

NORTH COUNTY WATER & SEWER AUTHORITY

JULY 30, 2020 QUARTERLY MEETING MINUTES

DATE: Thursday, July 30, 2020

PLACE: Henderson Town Hall
Henderson, Maryland

BOARD MEMBERS

PRESENT: Sandy Cook, President (Mayor, Town of Henderson)
Helen Knotts, Vice President (Mayor, Town of Templeville)
Wilbur Levengood, Secretary/Treasurer (Caroline County Commissioner) by phone
Bill Knotts (Community Member, Town of Templeville)
Elizabeth Simmons (Commissioner, Town of Marydel)

OTHERS PRESENT: Leslie Grunden, Caroline County Department of Planning and Codes

Mayor Sandy Cook called the Annual Meeting to order at 5:05 p.m. and noted that the Henderson Town Office was thoroughly cleaned and disinfected prior to the meeting per CDC COVID-19 guidelines. Members were all wearing masks and were appropriately distanced from each other. The members welcomed Elizabeth Simmons to her first meeting as the new representative for the Town of Marydel. Following the Pledge of Allegiance, a moment of silence was observed.

Mayor Helen Knotts made a motion to approve the minutes of the December 19, 2019 Quarterly Meeting. Wilbur Levengood seconded the motion. The Motion passed unanimously.

ELECTION OF OFFICERS

Ms. Knotts made a Motion to re-nominate the existing NCWSA Officers: Ms. Cook as President, Ms. Knotts as Vice President, and Mr. Wilbur Levengood as Secretary/Treasurer. Mr. Levengood seconded the Motion. The Motion passed unanimously.

STATUS OF UPDATED REGIONAL WASTEWATER PER FOR NORTH COUNT TOWNS

Leslie Grunden reported that the update of the North County Regional Wastewater System Preliminary Engineering Report (PER) is moving through the Maryland State Clearinghouse Review process. The process includes review of the PER by multiple state and local agencies to ensure the PER is consistent with all relevant agency regulations, plans and policies. It is normally a 60 to 90-day review process, limitations due to COVID-19 may make the process a bit longer in some agencies. Ms. Grunden added that the review should be complete before the quarterly NCWSA meeting on September 24, 2020. USDA also is conducting an engineering review of the updated PER; Ms. Grunden will check with the Town of Greensboro on the status of that review and report back to Mayor Sandy Cook.

Mayor Cook added that the date of the September quarterly NCWSA meeting could be adjusted if the completion of the review process is delayed. Ms. Knotts made a Motion for Leslie to check on the status of the Clearinghouse and USDA reviews of the PER end of August and for the NCWSA to re-schedule the

quarterly NCWSA meeting if the reviews will not be complete by the September 24 NCWSA meeting. Ms. Simmons seconded the Motion. The Motion passed unanimously.

NCWSA MEMBER COMMENTS

Henderson: Mayor Cook asked the members if they wanted to continue to hold NCWSA meetings on Thursdays. Meeting days were changed from Wednesdays to Thursdays to accommodate the schedule of the previous Marydel representative (Mayor Stanley Wilcox); the appointment of Ms. Simmons as Marydel's representative makes that concession no longer being necessary. Mayor Cook asked the members if anyone preferred meeting on Wednesdays instead of Thursdays; all members were satisfied with continuing to meet on Thursdays, and with keeping the 5:00 pm meeting time.

Marydel: nothing to report.

Templeville: nothing to report.

Caroline County: nothing to report.

PUBLIC COMMENTS

There were none.

AGENDA ITEMS FOR NEXT QUARTERLY MEETING

- Discussion of North County Regional Wastewater System PER and project (pending completion of the Maryland State Clearinghouse Review process)
- Member updates

At 5:25 p.m. a motion was made by Mayor Knotts to adjourn. The motion was seconded by Elizabeth Simmons and unanimously approved. The meeting was adjourned.

**NEXT QUARTERLY MEETING IS THURSDAY, SEPTEMBER 24, 2020
5:00 P.M.
HENDERSON TOWN HALL**

**NORTH COUNTY WATER & SEWER AUTHORITY
Submitted by: Wilbur Levensgood, Secretary/Treasurer**



Minutes prepared by: Leslie Grunden