

Utility Commission
August 7, 2023
DELMAR TOWN HALL & VIA TELECONFERENCE

The regular scheduled meeting of the Delmar Utility Commission was called to order by Commissioner Shaffer. This meeting is available to the public, in person with limited seating and via teleconference. The phone number and access code has been provided to all the members as well as the public. In attendance were Commission Members Dewald and Moore, and Council Member Lanier. Key personnel: Town Mgr. Jeff Fleetwood, Planning and Zoning Director Twain Evanson and Clerk of Council Vondell Spencer. Guests: Howard Dickerson and Mayor Bauer. Absent: Commissioner Unsell.

Commissioner Shaffer took a roll call for attendance to establish a quorum. A quorum was established with four members present.

Approval of Minutes

A motion was made, seconded (Moore/Shaffer) with a correction on page 2, ninth line, take out 78g and carried to approve the July 10, 2023 meeting minutes. Commissioner Shaffer took a roll call vote and the motion was passed 3 Ayes 2 Absent (Unsell/Lanier).

Unfinished Business –

None.

New Business/Town Manager Report –

Policy to Amend the Authority for Sign Permits

Town Mgr. Fleetwood said he wanted to make this Commission aware of sign permit changes. Currently the sign approval process mirrored the fence, and deck permits which was a 90-day process before approval. The Elected bodies approved staff level approvals for detached structures such as sheds, fences and patios but requests are still communicated to Planning and Zoning. The permit process will be shortened from 90 days to 30 days.

Waste Water Treatment Plant Control Building RFP Update

Town Mgr. Fleetwood stated the FY'23 Budget had \$122,000 that was budgeted for the repair of the control building and contractor estimates were not obtained prior to the end of the fiscal year. The Commission approved the FY'23 budgeted amount to carry over into the FY'24 Budget. The RFP was solicited again and there were two vendors that responded; Whayland Company out of Laurel, DE and Delmarva Veteran Builders out of Salisbury.

Town Mgr. Fleetwood described the control building repairs/improvements. He stated that two bids were received. The Whayland Company bid was \$137, 600 and the Delmarva Veteran

Builders bid was \$250, 000. The award has been made to the Whayland Company and the anticipated work should begin sometime in the month of August.

Commission Member Dewald asked Town Mgr. Fleetwood if he put the two bids side by side. He answered yes, it was a pin point specific bid. The only thing that deviated was one of the costs on a unit price on some of the materials but the labor cost between the two was the bid variance.

Town Mgr. Fleetwood shared P&Z Director Evans did a frame inspection at Starbucks in Delmar, DE. The contractor is having issues with finding labor which is one of the reasons that it is taking so long to open.

Town Mgr. Fleetwood reported: 1.) There is a progress meeting with Teal Construction that is scheduled for this Wednesday regarding the Phase 1 sewer project. This will be the second progress meeting. Teal Construction is near the west end of Chestnut St. He said he received an email from a resident that wanted to compliment the Town for slowing traffic down. When they finish Chestnut St., they will be moving to Pine St. 2.) The Town has not as of today closed on the loan from MDE (Maryland Department of the Environment). There will be an ordinance introduced at the Mayor and Commissioners meeting on August 14th. The loan will probably be closed sometime in September. 3.) A new water heater was approved in the FY'24 Budget for the WTP which has been installed. 4.) A soda ash pipe from the mixer has been replaced. The new pipe that was put in is gray poly and at the end of the pipe two valves were placed so they can be flushed into the floor drain. This will be part of the regular maintenance. 5.) Chief Barkley and himself attended an HOA meeting in Wood Creek last Tuesday evening and residents shared they needed more speed limit signs. Every speed limit sign going down Executive Club Dr. was nowhere to be found. The speed limit signs have now been replaced. 6.) The fenced in area at the end of Foskey Lane by the water tower will be the Public Works yard. The new building is in place, electricity has been completed but not energized to the building yet. The powerline will be trenched inhouse. 7.) The Elected Body approved the new pole building for the PD in the FY'24 Budget and we will be breaking ground in August. P&Z Director Evanson and Town Mgr. Fleetwood gave details about the new pole building. Town Mgr. Fleetwood said the chain link fence will be taken down and wrought iron black fencing will be installed from the current PD and encapsulate the area where the new pole building will be.

Commission Member Dewald asked Town Mgr. Fleetwood if the new building will have water and sewer. Town Mgr. Fleetwood answered the building will not have water and sewer but it will be energized.

Commission Comments –

Commission Member Dewald had no comment.

Commission Member Moore commented he spoke with UFU which is putting in water services. They found a water service that was not installed. He asked Town Mgr. Fleetwood if the Town has found anymore that have not been installed. Town Mgr. Fleetwood answered the water services that were not installed was a duplex on Pine St. and one of the meter pits was dead and that issue has been resolved.

Council Member Lanier commented it has been hot this summer and the PW employees have been in it. He said he wanted to share his appreciation to them.

Commissioner Shaffer shouted out the Parks and Recreation Committee for the first Movie Night they had. He said it was awesome, he had a good time, the turnout was appreciated and decent for the weather that they had previous to when the movie started. Commissioner Shaffer thanked 3C Church in Delmar, DE for letting the Town use all their equipment. He further said their people set it up and broke it down that night and took it back to the church, it was about midnight when breakdown of the event happened. They did a really good job with that.

Commissioner Shaffer commented he has received a couple of phone calls recently about discolored water on Chestnut St. where the sewer project is taking place. He suggested when seeing discolored water in your home flush faucets, flush the outside hose bib and let it run for 10 minutes or so. If the water pressure slows down check the screens in the faucets because the aerators can be removed. Rinse the aerators out and reinstall them.

Public Comments –

None.

Adjournment –

A motion was made, seconded (Dewald/Lanier) and carried to adjourn. By roll call, the motion passed with 4 Ayes 1 Absent (Unsell).

Clerk of Council

Vondell Spencer