

**Utility Commission
September 14, 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, and Commission Members Phillip Moore and Lori Dewald. Key Personnel: Town Mgr. Jeff Fleetwood, and Clerk of Council Vondell Spencer. Absent: Council Member Lanier.

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

Approval of Minutes

A motion was made, seconded (Dewald/Nembhard) and carried to approve the August 10, 2026, meeting minutes as circulated. Commissioner Shaffer took a vote, and the motion was passed with 5 Ayes.

Water Treatment Plant Report – In Mail Packet

Unfinished Business –

None.

New Business/Town Manager's Report

Town Mgr. Fleetwood requested reallocation for the Waste Water Treatment Plant mini split HVAC because it failed. The amount of \$4,144.40 was transferred from Outside Skilled Services. Then \$6,216.60 was transferred from Equipment Maintenance for a grand total of \$10,361.00 to Capital Outlay to pay for the mini split.

Commissioner Shaffer called for a motion to approve the reallocation of funds for the Waste Water Treatment Plant. A motion was made/seconded (Nembhard/Moore) and carried by a vote of 4 Ayes 1 Absent (Lanier).

Town Mgr. Fleetwood requested reallocation of funds for an amendment to the original FY'27 contract for the contractor that does the maintenance on the water towers for the Water Treatment Plant. The amount of \$16,000.00 needs to be transferred from Water Fund Contingency to Outside Skilled Services to cover the maintenance contract for this budget year.

Commissioner Shaffer called for a motion to approve the reallocation of funds for the Water Treatment Plant. A motion was made/seconded (Moore/Nembhard) and carried by a vote of 4 Ayes 1 Absent (Lanier).

Town Mgr. Fleetwood requested three additional allocations. All three are to properly record the item from the Operating Budget changing it to a Fixed Asset. He said no money is being spent, just money being reallocated to the proper line. One is for chemicals and lab supplies to Capital Outlay in the amount of \$8,865.00, the second is for chemicals and lab supplies in the amount of \$6,239.00, and the third is to reallocate to properly record a pressure washer in the amount of \$1,578.00 from Property Maintenance for a total of \$5,261.02 going into Capital Outlay.

Commissioner Shaffer called for a motion for \$8,865.00 for all-weather sampler to be reallocated to a Fixed Asset. A motion was made/seconded (Nembhard/Dewald) and carried by a vote of 4 Ayes 1 Absent (Lanier).

Commissioner Shaffer called for a motion to reallocate to properly record the pressure washer as a Fixed Asset for \$5,261.02. A motion was made/seconded (Moore/Nembhard) and carried by a vote of 4 Ayes 1 Absent (Lanier).

Commissioner Shaffer called for a motion to properly record an ATP analyzer as a Fixed Asset at the Waste Water Treatment Plant for \$6,239.00. A motion was made/seconded (Nembhard/Dewald) and carried by a vote of 4 Ayes 1 Absent (Lanier).

Town Mgr. Fleetwood reported: 1.) MDE is onsite this week at the Waste Water Treatment Plant. 2.) There will not be a Delaware Election in October. The incumbents ran unopposed. There will be a new council member sworn-in in November. Council Member McClure is not running again. 3.) The skateboard park on the Maryland side at Gordy Park has been removed. The town does have grant money to replace it with new equipment. The new skateboard park will not go in for 60-90 days. The town is bringing in GovDeals at the end of September to start the auction process for surplus equipment. 4.) Last week arborists and tree cutters at State St. Park removed a rather large tree on Grove St. which was removed because it had a hole all the way through it. So, the tree and dead limbs were cleaned up for the town. Grant money was used for that. One of the ADA picnic tables at State St. Park was replaced with a fiberglass table today because the existing table was broken. 5.) On the Maryland side on Third St. between Chestnut St. and Walnut St. has been milled and repaved. A good section of the entry way at Woodcreek on Executive Club Dr. has been redone. 6.) This week the winter equipment storage building for Public Works will be delivered. Next week the work will begin and it will probably take 2 to 3 days to build. When that building is done everyone will get an invite for a ribbon cutting of the breakroom and then you can also see the building. 7.) For FY'25 the Waste Water Treatment Plant did receive the Operation and Maintenance Grant of \$37,481.00. In all likelihood the Waste Water Treatment Plant will not receive it this year because there was an issue with cold weather that affected their numbers. 8.) Heritage Day is this Saturday starting at 10:00 a.m. There will be a variety of food vendors, farm equipment, pumpkin giveaways, music,

rock climbing wall, and bouncy house. 9.) Song Sparrow Circle's topcoat with the asphalt has been completed. 10.) Within the next three weeks there should be a vendor in town and the vendor will do all the patch paving in town. 11.) Phase 3 INI: they're doing closed circuit camera work right now for the slip lining portion which will be done by the end of this week. The town anticipates next week for the active slip lining to take place. The brick-and-mortar sections will be in the next 12 to 14 days. 12.) October 14th through October 17th and Halloween weekend Town Mgr. Fleetwood will be out of town. Commissioner Shaffer asked Town Mgr. Fleetwood the progress of the fire hydrants. Town Mgr. Fleetwood answered there are two that are broken but will be fixed before the first freeze.

Commission Comments –

The commission had no comments.

Public Comments –

There were no public comments.

Adjournment –

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

Submitted by:

Vondell Spencer, CMC
Clerk of Council