

MINUTES
UTILITIES COMMISSION MEETING
JANUARY 27, 2003

The first item of business was the swearing in of James R. Johnson as the Councilmember for the Fourth Ward to fill the remainder of Mr. Kirby's term. Mayor Bailey gave the oath of office to Mr. Johnson with his wife and family present.

Mayor Margo G. Bailey called the meeting to order at 7:30 p.m. In attendance were Councilmembers W. Whaland Clark, Mabel Mumford-Pautz and James R. Johnson, Medford Capel, Utilities Manager, W. S. Ingersoll, Town Manager, Joan Merryman, Stenographer, and guests.

Mayor Bailey asked if there were any additions or corrections to the minutes of the previous meeting. Mr. Clark moved that the minutes of the meeting of December 16, 2002 be accepted as presented, was seconded by Mrs. Mumford-Pautz and carried unanimously.

Mayor Bailey stated that the Utilities Commission has cash on hand and in banks as of January 27, 2003 of \$302,223.78.

Mayor Bailey called on Mr. Capel for his report. Mr. Capel stated that the plans for the water upgrade have been approved by the State of Maryland and we are ready to advertise for bids. He said he and Bill Ingersoll would meet with the engineers to proceed with the bid process.

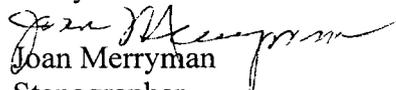
Mr. Capel said he asked the local radio station to announce that to prevent frozen pipes, people should leave their water running slowly, just a trickle, in this extreme cold weather.

Mr. Capel stated that the EPA now has a requirement that the Town file a Security Vulnerability Self Assessment Guide which must be done before 2004. He showed a report form about a quarter inch thick and said we would work on it.

There being no questions or comment, Mayor Bailey asked the Council to approve the bills. Mr. Clark moved that the bills be paid as presented, was seconded by Mrs. Mumford-Pautz and carried unanimously.

Mr. Clark moved that the meeting be adjourned at 7:35 p.m., was seconded by Mrs. Mumford-Pautz and carried unanimously.

Submitted by:


Joan Merryman
Stenographer

Approved by:


Margo G. Bailey
Mayor