

**Utility Commission**  
**July 8, 2024**  
**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 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 Ronald Nembhard, Council Member Todd Lanier, and Commission Members Lori Dewald and Phillip Moore. Key Personnel: Town Mgr. Jeff Fleetwood, and Clerk II, Valerie Seefried. Guests: Mayor Thomas Bauer, Denys Powell, Chase Dykes, and Sadhak Gonzalez.

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

**Approval of Minutes**

A motion was made, seconded (Nembhard/Lanier) and carried to approve the June 3, 2024 meeting minutes with the amended corrections. Commissioner Shaffer took a vote and the motion was passed with 4 Ayes, 1 Abstain (Moore).

**Unfinished Business –**

None.

**New Business/Town Manager’s Report –**

SRF Funding – MD Phase 2 I&I

Town Mgr. Fleetwood stated SRF Funding from the State of Maryland was limited. The state only approved thirty projects for FY’25 and the Town of Delmar was 59 of 60 in priority ranking. The town will start the process again to search for more funding for FY’26.

Delaware Avenue I&I

Town Mgr. Fleetwood stated the Delaware Avenue I&I is an extension of the work Teal Construction completed on the Maryland side. The work will begin in mid-July from Fourth St. to Eighth St. The sewer portion is being funded \$262,000 from Delaware CTF money, \$173,000 from Sussex County, and Delaware (town) allocated \$150,000 in ARPA monies for a total of \$585,000. The actual construction estimate is \$560,000. A conversation occurred.

Town Mgr. Fleetwood reported Chief Finance Officer, Heather Chandler and himself found errors in the FY’25 Budget and both errors have to be presented to the Utility Commission. A discussion occurred. Town Mgr. Fleetwood proposed \$40,500 be moved from contingency.

Commissioner Shaffer called for a motion to reallocate \$40,500 from contingency to the FY'25 Budget. A motion was made/seconded (Lanier/Moore) and carried by a vote of 5 Ayes.

Town Mgr. Fleetwood updated the commission about a meeting that took place last week with the owner of Stage Village Mobile Home Park, DNREC, and Davis, Bowen, and Friedel, Jason Loar discussed the full funding received from the State of Delaware for water connections for the mobile home park. Stage Village Mobile Home Park is envisioning 31 total connections with 29 actual hook-ups/services. The mobile homes will be individually metered, and the system will be looped. This topic will be discussed with this commission soon.

Town Mgr. Fleetwood stated what was presented as the issue with Stage Village Mobile Home Park was the well. The issue is not the well the issue is the owner's infrastructure. The Town of Delmar does have the capacity for the connections/services for water.

### **Commission Comments –**

Commissioners Nembhard and Shaffer, and Commission Member Moore had no comment.

Commission Member Dewald commented she was invited to some best practices virtual meeting that was being put on by the DE Rural Water Association and it was virtual which she attended and will be attending tomorrow as well. The best practices were provided by Mr. James Hanes. She further commented he is an amazing speaker. There are a lot of online resources that Mr. Hanes provided. She stated Mr. Hanes said he would be willing to come to the Town of Delmar for free and give lectures to anyone from Town Hall about the Communication Course, Utility Preparation, or Cyber Security. This would really be worth the town's time to invest and organize Mr. Hanes to come to the Town of Delmar. Mr. Hanes services are free.

Council Member Lanier commented the city did get around to checking to see if his pipes were above board as far as where the water comes in (LCR). He said WTP Water Operator, Devine Spence, Jr. did a great job of coming in, he was very personable, and he is the right guy to be coming in and going around place to place.

### **Public Comments –**

None.

### **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