

WORKSHOP MEETING  
April 22, 2019  
Minutes of the Meeting

The workshop was called to order by President Ford at 1:45 PM with the following in attendance:

Carrie Comegys  
David Ruffner

The Commission recited the pledge of allegiance.

The Commission reviewed the minutes from the last workshop meeting, March 25, 2019.

**Budget** – Manning asked if there were any questions, revisions, or additions to the draft budget presented at the last meeting. There were none.

**Billing** – Ford asked if there were anyone getting free services from the Town. Manning explained the Fire Company does not pay for water and sewer services at the fire house location. The average savings to the Fire Company is \$2,500 per year. A discussion ensued with a recommendation from Comegys that the Fire Company should pay the base fees due to debt recovery plus the Bay Restoration Fee.

**Town Surplus Property** – Manning announced there was to be a meeting with the Banker/Lawyer Mr. Quinn, Sue Elter of the Planning Commission, members of the Town Commission, and Town Attorney Yeager on Wednesday the 24<sup>th</sup> of April.

**Future Rates** – Manning asked everyone to begin thinking of rate adjustments. The budget worksheets depict the need for rate adjustments. Also USDA met with Manning on the 22<sup>nd</sup> to discuss utility rates and the Town's need to continue to bring them in line as per the requirement of the funding contract.

**Town of Barclay project** – Clarification was made as to responsibility limits for the Barclay project. The Town will be responsible to the grinder pump; any issues pass the pump will be the responsibility of the property owner. A suggestion was made to create guidelines or “what-ifs” with regards to flushing of foreign objects, emergency calls, etc.

**Miscellaneous** – Comegys asked about the number of EDUs being charged for various properties around Town. She stated the Case home may be going on the market soon and the Town should make sure to emphasize there is only one allocation and if the carriage house is to be rented another allocation must be purchased.

**Water Ordinance Amendment** – Commissioners discussed the issue with connections to the public water system. Manning explained she was in contact with Maryland Environmental Health. They referred the Town to the Safe Drinking Water Act which states the Town is responsible to provide potable water to the tap at each property. Therefore anyone allowing well water to enter their home is

in violation of this act. Their recommendation was to include this in our water ordinance which then makes any violations a federal crime. A copy of the Cross-Connection Control Manual from EPA, as per the recommendation of the Health Department, was sent to everyone via email for review.

With no other items to discuss, the meeting was adjourned at 4:00 PM.

Respectfully submitted,

Elizabeth Jo Manning  
Town Administrator