

**Utility Commission
December 3, 2018**

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

Absent: Vice Mayor Pase and Clerk of Council Fisher.

Approval of Minutes

Commission Member Dewald notated the following corrections to be made: on page 1, in the last paragraph delete the word “in”. On page 2, the “o” needs to be deleted after May and in the 5th paragraph on page 2, the f in “IF” should not be capitalized.

Deputy Mayor Unsell made a motion to approve the November minutes as corrected.

Commission Member Dickerson seconded the motion which passed with 4 ayes and 1 absence.

Unfinished Business

Grove Street Project Update- Town Manager Bynum-King reported that they are on track to re-advertise this month. The proposed bid opening should be around January 9, 2019 with the Notice to Proceed with construction going out the first week of March.

Back Up Well Update-The Town Manager informed the Commission that by Dec. 7th, Aaron with Davis Bowen and Friedel will submit a revised allocation permit application to DNREC. The revised application will identify Well 3B as the back-up well to Well 3A. No additional allocation will be necessary because wells 3A and 3B will not be operating at the same time.

East Aeration Clarifier Update- Town Manager Bynum-King informed the Commission that the east aeration clarifier has been cleaned and all operating components are functioning according to design. The diffusers were tested and no faults were discovered. Everything is back on-line. The west aeration clarifier is scheduled for cleaning in early spring.

New Business

The Town Manager stated that she received a letter from MDE that was referred to the Attorney General for the Wastewater Treatment Plant. The letter is a result of the meeting held in August of this year. The Town has to submit several documents; most with 5 years worth of data. The requested information is due to the State on or before January 5, 2019. She said that she set a schedule to submit the information by December 20th to have everything taken care of before the holidays.

Town Manager's Report

Town Manager Bynum-King said that there was a sewer break on 3rd Street. The repair has to be completed by an outside skilled service provider since the main is 9’ deep. Public Works does not have the skill or equipment to make this repair.

Adjournment

Upon hearing no public comments, Commission Member Dewald made a motion for adjournment which was seconded by Deputy Mayor Unsell. The motion passed with 4 ayes and 1 absent.

Minutes taken from the Town Manager's notes and review of the audio tape.

Submitted by:

Cindy Fisher
Clerk of Council