

**Utility Commission
February 6, 2023
DELMAR TOWN HALL & VIA TELECONFERENCE**

The regular scheduled meeting of the Delmar Utility Commission was called to order by Commissioner Unsell. 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 Member Dewald, Council Member Morris and Commissioner Shaffer. Key personnel: Town Mgr. Jeff Fleetwood and Clerk of Council Vondell Spencer. Guests: Josh Taylor, Phillip Moore, Denise Garner, Jonathan Layton, Todd Lanier, Andy O'Neal and Penny Glasgow.

Commissioner Unsell took a roll call for attendance to establish a quorum, and all were present.

Approval of Minutes

A motion was made, seconded (Morris/Shaffer) and carried to approve the January 3, 2023 meeting minutes as amended, with changes under New Business first paragraph adding the word budget before the word line in the last sentence. Commissioner Unsell took a roll call vote and the motion was passed 4 Ayes.

Unfinished Business –

None.

New Business/Town Manager Report –

Town Mgr. Fleetwood reported: 1.) There was a sewer line back up about 3 weeks ago on Delaware Ave. between Fifth St. and Eighth St. Since the last meeting with this Commission the Town has received \$262,000.00 in CTF money from DE, \$173,000.00 from Sussex County and the Town prior to his employment in July had committed \$150,000.00 from ARPA funds. The sum total will be used to fund the project on DE Ave. Josh Taylor, DBf Engineer, just started to write the proposal to get it out on a survey schedule and we should have a proposal within a week. Mr. Taylor added the total is based on total line replacement. A conversation ensued. 2.) The next project is Phase 2 of the sewer transmission line replacement in MD. The MDE application indicates a Drift Funding plan will be available the spring of 2023. The application has been submitted. If the application is approved the Town will design in summer 2023, bid in the winter of 2023 and start construction summer 2024. 3.) The Phase 1 project, which the Town is funded for, the contractor is looking at sometime in mid-February, mid-March to begin. 4.) The DE I&I project, Phase 3, DBf is in the process of preparing the packet for the Town to review. The Town is looking at two and half to five million dollars that will need approval from

the DE side. Mr. Taylor added the bulk of that work will be in line with several sections of old PVC that is falling apart; it's being replaced. 5.) The Town just received the funding in the amount of \$100,000.00 from the State of DE for the State St. Park restrooms to be updated for the ADA. Mr. Taylor will get it designed and put out for bid. 6.) The Town received a PAYGO Grant for \$250,000.00 from the State of MD. A number of months ago Delmar, MD committed \$60,000.00 and Delmar, DE committed \$40,000.00 so in total the Town has about \$350,000.00 for the old PD building. A meeting will take place Wednesday, February 8th at 10:30 a.m. with the Becker Morgan Group to discuss the community center. The state monies require that it should be sourced out and bid upon to include the engineering services as well as the work. 7.) Today confirmation was received from MDE that Sharptown, MD was looking for help from the Town of Delmar to bring their sludge to the Delmar WWTP to have it pressed. Town Mgr. Fleetwood said he asked WWTP, Superintendent, Frank Daniels the expense and Mr. Daniels responded it is minimal expense and minimal labor. Sharptown, MD had their approval letter from MDE and we approved them to bring their sludge to the Town of Delmar WWTP. 8.) Sharon Shears with Clean Drinking Water Association located in Dover, DE, that has served the Town of Delmar for the last 20 years, was here last week and made excellent comments about the WTP's enhancements. Town Mgr. Fleetwood congratulated WTP, Superintendent, Sophia Oberton. Ms. Oberton had a plan and she has a plan for 2024 for what she needs and also what she needs for the WTP. 9.) Friday of this week Jason Loar from DBf and Town Mgr. Fleetwood will meet to discuss Stage Village Mobile Home Park and Holly Oak Mobile Home Park potentially tying into the Town's water. Both mobile home parks have received grant money from the State of DE and it is funded on their part. 10.) On February 23rd at 2:00 p.m. in the large chambers everyone is invited to the first annual employee service recognition ceremony. There will be placards that the mayors will provide to these employees and fellowship amongst the staff and public. 11.) Wednesday night of this week at 6:00 p.m. at Delmar Elementary School Wicomico County will have a public input session for the Mason Dixon Complex. Wicomico County is proposing a couple of designs to revamp the Complex. 12.) Contractors were scheduled to be back to the PAC tower today and they did not show. They are scheduled to be back on February 15th. 13.) Well #3A on York St. was pulled for a wellness check with a steel cable and the cable snapped. The cable dropped inside the pump down the well. The well was videoed today and the well shows no signs of damage and now the well is back up and running. The iron content in that well is pretty high. The iron encapsulates the screening on the pump. Council Member Morris asked Town Mgr. Fleetwood was he able to retrieve the pump. Town Mgr. Fleetwood answered yes. 14.) The Heacock Fest is scheduled for April 30th in Heron Ponds, 12:00 p.m. to 8:00 p.m., more details to come.

