

Utility Commission
October 2, 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 was Council Member Lanier, Commission Members Dewald and Moore. Key personnel: Town Mgr. Jeff Fleetwood, Office Mgr. Kimberly Layton and Clerk I Valerie Seefried. 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 (Dewald/Lanier) and carried to approve the August 7, 2023 meeting minutes. Commissioner Shaffer took a roll call vote and the motion was passed 4 Ayes 1 Absent (Unsell).

A motion was made to table the September 5, 2023 minutes.

Unfinished Business –

None.

New Business/Town Manager Report –

Town Mgr. Fleetwood stated there was a request to transfer \$23,000 to Capital outlay. There are two 8-inch duct tile pipes that need to be replaced at the Pine Street lift station due to them failing. The work will be completed by TK Construction and is scheduled to be completed in the next two weeks.

A motion was made, seconded (Dewald/Lanier) to approve the transfer of funds with 4 Ayes 1 Absent (Unsell).

Town Mgr. Fleetwood reported: 1.) The new Public Works building has been energized on Foskey Lane. 2.) There is a 15x15 sink hole at the dead end of Lighthouse Square near the Holiday Inn Express which runs to the retention pond. Excavation has been scheduled by a local contractor which should not cost over \$1,000. 3.) Stillwater ribbon cutting is scheduled for October 5, 2023 at noon and everyone is welcomed. 4.) Delmarva Power has been contacted and requested to replace the street lights to LED in Breckinridge after concerns were received by residents of the development. Contractor ECM is in town again to finalize the punch list items, which are four to five items. When they leave the punch list will be completed. 5.) This week

the windows at the Water Treatment Plant and Office, part of the 2024 Capital line requests, will be replaced. 6.) The loan closing through MDE occurred last week as scheduled.

Commission Comments –

Commissioner Shaffer asked Town Mgr. Fleetwood for an update on the sewer main project. Town Mgr. Fleetwood informed the Commission the sewer replacement project will restart within two weeks on Chestnut St.

Commission Member Moore informed the Commission that the Town of Georgetown had just passed an Ordinance pertaining to checking residential pipes for lead/copper due to the new legislation. Town Mgr. Fleetwood stated he was aware and much discussion occurred.

Commission Member Dewald congratulated Sophia Oberton for her recent award and expressed thanks for everyone’s sympathy due to her mom’s passing.

Public Comments –

None.

Adjournment –

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

Office Mgr. Kimberly Layton

Clerk II Valerie Seefried