Ruffner. A vote of 5-0 was entered.

Sarah Skinner asked if notices of the changes that are being discussed would be sent to Town residents. Ford explained this type of notification would be too costly for the Town. Notices will be placed in the Record Observer, at the Town Office, on the bulletin board, and possibly in other community areas.

Ford reemphasized that during a Commissioners Workshop Meeting the public is allowed to observe but are not participate or interfere with discussions.

The second topic discussed was billing procedure. Discussion ensued on whether to change billing to monthly or remain at quarterly. Faust expressed that he would like to see it stay quarterly and allow residents to have the option to pay monthly if they choose to do so. Ford expressed that he would like to see the billing go to monthly in order to increase the cash flow. Mrs. Holloway shared her thoughts regarding monthly billing. Electronic billing and online payments were also discussed. Marshall has begun research on online payments and will share this information with the Commissioners for review. Faust made a motion to leave the billing quarterly and give the option to pay monthly for two quarters and then revisit the monthly billing discussion. A second was made by Kerr. A vote of 5-0 was entered.

The third topic discussed was Utility Rates options. Faust mentioned that option 3- water customer charge (per EDU): \$80.00, water usage charge: \$4.75 per 1000 gallons, sewer customer charge (per EDU): \$70.00, and sewer usage charge: \$12.60 per 1000 gallons; seemed to be the best one. After some discussion they reviewed option 2- water customer charge (per EDU): \$60.00, water usage charge: \$7.50 per 1000 gallons, sewer customer charge (per EDU): \$80.00, and sewer usage charge: \$11.50 per 1000

gallons; Kerr stated that option 2 was closer to the break-even figures that were provided by Mrs. Holloway. After further discussion Kerr made a motion for the utility rates to change as follows: water customer charge (per EDU): \$65.00, water usage charge: \$7.50 per 1000 gallons, sewer customer charge (per EDU): \$75.00, and sewer usage charge: \$12.00 per 1000 gallons. A second was made by Faust. After further discussion Kerr amended his motion to have the sewer usage charge by \$12.50 per 1000 gallons. A vote of 5-0 was entered.

The final topic discussed was the number of EDU's assigned to Foxxtown Senior Apartments. It was discovered there are 41 apartments at Foxxtown but they are being billed for only 17 EDU's. Whereas Dogwood Village has 16 apartments and are billed for 16 EDU's. Faust suggested to research the agreements for Foxxtown to see what occurred and to discuss it at a later meeting.

A motion to adjourn the meeting was made by Faust, a second was made by Kerr; a vote of 5-0 was entered at 8:00 PM

Respectfully submitted,

Michelle Marshall  
Town Clerk-Treasurer