

**Denton Utility Commission**  
**Meeting Minutes**

January 16, 2019  
4:00PM

- I. Mr. Getchell called the meeting to order at 4:01PM and thanked all that were in attendance.
- II. Those in attendance were Scott Getchell, Albert McCullough, Adam Jones, Leroy Woomer, Don Mulrine and Mark Chandler.
- III. On motion by Mr. McCullough and Second by Mr. Woomer the minutes for the meeting from November 28, 2018 were unanimously approved.
- IV. Open Issues
  - a. **Wastewater Treatment Plant Upgrade** – Mr. Getchell provided an update. The project is under construction and there has been 2 progress meetings. The project is currently in the stage where they are heavy into submittals for materials and questions and that part should be wrapped up soon. The company has been on site working on preliminary preparation items. Project is still on track and not behind with no anticipated major issues.
  - b. **Water Main Replacement Project** – Mr. Mulrine reported taking the updated scope of work that was recommended by DUC to council and it has been approved. Next step in process is town will need to advertise RFP for design services.
- V. Other Open Issues – No other open issues
- VI. New Business
  - a. **Other New Business** – Nominations for current positions discussion for board. The board needs to find out if this needs to be reviewed annually. Scott will be checking the bylaws and reporting back to the commission at the next meeting.
  - b. It was reported that the state has another program for energy efficient upgrades as long as you save a minimum of 20%. The town applied to replace 4 mixers at treatment plant. Newer technology has come about that will regulate speed so that the mixers don't have to be run

on full speed all the time so that there will be no wasted energy. Mr. Chandler reported that he crunched the numbers and this will save about 60% on energy costs. Consequently, the grant was applied for and the commission was informed that the State of MD granted the funds for the project. Mr. Getchell is in the process of getting construction permit which must go through the funding department. The budget on this project is \$70,000.00.

- c. There was an update on the Wesleyan pump station. Mr. Chandler installed air purge system design breaks up grease so that the waste does not sit on top.

- VII. The meeting was adjourned at 4:33 PM on motion by Mr. McCullough and a second by Mr. Woomer. Mr. Getchell will reach out to commission regarding the next meeting.

**Denton Utility Commission**  
**Meeting Minutes**

March 13, 2019  
4:00PM

- I. Mr. Getchell called the meeting to order at 3:56 PM and thanked all that were in attendance.
- II. Those in attendance were Dallas Lister, Scott Getchell, Adam Jones, Leroy Woomer, Don Mulrine and Mark Chandler.
- III. On motion by Mr. Woomer and Second by Mr. Jones the minutes for the meeting from January 16, 2019 were unanimously approved.
- IV. Open Issues
  - a. **Wastewater Treatment Plant Upgrade** – Mr. Getchell provided a progress update and there is not much to report other than the construction is underway. The crew is currently putting in the UV structure. There will be a progress meeting in 2 weeks and the project is still on track to be completed by summertime.
  - b. **Wastewater Treatment Plant Mixer Replacements** – Mr. Getchell gave us an update on the mixer replacements where it was reported that a grant had been obtained from the state to replace mixers. Mr. Chandler and Mr. Getchell have a pre-bid meeting on Friday of this week. We currently have a construction permit and are ready to go. Sometime in the summer the project should be finished.
  - c. **Water Main Replacement Project** – Mr. Mulrine reported on the water main replacement project and the need to bid engineering side of project. There will also be a need to have a meeting with MDE for funding to replace water mains discussed at previous meeting.
  - d. **Utility Commission Positions** – The follow-up on the discussion from the last meeting related to current positions and possible nominations are as follows. Ordinances do not state that we have to elect or re-elect for the continuation of positions on the board. The current board will continue another year in same positons. Motion by Mr. Getchell, Second from Mr. Woomer, unanimously approved.
- V. **Other Open Issues**

- a. **Cambio** – We received an update from Mr. Lister and the Cambio representative, Mr. Kirby. Currently there is testing right now for wireless service. Early results show 50-100Mbps service depending on signal. There is currently a 6Gbps backbone and hoping to go up to 10Gbps. Downtown will have free limited speed access. The entire town will have fixed wireless to home for \$60/mo and up depending on desired speeds. The tests show a 5 mile radius from Gay St. for service. The goal is to start advertising in a couple weeks to gauge interest. Free downtown internet is replicated by other downtowns to generate business activity downtown. The goal is to try and bring people into town.