Council Member Comments –

Council Member Morris thanked three individuals in attendance that expressed an interest in joining the Utility Commission. She commented the Commission is very blessed to have three individuals that are interested.

Council Member Morris further thanked Town Mgr. Fleetwood, WWTP Superintendent Frank Daniels and Mr. Josh Taylor for their time spent helping her develop the EDU tracking tool workbook. She said the tracking tool is in process and she hopes to have a more comprehensive workbook to submit to the Utility Commission for comments and feedback. Council Member Morris thanked the Mayors for their time as well. She further said she developed an action tracker which captures action items resulting from the December meeting. She noted that she plans to periodically meet with Town Mgr. Fleetwood for status updates ensuring that items do not fall by the way-side. Lastly, Council Member Morris commented that the PAC tower is definitely looking much better.

Council Member Morris asked Town Mgr. Fleetwood for clarity in reference to the sewer line from Fifth St. to Eighth St. She further asked Town Mgr. Fleetwood the status of the Sixth St. storm drain that is collapsing at the park. Town Mgr. Fleetwood responded; he is waiting on an idea from Mr. Taylor on what would be the best repair. Mr. Taylor clarified the sewer line replacement to all the Commission Members. A conversation ensued.

Council Member Morris asked Town Mgr. Fleetwood which phase of the three phases was the sewer line replacement from Fifth St. to Eighth St. incorporated. Town Mgr. Fleetwood answered it is not part of Phase 1, 2 or 3. She questioned if CFT money, Sussex County money and ARPA funds will pay for all three phases. Town Mgr. Fleetwood answered yes. A conversation ensued.

Commission Member Dewald commented her alma mater did win the National Championship, 45-21 over North Dakota State. The Jackrabbits reign supreme, first time ever.

Commissioner Shaffer commented that he was at the WTP last Friday and the WTP Superintendent, Sophia Oberton has done an absolutely amazing job. She is trying to update records to be able to pass along in the future to make things more accessible for everyone that needs to access the records. He said she is doing a really good job.

Commissioner Shaffer further commented one of the things that he and Ms. Oberton were discussing was a really old hot water heater that is in the WTP. He shared with the Utility Commission a suggestion of a tankless water heater. There is already gas supply there. He said he is aware that there are major commercial units available so the Town does not have to constantly pay to heat water. Commissioner Shaffer mentioned it would be a good idea to research it. Some companies do not offer a warranty if a commercial application is installed so, that might be a big concern/negative. Ms. Oberton is going to research it. Mr. Taylor noted he started at DBf when the WTP project was wrapping up in 1999 and it's not really old it is kind of-sort of-old.

Commissioner Shaffer shared Ms. Oberton received new respirators for the chlorine room and the employees got smoke test fitted. There is now proper PPE for the employees and there are records to go along with that certification. Commissioner Shaffer explained the chlorine room

and damages that could happen to the lungs very quickly if the proper PPE is not in place. He said it is extremely important that they have proper PPE and he is glad they have it.

Commission Member Unsell asked if anyone is attending the rock and roll revival this coming two weeks? He said he has attended 17 rock and roll revivals in the last 19 years and it was worth every penny. He commented it gives you a new faith in our youth. One hundred talented youth put the show together. It's a great show and everyone should try to make it.

Public Comments –

None.

Adjournment –

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

Clerk of Council

Vondell Spencer