

**Utility Commission
June 1, 2010**

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

Approval of Minutes

Commissioner Henderson made a motion to approve the May Utility Commission meeting minutes. Council Member Thompson seconded the motion which passed with 3 ayes, 1 absent, and Chairman Pase abstaining due to her absence last month.

Town Manager's Report

Town Manager Bynum-King reported that the Town did receive a change order from the WWTP Upgrade project contractor, Bearing Construction, Inc. They asked for a time extension of 136 days of which only 3 days were weather related. The other days were due to a delay in equipment delivery, which is above and beyond their control.

She also reported that on June 4, 2010, the contractors will be tying into the system. The personnel of the Public Works Department, along with WWTP Superintendent will report to work about 1:00 a.m. and will be pumping down the lift stations to get the wet wells as empty as possible. At around 3:00 a.m., they will attempt the tie into the system. She said that no notices will need to be sent out due to the connections occurring in the early morning hours when flows should be very low. According to the contractor the entire connection process should take approximately 30 minutes, 60 minutes at the maximum.

As a follow up to the previous months regarding the outstanding utility facilities violations, the Town is still waiting to receive a response from the State of Delaware DNREC and the State of Maryland MDE to our explanation of sited violations

A Special Election was held for Delmar, Delaware electors to decide if the Town should borrow funds from the State of Delaware Revolving Funds to upgrade water main on Delaware Avenue. There were only 9 voters that participated in the election; the outcome was unanimous with all voters in favor.

The WTP is in the process of bringing well 2A online. The Town has only been operating on one well as a result of the media filter construction. Kay Construction has been assisting the WTP personnel to get the well back up and running in accordance to its permit. Once all the kinks are worked out everything seems to be running as smoothly.

The WWTP upgrade project is still moving forward with minimal complications. The overall project is proceeding closer to completion. It is the contractors hope to tie-in to the system on Friday morning around 3:00 a.m. The Public Works employees will be reporting to work around 1:00 a.m. Friday morning to pump down the lift station, prior to the system being shut off for connection. The tie-in process has to occur during the early morning hours when the flows are

little to none. According to the contractor the connection process should take approximately one hour to complete.

Commission's Report

Commissioner Henderson inquired about the time frame from the approval process of the budget to when the money allocated can actually be spent. His said that he was concern about some of the major ticket items that the Wastewater Treatment department urgently needed. Town Manager Bynum-King said that we cannot purchase anything until the new fiscal year which starts July 1, 2010. The rule of thumb is that Department Heads are asked to reframe from purchasing in the new fiscal year until around September, because that is when we receive a significant amount of our property tax revenue. She said for the purposes of the Utility Commission it should be around the same time so to be consistent with Maryland and Delaware. However, with the urgency of some replacement equipment at the wastewater treatment facility, we can order the equipment in June, so it can arrive in July at the beginning of our new fiscal year. Also, with the upgrade project the WWTP will be receiving numerous large back up pieces of equipment that will need to be stored somewhere on site. We may need to have a block building constructed to store the back up equipment, which was not included in our budget.

Adjournment

Commission Member Dickerson made a motion for adjournment. Council Member Thompson seconded the motion which passed with 4 ayes and 1 absent.

Cindy Fisher
Clerk of Council