VI. New Business

- a. **Volunteer Dinner** – The Town has invited members of the Utility Commission to dinner on April 10<sup>th</sup> at the visitor center in Crouse Park. Volunteers need to make sure RSVP by date on flyer.
- b. **Other New Business** – The ethics statements need to be returned ASAP if not completed.

- VII. The meeting was adjourned at 4:39 PM on motion by Mr. Getchell and a second by Mr. Jones. Mr. Getchell will reach out to commission regarding the next meeting.

Respectfully Submitted,

Adam Jones, Secretary

**Denton Utility Commission**  
**Meeting Minutes**

June 19, 2019  
4:00PM

- I. Mr. Getchell called the meeting to order at 4:04 PM and thanked all that were in attendance.
- II. Those in attendance were Dallas Lister, Scott Getchell, Adam Jones, Leroy Woome, Don Mulrine, Mark Chandler and Phil Clark
- III. On motion by Mr. Getchell and Second by Mr. Jones the minutes for the meeting from March 13, 2019 were unanimously approved.
- IV. Open Issues
  - a. **Wastewater Treatment Plant Upgrade** – Mr. Getchell provided a progress update for the commission. It was explained that the UV structure and electrical stages are now finished, however it is not plumbed into flow stream. The next stage of the project will include plumbing done to add the discharge to the flow stream. There has been a good amount of work done in the basin including cleaning out the basin and concrete repairs that are currently underway. It was determined that there were some damaged parts that needed repair. We are looking at 1<sup>st</sup> of July for possible liner installation however there is still some prep work to be done in addition to some electrical work that remains to move the electrical out of the basin. Most of the control work has been done and a small amount is left to be completed. There are a few other small details that have been completed and the project is looking good. There will be a meeting to go over progress which will happen next week. The tentative construction deadline is the 1<sup>st</sup> of October and the contractual deadline is expected to be the end of October. There were a couple small change orders and no more are anticipated.
  - b. **Wastewater Treatment Plant Mixer Replacements** – It was reported that, administratively there has been a lot of progress. We have permits and permission from state to move forward. We provided a budget with eligible costs and local costs. Mr. Getchell asked to move the eligibility number up as there were a few things left out. We do have the green light to go but want to get a few things ironed out. The

project could move forward with town fronting the costs if they wanted to.

- c. **Water Main Replacement Project** – Mr. Mulrine provided an update on the water main replacement project. We were informed that MDE wanted updated maps since we slimmed down the project to exclude Crouse Park. Next week we should be able to get the project out to bid for engineering services. Once the engineering services are done we can work on bidding phase for a contractor. It was stated that we are more likely looking at a spring start for next year.

#### V. **Other Open Issues**

- a. There was a question raised about additional costs with the new basin/cell in operation at the plant. It was reported that there should not add any additional costs. The goal is to only operate 1 cell, the new one and we have already been operating at with 1 cell so there will be no additional costs.
- b. Internet Broadband – There were some issues with antenna on Gay St. MD broadband was called to come out and clean the connections. The connection cleaning provided a little better wireless speeds while the direct fiber is reporting great speeds. The town is looking at the next phase in fiber and connections to new facilities on Market St. in addition to connecting to school facilities.
- c. Gas Service – The town developed a survey to send out to current residents. The survey will ask questions of residents if they would be interested in the natural gas services. The goal is to have it out in next month. An independent company would be responsible for infrastructure.

#### VI. **New Business**

- a. It was noted that the paving and concrete walkway project on Fountain Avenue looks nice aesthetically. The project has a complete level surface now and no longer a step up for the sidewalk.

- VII. The meeting was adjourned at 4:51 PM on motion by Mr. Getchell and a second by Mr. Jones. Mr. Getchell will reach out to commission regarding the next meeting.

