

**Utility Commission**  
**November 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 was Commissioner Shaffer, Council Member Lanier, Commission Members Dewald and Moore. Key personnel: Town Mgr. Jeff Fleetwood, Water Treatment Plant Superintendent Sophia Oberton, DBF Engineer Nicholas Bradley and Clerk of Council Vondell Spencer. Guests: Mayor Bauer, Vice Mayor Jones, Zion Oberton, and Andy O’Neal.

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

**Approval of Minutes**

A motion was made, seconded (Moore/Shaffer) and carried to approve the September 5, 2023 meeting minutes. Commissioner Unsell took a roll call vote and the motion was passed 3 Ayes 2 Abstain (Dewald/Lanier).

A motion was made, seconded (Shaffer/Dewald) and carried to approve the October 2, 2023 meeting minutes. Commissioner Unsell took a roll call vote and the motion was passed 4 Ayes 1 Abstain (Unsell).

**Unfinished Business –**

None.

**New Business/Town Manager Report –**

Commissioner Unsell called for a motion for reallocation of \$5,800 from Contingency to Capital Outlay for HVAC Units at Public Works. A motion was made/seconded (Shaffer/Lanier) and carried by a roll call vote of 5 Ayes.

Water Treatment Plant Superintendent, Sophia Oberton explained and described the background and future of the Town of Delmar to maintain compliance with the Lead and Cooper Rule requirements, various revisions, public health focus, infrastructure upgrades, cost implications, community engagement, volunteer monitoring, educational outreach, equity considerations, financial assistance programs, collaboration with health departments, and citizen feedback for policy shaping. DBF Engineer, Nicholas Bradley added the EPA’s (Environmental Protection

Agency) goal, the next steps for the Town of Delmar’s public forum, and developing an informational trifold. A lengthy conversation ensued.

Town Mgr. Fleetwood reported: 1.) There is a dip in the road at the sewer manhole which belongs to the Town of Delmar located S. Eighth St. and State St. The road belongs to MD State Highway. It is believed the sewer vault has settled. The option the Town is taking which was provided by Hillis-Carnes Engineering, do CPT (Cone Penetration Test) scanning of the area around the vault to see if the soil is compacted. If that is the case then the action to take is sawing around that area, restore it, compact it, and resurface. The cost is \$4,900 for the CPT scan of which \$3,000 is traffic control. Since the Town can do the traffic control the cost will probably be about \$2,000. This project will happen as early as next week. 2.) A contract has been signed for the new fence at the PD and the materials should arrive in about 2-3 weeks and installation should be about 2-3 weeks after the materials arrive. 3.) On Connelly Mill Rd. there was an issue with a lift station pump. The chain that holds the pump in place rusted through, snapped, dropped and was sucked into the pump. 4.) Materials have arrived to fix a sink hole that is located on Lighthouse Square Dr. which will be fixed next week. 5.) Blocks have been put in place for the foundation for the State St. Restrooms. All the restroom fixturing has been received. 6.) Phase I sewer project on Chestnut St. continues. Teal Construction is running the laterals on the 100 and 200 blocks of Chestnut St. which should take about a week. Also, the bacteria test has come in for the water main that was replaced. When finished the next phase will be shutting down the intersection of Chestnut St. and Pennsylvania Ave. When that is finished, they will head down Pine St. Simultaneously restoration work will start very soon on Chestnut St. for the concrete before winter arrives. 7.) Monies were approved for the WWTP administration building foundation. More excavation had to take place that is now being finished.

**Commission Comments –**

Commission Members Shaffer, Moore, Lanier, and Unsell had no comment.

Commission Member Dewald publicly congratulated WTP Superintendent, Sophia Oberton on her well-deserved awards. She said we are lucky to have her. She mentioned last month she saw a WTP report in a Mayor and Council packet for their upcoming meeting. She said it seems to her the Utility Commission should be given the report before the public is given the report.

**Public Comments –**

None.

**Adjournment –**

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

Submitted by:

Vondell Spencer  
Clerk of Council