

**Utility Commission**  
**June 5, 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 Members Dewald and Moore, Council Member Lanier and Commissioner Shaffer. Key personnel: Town Mgr. Jeff Fleetwood and Clerk of Council Vondell Spencer. Guests: Doug Marshall, Mayor Tom Bauer, and Vince Luca.

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

**Approval of Minutes**

A motion was made, seconded (Dewald/Shaffer) and carried to approve the May 1, 2023 meeting minutes. Commissioner Unsell took a roll call vote and the motion was passed 5 Ayes.

**Unfinished Business –**

None.

**New Business/Town Manager Report –**

Town Mgr. Fleetwood reported: 1.) The Town of Delmar is at the final stages of making an offer for the new Public Works employee. He said he will meet with the individual tomorrow and refer the individual to all of the department heads. 2.) The vacancy at town hall is down to two candidates for the Clerk position. Office Manager Kimberly Layton, will give direction on which candidate will be offered the position by the end of the week. 3.) June 14<sup>th</sup> the Delmar, DE and Delmar, MD Mayors, Jason Loar from DBF, WWTP Superintendent Frank Daniels and himself will meet with MDE (Maryland Department of the Environment) regarding the I&I issues. 4.) June 16<sup>th</sup> is the police academy graduation for our two new officers. 5.) The swearing in for those two officers will take place July 14<sup>th</sup> at 12:00 p.m. at St. Stephens Camelot Hall. 6.) Open enrollment for all Town of Delmar employees will take place June 20<sup>th</sup> and June 21<sup>st</sup>. 7.) Town Mgr. Fleetwood reminded everyone that CDC William Hardin will be retiring June 30<sup>th</sup>. He said there will be a retirement farewell on June 23<sup>rd</sup> at 12:00 p.m. in the chamber at Delmar Town Hall. CDC Hardin's successor has been on board with the Town of Delmar four days and will be at the Mayor and Council meeting tonight to introduce himself. His name is Twain Evanson. Town Mgr. Fleetwood described Mr. Evanson's prior work history and said in his opinion he thought Mr. Evanson would be a great addition to the staff. 8.) June 20<sup>th</sup> both the Delmar, DE and Delmar, MD Mayors and himself will go to Dover, DE to Legislative Hall for a session. 9.) Town Mgr. Fleetwood reminded everyone that Heritage Day is scheduled for September 23<sup>rd</sup> from 10:00 a.m. to 2:00 p.m. 10.) Teal Construction has mobilized and materials

are here for Phase 1 of the sewer main replacement project. This Thursday and Friday Teal Construction is scheduled to start some intrusive work that will start on Chestnut St. and the end result will be new sewer piping and a nice smooth street. 11.) Town Mgr. Fleetwood informed the Commission he will be on vacation Wednesday afternoon at 12:00 p.m. through Sunday June 11<sup>th</sup>.

**Council Comments –**

Council Member Lanier, Commission Members Moore and Dewald had no comment.

Commissioner Shaffer commented that he is glad to see Teal Construction get started on the sewer project. Commissioner Unsell agreed.

**Public Comments –**

None.

**Adjournment –**

A motion was made, seconded (Shaffer/Lanier) and carried to adjourn. By roll call, the motion passed with 5 Ayes.

Clerk of Council

Vondell Spencer