Respectfully Submitted,

Adam Jones, Secretary

**Denton Utility Commission**  
**Meeting Minutes**

August 28, 2019  
4:00PM

- I. Mr. Getchell called the meeting to order at 4:05 PM and thanked all that were in attendance.
- II. Those in attendance were Dallas Lister, Scott Getchell, Albert McCullough, Adam Jones, Leroy Woomer, Don Mulrine, Phil Clark, Karen Monteith and Donna Todd.
- III. On motion by Mr. Getchell and Second by Mr. Woomer the minutes for the meeting from June 19, 2019 were unanimously approved.
- IV. Open Issues
  - a. **Wastewater Treatment Plant Upgrade** – Mr. Getchell provided a progress update for the commission. The basin reconstruction is finished and now online. The crew is currently working on connecting UV structure to current flow channel. There is still some additional control work to be done. The project deadline is October 31 and is on track to be completed on time.
  - b. **Wastewater Treatment Plant Mixer Replacements** – Mr. Getchell provided an update for the commission. The construction permit and approvals are in hand. The project will be going to council for final approval.
  - c. **Water Main Replacement Project** – Mr. Getchell provide and update for Mr. Mulrine on the project. The town has advertised proposals for bidding out the water main project. Engineering has not been awarded yet as the bids were pretty far apart. They are going to interview bidders to see why there is a large difference in bid costs and make a decision based on a comparative analysis of the scope of work.
  - d. **Other Open Issues**
    - i. No other open issues.
- V. New Business

- a. **Well Use Ordinance** – Ms. Donna Todd prepared a memo for the UC to review and was in attendance to discuss discrepancies within the Town's Water and Sewer Code. There is a question being raised about wording of ordinances having to do with well and septic installed if your property line is more than 100ft of a water and sewer line. Mr. Getchell explained that the way he interpreted the ordinance in the past was that if the septic/water failed then rather than replacing their well/septic they would connect if the property fell within the 100 ft. rule. The same would hold true upon property transfer. The commission went over current ordinance about the 100 ft. rule to make sure that the wording is crystal clear on when you have to connect when inside corporate limits. The Commission's recommendation for ordinances 102-5, 124-3 are to create a clear definition stating that the homeowner will be responsible for connection to water/sewer when available within 100ft of their property line and in corporate boundaries. With respect to timeframe we recommend, 180 days from notification to connect for both water and sewer if within the 100ft guidelines as available. The next question posed by Ms. Todd was, if an existing property is currently on well and septic and not within 100 ft. can they replace the well and septic? This was addressed in prior comments. The final question was, should there be a comprehensive review of the chapters? Our recommendation is that we would review the chapters as needed. It was also recommended by the Commission that the verbiage in ordinance code 124-4 that references "Potable use prohibited" be removed.
- b. **Water & Sewer Budgets** – Mr. Getchell provided the proposed water and sewer budgets for the UC's review and comment. Recommendation is to approve water fund budget. Also recommended to reduce sewer reserve to balance budget with review of semi-annual review to track budget.

VI. Adjournment - The meeting was adjourned at 5:34 PM on motion by Mr. Jones and a second by Mr. McCullough. Mr. Getchell will reach out to commission regarding the next meeting.

Respectfully Submitted,

Adam Jones, Secretary

**Denton Utility Commission**  
**Meeting Minutes**

October 23, 2019  
4:00PM

- I. Mr. Getchell called the meeting to order at 4:02 PM and thanked all that were in attendance.
- II. Those in attendance were Dallas Lister, Scott Getchell, Adam Jones, Leroy Woomer, Mark Chandler and Phil Clark.
- III. On motion by Mr. Woomer and Second by Mr. Getchell the minutes for the meeting from September 25, 2019 were unanimously approved.
- IV. Open Issues
  - a. **Wastewater Treatment Plant Upgrade** – Mr. Getchell provided a progress update for the commission. Currently the UV Structure is complete and the equipment is in and online. Effluent is now flowing through UV Structure. The Canopy that is being built over UV equipment is still under construction and substantial completion should be done by the 31<sup>st</sup>. There will be punch list after substantial completion and will be dealt with afterward. The warranty will start once we receive substantial completion.
  - b. **Wastewater Treatment Plant Mixer Replacements** – Mr. Chandler reported the he got an email today and the mixers are still in transit and as he has not received them yet. Mr. Chandler will update the commission once received. Once received Mark will be doing as much of the install as he can to save on costs.
  - c. **Water Main Replacement Project** – It was reported that the 2 firms were interviewed and recommendation to Town Council was to go with RVB Engineering. The town council approved and they have been contacted and the other bidders have been sent letters.
  - d. **Well Use Ordinance** – There was further discussion related to the modifications to the Town's water and sewer code. Mr. Getchell provided a letter from AquaLaw which discusses rates and a scope of work to review the town code. The scope provided would have AquaLaw review and make recommendations for modification of our

current town code. Commission recommendation is that the Town Council have the water and sewer code reviewed on a holistic approach and reviewed by an independent law firm. Motioned by Adam Second by Leroy unanimously approved.

