

**Utility Commission  
October 5, 2020  
VIA TELECONFERENCE**

The regular scheduled meeting of the Delmar Utility Commission was called to order by Deputy Mayor Unsell. Due to COVID-19, this meeting is taking place via teleconference. The phone number and access code has been provided to all the members as well as the public. In attendance were Commission Member Dewald, Council Member Smith, Deputy Mayor Unsell, Town Manager Bynum- King and Clerk of Council Vondell Spencer and 1 Absent (Pase).

Deputy Mayor Unsell took a roll call for attendance to establish a quorum. The quorum was established.

**Approval of Minutes**

A motion was made, seconded (Smith/Dewald) and carried to approve the minutes. Deputy Mayor Unsell took a roll call vote and the motion passed with 3 Ayes 1 Absent (Pase).

**Unfinished Business –**

Town Manager Bynum-King informed the Commission members that Mr. Homens property owner of 106 E. Chestnut Street, submitted documentation included in their mail packet for review and consideration for cost reimbursement for an invoice from a plumber he incurred due to a water leak. He stated if the consideration was not resolved in 15 days, he would take this matter to small claims court for reimbursement. Deputy Mayor Unsell stated the Town does not have any responsibility for Mr. Homens expenses due to a leak that occurred on the home owner's side of the water meter. He questioned Town Manager Bynum-King if Mr. Homens went to small claims court would the Town have representation. Town Manager Bynum-King said yes, we will be represented by Mr. Benson.

A motion was made, seconded (Smith/Dewald) and carried to deny Mr. Homens request for reimbursement with a roll call vote of 3 Ayes and 1 Absent.

**New Business –**

Town Manager Bynum-King stated we ran the legal advertisement for Request for Qualifications (RFQ) for qualified engineering firms in the Daily Times. The proposal for the RFQ's was sent to 10 engineering firms from the surrounding area, in addition to the advertisement and as of the September 25, 2020 deadline the Town only received 2 RFQs. The Town received RFQs from Davis, Bowen, and Friedel as well as Century Engineering LLC. In comparison of the two engineering firms, both had a lot of professional experience with utilities, however Davis, Bowen and Friedel had a significant amount of utility background with municipal systems similar in size to the Town's system. We have followed and met the requirements from MDE, therefore Davis, Bowen and Friedel have been selected to proceed with the design and construction Phase

of the sewer main replacement project which should be underway late spring early summer of 2021.

### **Town Manager Report –**

Town Manager Bynum-King reported the WWTP screen is now functioning seamlessly after being idle and nonfunctional for 7 years. The software programming issues were discovered and adjusted by Frank Daniels the superintendent.

### **The Commission-**

Commission Member Dewald acknowledged and thanked Frank the Superintendent for the accomplishment at the WWTP in reference to the screen repair. She also sends her condolences to Vice Mayor Mary Lee Pase in reference to the death of her daughter.

### **Council Comments**

Deputy Mayor Unsell, Commission Member Dewald, Council Member Smith had no comments.

### **Adjournment**

A motion was made, second (Dewald/Smith) and carried to adjourn. By roll call, the motion passed with 3 Ayes and 1 Absent.

Vondell Spencer  
Clerk of Council