

FINANCE & UTILITY COMMISSION MEETING
Wednesday, February 19, 2025, 5:00 PM

Mayor Nathan Brown convened the Commission meeting at 5:00 p.m. Those present included Commission Members Jerry Bonanno, Julie Gourley, David Meeske, and Donovan Fox. Council Member Liaisons present were John Caves and Daniel Yochelson. Staff Members present included Julie Martorana, Jeremy Mose, Carrie Myers, John Gerstner, Matt Campbell, and Rikki Bruchey.

ServLine Update - Ms. Myers corrected previously reported rates for this service.

PO# 250117 – M&M Electric Motor - Mr. Campbell stated this was to replace two utility pumps and motors at the wastewater plant, both of which were roughly 30 years old. These were unbudgeted expenses but would be funded through connection revenue which was higher than anticipated this year. The cost of repairing these pumps was higher than the cost of replacement. The Commission consented to recommend approval in the amount of \$38,542.40 to the Council.

400 Block East F Street Sewer Main Contract – Mr. Gerstner stated this was to replace a 5” sewer main with an 8” sewer main and provide new lateral lines and clean outs along the line. The Commission consented to recommend approval of the Musselman Excavating contract in the amount of \$157,399.60 to the Council.

Stormwater Management & Flood Study Contract – Mr. Gerstner stated this grant-funded project would be working with Frederick County to identify locations of necessary stormwater infrastructure upgrades throughout town. He stated this design work would prepare the City for future funding requests and projects. The Commission consented to recommend approval of the Dewberry Engineers proposal in the amount of \$58,319.88 to the Council.

Septic Connections Phases I & II RFP – Mr. Gerstner stated these projects would design necessary improvements to septic connections throughout town, as well as earn credit towards the City’s MS4 permit. These studies would be grant-funded. The Commission consented to sending out the RFPs for both projects.

Trash Contract Request for Proposal – Ms. Myers stated the last full bid process for the City’s trash contract was in 2013. The current contract with J&J Trash would expire at the end of June 2025. Ms. Myers stated staff have been very pleased with J&J. The Commission agreed it was time to re-bid the contract since it had been such a long time.

FY2026 Utility Rates – Mr. Mose gave examples of proposed utility rates for FY26. He stated staff would continue to work on the rate proposals as the budget process played out.

FY2026 System Improvement Fee – Ms. Martorana gave examples of proposed system improvement fees. She stated staff were waiting on some items from the City’s legal team.

The meeting adjourned at 6:00pm.

Report prepared by Carrie Myers