- e. **Water & Sewer Budgets** – The budget has passed and no additional discussion until March of 2020
- f. **Cambie Fiber Network** – Dallas has given us an update on the Utility piece of the fiber network. Dallas, Abby and Doncella visited Easton Utilities to see how the Town of Easton manages the fiber network. The recommendation from Easton utilities was to establish ordinances for the usage of the Fiber Network as a utility.
- g. **Other Open Issues** – No other open issues

V. New Business

- a. **Other New Business** – No other new business.

VI. Adjournment

- a. Meeting adjourned at 4:57 PM and the next meeting is scheduled for November 20, 2019 at 4:00 PM

Respectfully Submitted,

Adam Jones, Secretary

**Denton Utility Commission**  
**Meeting Minutes**

November 20, 2019  
4:00PM

- I. Mr. Getchell called the meeting to order at 4:08 PM and thanked all that were in attendance.
- II. Those in attendance were Scott Getchell, Adam Jones, Leroy Woomer, Donald Mulrine, Phil Clark and Guest Karen Monteith.
- III. On motion by Mr. Woomer and Second by Mr. Getchell the minutes for the meeting from October 23, 2019 were unanimously approved.
- IV. Open Issues
  - a. **Wastewater Treatment Plant Upgrade** – Mr. Getchell provided a progress update for the commission. The project is now substantially complete with a punch list that needs to be completed. The contractor is working on it and hopefully in the next 30 days the punch list will be mostly complete.
  - b. **Wastewater Treatment Plant Mixer Replacements** – Mr. Getchell reported that all of the parts are in and Mr. Chandler is working on the construction with the help of an electrician. No timeline on the completion but it will be under construction.
  - c. **Water Main Replacement Project** – Mr. Mulrine reported that the Survey is complete and under design. At some point we will have some notes on the drawings especially where the fiber goes across the street. It was noted that the drawings are about 25% complete.
  - d. **Well Use Ordinance** – Further discussion if appropriate related to modifications to the Town’s water and sewer code. No additional discussion was had.
  - e. **Water & Sewer Budgets** – Mr. Mulrine reported that there was no additional discussion on the budgets other than that the planning has already begun. Mr. Getchell also requested a 6 month budget report.
  - f. **Fiber Network** – Mr. Mulrine reported that Council would like to get lease agreement on our dark fiber. Mr. Mulrine is looking into getting a sample of lease agreements for the commission to review. There was also an email in circulation that Councilman Lister had forwarded to the Commission with respect to the meeting had with Easton Utilities.

- g. **Other Open Issues** – Mr. Getchell reviewed the document that Mr. Lister presented about the Utility being its own entity. We are requesting that we be a part of a working session with the town council as a joint meeting.

V. New Business

- a. **Water Abatement Requests** – The Town Council has requested the UC review two (2) abatement requests and make recommendations to the Town Council. The requests were submitted via email by Ms. Karen Monteith, Clerk/Treasurer. The UC reviewed and discussed the requests individually. Parties mentioned in emails are here to dispute sewer portion of bills. Karen explained how the town charter is written and how it would affect the dispute of the bills. Mr. Getchell explained to Mr. McCready and Mr. Reedy that the code states the only case where abatement would be allowable would be for outside leaks that have been confirmed by a registered plumber or DPW staff. Mr. Jones asked the town representatives if there had been other cases where abatements of this nature had been brought to the Town and approved. The answer was no. Mr. Getchell stated that, in his opinion, the system in place is fair and reasonable and doesn't see where we could abate any of the requests. Mr. Getchell also mentioned that there are provisions in place for property owners to install outside water use only meters. Mr. Getchell and the DUC have heard the concerns of the 2 abatement requests and have stated that we do not find any inconsistencies with the code in place and how they were billed.
- b. **Other New Business** – No new business

VI. Adjournment

- a. Meeting adjourned at 5:23 PM and the next meeting is TBD and Mr. Getchell will reach out to the commission and find a time and date that works for us.

Respectfully Submitted,

Adam Jones, Secretary