

**TALBOT COUNTY
DEPARTMENT OF PUBLIC WORKS
ADVISORY BOARD MEETING**

**MEETING MINUTES
FOR
NOVEMBER 7, 2018**

December 5, 2018

ATTENDEES:

Bill Anderson, Public Works Advisory Board, Chairman
Roger Bollman, Public Works Advisory Board, Vice Chairman - Absent
Ed Sclichter, Public Works Advisory Board member
Cory Buxton, Public Works Advisory Board member - Absent
Tim Jones, Public Works Advisory Board member
Ray Clarke, County Engineer
Bill Wolinski, DPW Environmental Engineer
Terry Martin, Senior Engineer

1. OLD BUSINESS

2. NEW BUSINESS

- a. At noon, there were only two Board Members present. With Bill Wolinski and Terry Martin having completed presentation on the ditch maintenance and retrofit manual, it was decided to let Bill and Terry proceed with the presentation on the ditch maintenance and retrofit manual being drafted. At approximately 12:30 p.m., a third Board Member arrived, and Bill and Terry continued with the ditch maintenance and retrofit manual presentation. At the request of the Public Works Advisory Board, the County Attorney and Roads Supervisor were invited to the ditch maintenance and retrofit manual presentation. The Road Supervisor was unable to attend the meeting, and the County Attorney arrived at about 1:00 p.m.
- b. From about 1:00 p.m. to 1:30 p.m., Bill and Terry presented information to the Public Works Advisory Board and the County Attorney on the ditch maintenance and retrofit manual with preliminary discussions about presenting the manual to the County Council and ways to adopt the manual as standard practice.
- c. With three Board Members in attendance, the Board reviewed the meeting minutes at approximately 1:15 p.m. After reviewing the meeting minutes, the Board made a motion to accept the meeting minutes which were approved via a 3-0 vote.
- d. After reviewing the meeting minutes, the Department of Public Works reviewed the capital projects. Ray updated the Board on various capital improvement projects
- e. Ray then presented the Board with the wastewater flows for the Region II and V Wastewater Treatment Plants.
- f. There were no official reports from the subcommittees.

OPEN DISCUSSION

PWAB Meeting adjourned at approximately 2:05 p.m.

Author: Respectfully Submitted, Ray Clarke

These minutes are the official record of the meeting and represent the understanding of the writer of items discussed and decisions made during the meeting, and shall become a part of the Public Works Advisory Information Document. We shall assume our understanding to be correct unless written notice to the contrary is brought to our attention within fourteen (14) days of receipt of these minutes.