

**Utility Commission
December 21, 2009**

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

Approval of Minutes

Commission Member Dickerson made a motion to approve the November, 2009 Utility minutes as circulated. Commission Member Dewald seconded the motion which passed with 3 ayes and 2 absent.

Unfinished Business

Town Manager Bynum-King reported that she included the revisions to the Tidewater Interim Agreement within their mail packets. She said that the Commission was again given this information for their review and comment. Chairman Pase said that in light of one member being absent and another yet to come on the Commission as a new member, she would like to delay any discussion until such time as the Commission is fully staffed. The consensus of the Commission was to delay any conversation and comments on the Interim Tidewater Agreement.

New Business

Town Manager Bynum-King reported that she had received a letter from DB&F that was a desk top study of the Town's common sanitary sewer force main collection system. The data collected in the report simulated current and proposed conditions of the pump stations.

She said that in a few months, the Commission will be starting the budget process. This report is a good tool for the Commission to utilize as it shows the overall picture of both the water and sewer needs of the Town. Some upgrades needed would be driven by growth, while others would be driven by age and the wear and tear of the equipment. She said that she has spoken with Director of Public Works Reid to get the Public Works assistance in the evaluation of the pumps at the lift stations. She said that Town Engineer Freidel could possibly, at a later date, come before the Commission and thoroughly explain the report. She said that there is no longer 100% grant funding available for the repairs and upgrades.

Commission Member Dickerson stated that he felt this was an excellent report. He said that he found the map, at the end of the report, to be of great help and would be especially for the new Utility members.

Town Manager Bynum-King reported that something similar will be done for the water side.

Town Manager's Report

Town Manager Bynum-King reported whenever a Utility customer is not happy with billing or policies and procedures, they are referred to the Utility Commission. She said that she is forewarning the Commission Members since there is a property owner who has a home on Jewell Street that is unhappy with his billing.

She continued by reporting that it was brought to the attention of the Administrative Staff, that this property is actually two units. For years, the house had only been assessed as 1 EDU. When the new utility software was downloaded, the Administrative Assistant noticed that this property actually is two units and should be assessed 2 EDU's. With this current billing, he was in fact charged for 2 EDU's. When the property owner received his billing, he called the office and was quite offensive to the Administrative staff. When she spoke with him, she verified that the information on the billing was correct, and he still was not happy. She offered him the opportunity to address the Utility Commission, but he said that he did not feel that he should have to. He wanted to know the names and contact information of the Members. She did inform him of their names but only provided contact information for the Elected Officials since it is public information. She did say that she will send this property owner a copy of the ordinance showing that his property should be assessed 2 EDU's since the home has 2 apartments and only one meter. He did request to have a second meter but felt he should not have to pay for it. She wanted to make sure that the Utility Commission Members were aware of the situation in case this property owner does come before them in the future.

Commission Member Dickerson stated that he agreed with what the property owner had been told. He thinks that a letter should have been sent to the property owner explaining that it had been brought to the Town's attention and he will not be back billed but will be billed for the 2 EDU's from this point forward.

Town Manager Bynum-King said that he had been invited to the January Utility Commission.

Town Manager Bynum-King reported that the WWTP upgrade is progressing on schedule even with the setback of rain

Commission's Report

Commission Member Dickerson said that Public Works did an awesome job with the snow removal this past weekend.

He also said that he did receive some financial statements from Municipal Clerk Layton, but the report does not show what the time period is. He asked if somehow the date could be on them to indicate which months the reports are for. Town Manager Bynum-King said that maybe something in the new software could put the dates on the reports.

Public Comments

Resident Tom McGuire agreed with Commission Member's Dickerson comment about what a great job Public Works did with snow removal.

Adjournment

Commission Member Dewald made a motion for adjournment which was seconded by Commission Member Dickerson. The motion passed with 3 ayes and 2 absent.

Cindy Fisher
Clerk of Council