

**CARROLL COUNTY DEPARTMENT OF PUBLIC WORKS**  
**MINUTES OF UTILITIES ADVISORY COUNCIL**  
**November 21, 2013**  
**Carroll County Government Office Building**  
**225 N. Center Street, The Reagan Room (Rm. 003)**  
**Westminster, Maryland 21157-5194**  
**7 p.m.**

Attendees: *Council:* Michael Wilmore, Chair; Ellen Dix, Kevin Hann, Steven Miller

*County Staff:* Jeff Topper, Jeff Castonguay, Joe Barrington, Rizwan Ahmed, Penny Gist

Jeff Castonguay, Bureau Chief of Utilities and Rizwan Ahmed, Public Works Specialist, were introduced to the Council.

### **Reports**

**Minutes from meeting of 8/22/13:** The minutes of the 8/22/13 meeting were approved as distributed by electronic mail on November 18, 2013. The Council, on motion of Mr. Hann, seconded by Mr. Miller, and carried; (Mr. Wilmore and Mrs. Dix voted “Aye”) approved the minutes of the 8/22/13 meeting.

**Master Plan Updates/Revisions:** *Bramble Hills service area and well* – Mr. Barrington stated that construction is about to start on the pipe installation. The City of Westminster will take over the entire responsibility for the system once they connect the existing customers to the City’s new piping (possibly in the spring of 2014).

### **Old Business**

**Freedom District Wastewater Treatment Plant Enhanced Nutrient Removal Upgrade Status:** Mr. Topper reminded the Council that the Maryland Department of the Environment is requiring us to have a plan in place. The Community Investment Plan budgeted cost of \$1.5 million is designated to incorporate future additional capacity into the plan. The 95% review meeting occurred in September. The project is moving along according to schedule.

**Asset Management – Geographic Information System (GIS) Status:** We are almost prepared to ask the Technology Services Office to put out a Request for Proposal for the automated system. The gathering of information for assets in the roads is nearing completion. Mr. Ahmed is preparing spreadsheets using all of the collected data until we get the automated system.

**Town of Sykesville Water Pipe Replacement Status:** Mr. Wilmore inquired about funding. Mr. Barrington stated funding is available from the State Highway Administration for street scape concept planning. Mr. Wilmore asked if the road will be turned over to the Town. Mr. Topper said yes.

**Council members’ status:** Mr. Hann (Hampstead) and Mr. Wilmore (Freedom) were reappointed until December 31, 2016 by the Board of County Commissioners.

- a. **Freedom Area business community:** A representative is still needed. Mrs. Dix spoke with Sykesville’s Town Manager about doing this. She will speak with her

again and also ask if she can do a presentation about the UAC at a town council meeting.

- b. Bark Hill/Pleasant Valley/Bramble Hills Area:** A representative is still needed.

**Francis Scott Key High School – is the County transporting wastewater to Union Bridge?:** Background: Mrs. Dix asked for this agenda item to be discussed at the 8/22/13 meeting. Mrs. Dix asked when they were building Francis Scott Key High School if there was an issue with the property lines, so that they had to haul the wastewater to the Town of Union Bridge. It was explained there was an issue with the Board of Education and Maryland Department of the Environment permitting process so that the required piping could not be installed; this made it necessary to transport wastewater to be treated in Union Bridge.

Update 11/21/13: Mr. Barrington explained how the current process and system works. Mrs. Dix asked about the property line issue. Mr. Barrington stated the original wastewater treatment plant property was deeded to a farm next to the school and the County was required to create a solution. Mrs. Dix inquired about the initial cost to set up hauling for the school, which was paid by the Board of Education, and the current cost to operate per year. This information will be gathered.

### **New Business**

**Designation of Gail Kessler, Deputy County Attorney as open meetings designee to complete new training:** Mr. Wilmore signed a letter dated 11/21/13 to Gail Kessler selecting her as the Utilities Advisory Council's Open Meetings designee to complete the Open Meetings Compliance training. The letter will be sent to Mrs. Kessler.

**Bureau of Utilities Fiscal Year 2015 Community Investment Plan (CIP) status:** Mr. Barrington distributed information regarding the FY2015 Community Investment Plan. He explained the need for each project giving associated details and answered questions from the Council. Mr. Barrington distributed information prepared by Mr. Ahmed regarding water meter analysis and questions were answered. Mr. Topper noted that the CIP has been submitted to the Budget Office.

**Septage hauling/upgrade wastewater treatment for City of Westminster:** Mr. Topper presented information to the Council. The City of Westminster owns and operates a septage facility which accepts septage, landfill leachate and sludge from municipalities. The City is required to have enhanced nutrient removal for their wastewater treatment plant. GHD is the City's engineer for this project. Various options have been discussed. The septage cannot go to the Hampstead Wastewater Treatment Plant because a pre-treatment plant is required. Septage haulers have been going to the Lake Forest pumping station in the Freedom area. The station is not designed to accept the flow. Another option was to haul to Baltimore County, but they can only receive landfill leachate and not septage. Or build a pre-treatment plant at Northern Landfill. Septage haulers met with the Board of County Commissioners and voiced concerns about not having a place to take septage. The Board decided on the septage facility upgrade at a cost of 3.8 million dollars.

**Water and sewer rates:** Mr. Wilmore asked for this topic to be discussed because he had read somewhere about it. Mr. Topper noted that the County is not discussing water and sewer rates at this time. It may be that the information Mr. Wilmore saw was regarding the City of Westminster Septage Facility issue.

**Meeting dates for 2014:** The Council discussed the meeting schedule for 2014 and decided to have meetings occur in March when proposed budget is ready; May when budget is adopted; August and November.

**Sewer spill, Sykesville:** Mr. Hann noted that a sewer spill occurred behind Baldwin's Station restaurant, Sykesville, between the railroad and Patapsco River. This was caused by tree roots. The County obtained permission from CSX to cross the railroad tracks in order to have access to the area. Mr. Wilmore asked if the tree can be cut down – No. Mr. Wilmore inquired whether the County was fined – Yet still to be determined.

**Baltimore City food oil waste information:** Mr. Wilmore gave Mr. Barrington a handout from Baltimore City regarding dealing with food oil waste.

**Hampstead car wash:** Mr. Hann asked if the car wash is connected to the sewer system. Mr. Barrington will investigate this.

**Water usage for Town of Sykesville:** Mrs. Dix had asked for the amount of water usage in the Town of Sykesville for a year. Mr. Ahmed reported that from October, 2012 through September, 2013, 72.5 million gallons were used by 1,100 customers.

The meeting was adjourned.

cc: *Council Members*  
*Thomas J. Rio, Director of Public Works*  
*Jeffrey Topper, Deputy Director of Public Works*  
*Jeffrey Castonguay, Bureau Chief of Utilities*  
*Joe Barrington, Utilities Operations Manager*  
*Rizwan Ahmed, Public Works Specialist*  
*Robert Burk, Comptroller*  
*Thomas S. Devilbiss, Deputy Director, Land Use, Planning & Development*  
*Robin Hooper, Budget Analyst, Department of Management & Budget*  
*Jenny Hobbs, Financial Analyst, Department of the Comptroller*  
*Steve Powell, Chief of Staff, Board of County Commissioners*  
*Utilities Advisory Council File*

Handouts: Community Investment Plan for Fiscal Years 2015 to 2020

Water Meter Analysis

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