

**Utility Commission**  
**January 12, 2026**  
**DELMAR TOWN HALL & VIA TELECONFERENCE**

The regular scheduled meeting of the Delmar Utility Commission was called to order by Commissioner Cory Shaffer. This meeting is available to the public, in person seating and via teleconference. The phone number and access code have been provided to all the members as well as the public. In attendance was Commissioner Ronald Nembhard, Council Member Lanier, and Commission Members Phillip Moore and Lori Dewald. Key Personnel: Town Mgr. Jeff Fleetwood, and Clerk of Council Vondell Spencer. Guests: Tom Leigh, Janet Robinson, Holly Campbell, and Doug Marshall Sr.

Commissioner Shaffer called the meeting to order. A quorum was established with five members present.

**Approval of Minutes**

A motion was made, seconded (Lanier/Nembhard) and carried to approve the December 8, 2025, meeting minutes with corrections on page one. Commissioner Shaffer took a vote, and the motion was passed with 5 Ayes.

**Unfinished Business –**

None.

**New Business**

Delmar Stormwater Study

Local Government Specialist at the Alliance for the Chesapeake Bay/ETA, Mr. Tom Leigh discussed being the lead to bring technical assistance to small towns on Delmarva. He stated he is supported by a grant from the EPA. He said he is responsible for reaching out to small towns that may not have the resources either financial or personnel to seek solutions to their resource concerns such as community amenities (flooding, erosion, stormwater). He further explained and discussed his organization, the organization's four main focuses, finding assistance for the Town of Delmar both Maryland and Delaware, mapping the towns existing stormwater infrastructure including elevations, precursor steps for a potential MS4 Jurisdiction Permit MS4 Permit (Municipal Separate Storm Sewer System), providing a green infrastructure action plan, fees, agreements, contracts, and managing the grant. A conversation occurred.

Reallocation of Funds

Town Mgr. Fleetwood presented a reallocation of funds in the amount of \$8,800 for a fire hydrant at Public Works outside the gate. He said the funds would transfer from the Utility Contingency Account to the Outside Skilled Services Account.

Commissioner Shaffer called for a motion to reallocate funds in the amount of \$8,800 from Utility Contingency Account to Outside Skilled Services Account for a fire hydrant at Public Works. The motion was made/seconded (Nembhard/Moore) and carried by a vote of 5 Ayes.

### **Town Manager's Report**

Town Mgr. Fleetwood reported: 1.) Lincoln Ave. on the DE side: millings are going to go to the Delmar Nursing Home to improve the parking lot at no cost to the nursing home. 2.) Water Treatment Plant: still waiting on two high service pumps. 3.) Waste Water Treatment Plant: finished the year in the low five hundred thousand gallons per day flow. The three-year average will be in the low five hundred thousand gallons per day as well. 4.) Phase 3 INI Project: bids are going back out this week with two RFP. One to do the brick-and-mortar work which is about 15% of the project and the other 85% of the project is for slip lining. 5.) The Water Treatment Plant, Public Works, and the Waste Water Treatment Plant had their initial brainstorming for their initial FY'27 Capital Outlay. 6.) The town has been in contact with Wicomico County involving the Mason Dixon Complex overhaul. The town is committed to installing a sidewalk from Walnut St. south to Foskey Ln. along S. Pennsylvania Ave. The sidewalk that runs west to east on Foskey Ln. on the Mason and Dixon Complex side needs to be installed.

### **Commission Comments –**

- 1.) Commissioner Nembhard commented he is happy with the progress the town made last year and he is looking forward to what the town does this year. He wished everyone a Happy New Year. Commissioner Nembhard congratulated Clerk of Council Vondell Spencer on her designation of Certified Municipal Clerk.
- 2.) Council Member Lanier wished everyone a Happy New Year and he congratulated Clerk of Council Vondell Spencer on her designation of Certified Municipal Clerk.
- 3.) Commission Member Dewald congratulated Clerk of Council Vondell Spencer on becoming certified as a Municipal Clerk. She said they appreciate Ms. Spencer's professionalism. She said in the Cape Gazette Rehoboth Beach went out to their restaurants and did testing on whether or not restaurants were correctly discarding their cooking oils. Town Mgr. Fleetwood responded he is the inspector for that and he does inspections every month. He said he has been inspecting for two years.
- 4.) Commission Member Moore congratulated Clerk of Council Vondell Spencer on her designation of Certified Municipal Clerk. He said great job and continue making the town better as much as we can.
- 5.) Commissioner Shaffer congratulated Clerk of Council Vondell Spencer on her designation of Certified Municipal Clerk.

**Public Comments –**

There were no comments.

**Adjournment –**

A motion was made, seconded (Dewald/Nembhard) and carried to adjourn. The motion passed with 5 Ayes.

Submitted by:

Vondell Spencer  
Clerk of Council