

**Utility Commission
December 4, 2017**

The regular scheduled meeting of the Delmar Utility Commission was called to order by Vice Mayor Pase. In attendance were Commission Members Dickerson and Dewald, Council Member Smith, Town Manager Bynum-King and Clerk of Council Fisher. Absent: Commissioner Unsell.

Approval of Minutes

Council Member Smith made a motion to approve the November, 2017 minutes as circulated. Commission Member Dewald seconded the motion which passed with 4 ayes and 1 absent.

Unfinished Business

Back-Up Well Project Update

Town Manager Bynum-King reported that the deadline for the project is today. The progress meeting in November did not occur but has been rescheduled for December 10th at 10:00 a.m. She will have the final report by next month's meeting. For all purposes, the project is complete but there might be some incidentals outstanding.

Pine Street Pump Station Upgrade- Project Update

Town Manager Bynum-King said that last month the Town was waiting for the State of Maryland to accept the bid award recommendation from the Town's engineers. The Town did receive the letter from the State of Maryland accepting the Town's engineers' recommendation, so now we can move forward with that project.

New Business

The Town Manager said that she is working with the Town's engineers to provide her with a report on the EDU availability of the Waste Water Treatment Plant. The housing market is picking up and construction is going on in Town. Ryan Homes is selling homes in Yorkshire faster than they can build them. Heron Ponds has had some growth. She stated that looking at the monthly report submitted to MDE, the 31 days in October indicated to her that there were only 7 days that the Town was in compliance with our daily allotted flows. The Town is permitted for 850,000 gallons per day. The report showed that the average was 900,000. There were a few days when the facility peaked at 1 Million gallons. The Waste Water Treatment Plant Operators perform daily logging of the weather conditions which in some cases are factors for the high flows.

Town Manager Bynum-King did say that we have some major I&I issues. We have started taking measures to address some of the cracked pipes through the slip lining process. The assessment from the engineers I&I Report identifies the areas of concern and the level of severity, from that study we select which sewer mains will be lined. The engineers will be able to perform a desk top study to determine an informal count of the Town's remaining available EDU's. Once she gets the assessment back from the engineers, she will advise the Utility Commission. She said that the Town has some project proposals coming for future development

and the Town should know its' capacity so we are not over extended in the communities. The second phase of Yorkshire Estates has over 140 proposed homes and Ponds Edge Phase II has approximately 24 townhouses and 160 apartment units. Phase II of Ponds Edge is on hold because of the market and the major impact resulting from Wicomico County's re-districting, which removed their complexes from the Delmar School District.

Town Manager's Report

Town Manager Bynum-King said that Standard Pipe Service was in Town this past Thursday doing slip lining on sections of the sewer main on the Delaware side on Second Street between Rose Street and Francis Street. She said that the project happened very quickly. Our Public Works Director did not follow protocol with given adequate notice to the residents or emergency agencies for this project.

Between the chemicals and other materials that were used to clean the lines, there was a chemical odor in some of the homes. The project was supposed to be between the hours of 7:00 a.m. and 7:00 p.m. There was some equipment failures which extended the project well beyond the 7:00 p.m. cut-off. Some of the residents out of concern for the strange odor coming into their homes, called the fire department. The fire department was not aware of the project, however they did respond to the calls, which was a waste of time and resources. If they were given property notification, they would have been able to advise the residents how to respond to their issues. She has addressed that issue administratively. Standard Pipe Services had to come back into Town today. There was another issue reported this morning, where the sewer backed up into a resident's bath tub, which has been properly taken care of.

The Town Manager Bynum-King said that the representative from Beracah Homes has reached out to the Town to be placed on the Utility Commission agenda. They will be before the Commission in January. They were supposed to be at the October meeting, but did not attend. The Town's engineer and the Town Public Works Director will also be present at the January meeting to be able to answer any questions the Commission might have.

Commission's Report

Commission Member Dewald said that the Christmas tree in State Street park looks nice as well as the holiday street lights.

Council Member Smith said that they lit the Love Light Tree last night and it was a huge success.

Commission Member Dickerson said that he has reviewed the Financial Report he'd been given. He wanted to congratulate the Town Manager and all the staff with keeping the expenses down. He did notice that not all of the accounts had been reconciled. Town Manager Bynum-King said that part of the problem is the system and bank statements and the timing of getting the bank statements to the Mayor and then back to the Town Manager. It is a process that needs to be streamlined. When the Financial Officer is doing the reconciliations, she has to use multiple spreadsheets. There has been an upgrade to our software system that has everything she needs within the program, therefore do away with all the previous spreadsheets.

Commission Member Dickerson also said that he is disturbed that only 23 residents voted in the Delmar, Maryland election. He is disturbed as well that the Town will no longer be mailing out paper copies of the newsletter. The Town Manager said that part of the problem is that the residents and property owners do not read the newsletters. No one seems to know what is going on even after we take time to put articles in the newsletter. There is an article in this last newsletter that indicates if anyone still wishes to receive a paper copy they can contact Town Hall and be put on a special mailing list. The newsletter will still be available in hard copy at Town Hall as well as electronically on the Town's website as well as the Town's Facebook page.

Commission Comments

Commission Member Dickerson wished everyone a Happy New Year and Merry Christmas.

Vice Mayor Pase said that the Town had a very good year.

Council Member Smith wished everyone a nice New Year and thanked the Town staff for everything they do.

Adjournment

Upon hearing no public comments, Commission Member Dewald made a motion to adjourn which was seconded by Commission Member Dickerson. The motion passed with 4 ayes and 1 absent.

Cindy Fisher
Clerk of Council