

BOARD OF PUBLIC WORKS

Vision

The Board of Public Works exists to improve the quality of life of the customers we serve.

Mission

We are dedicated to providing our current and future customers with utility and other value added services in a safe, reliable, and economical manner consistent with sustainable growth, community involvement, and environmental stewardship.

**Regular Meeting of the Board of Public Works was held in Lewes City Hall,
114 East Third Street, Lewes, Delaware on Wednesday, January 27, 2016 at 7:00 PM.**

Board Members Present:

C. Wendell Alfred
D. Preston Lee, P.E.
A. Thomas Owen
Nancy Levenson

Board Member Not Present:

Jack Leshner

Ex-Officio Members Present:

Theodore Becker, Mayor
Darrin Gordon, General Manager
Glenn C. Mandalas, Legal Council

Others Present:

Gavin Braithwaite, Lewes in Bloom
Loue Braithwaite, Lewes in Bloom
Jane Golde, Lewes in Bloom
Andy Hayne, PKS
Tim Reath, UBS
Jamie Kujawski, UBS
Tim Crowley, Pilottown Village
David Ennis, Citizen
Kristina Keller, Lewes BPW

1. WELCOME, CALL MEETING TO ORDER AND PLEDGE OF ALLEGIANCE

At 7:00 PM, President Alfred welcomed everyone, called the meeting to order and led Pledge of Allegiance. A moment of silence was observed for our troops serving our country.

2. ROLL CALL

President Alfred stated that Jack Leshner is not present. All other Board members are present. Also present are Darrin Gordon, General Manager, Legal Counsel Glenn Mandalas and City of Lewes Mayor Ted Becker

3. REVISIONS AND/OR DELETIONS TO THE AGENDA

Item #5 & Item # 6 have been removed from the Agenda more research needs to be done.

D. Peston Lee requested change to Consent Agenda 4 e Minutes for November 18,2015 revise his comments during discussion for the Investment policy and duplicate wording in item 8 and 9.

4. CONSENT AGENDA

- a) Receive the General Manager Monthly Report*
- b) Receive Severn Trent Report for November and December 2015*
- c) Receive President Report*
- d) Receive Vice-President Report*
- e) Receive Secretary Report, Approve Regular Minutes November 18, 2015*
- f) Receive Treasurer Report*
- g) Receive Asst. Treasurer Report*

Consent Agenda Approved with adjustment

5. Open forum/general discussion of the participation of a joint Resolution with the City of Lewes in regards to the possible “Village Center” application to the Sussex County Planning and Zoning. INFORMATION/ DISCUSSION/ACTION

(D. Gordon)

REMOVED

6. Open forum/general discussion responding to the Board of Commissioners of the Lewes Public Library requesting a payment schedule for the required impact fees related to the new library. INFORMATION/ DISCUSSION/ACTION

(D. Gordon)

REMOVED

7. Open forum/general discussion of the Lewes in Bloom subcommittee- Art in Bloom request that an embellishment be added to the future painting of the water tank.

INFORMATION

Gavin Braithwaite and Jane Golde presented the Lewes BPW with an idea to put a Tulip on the Water tower in honor of Lewes in Bloom, Lewes in Bloom has been award for the City of Lewes Smallest Town Beautification award.

Darrin Gordon: Thank you we will take this into consideration. Bid for water tower going out to bid and the cost will be addressed then.

8. Open forum/general discussion of the investment policy criteria for the conservative investment addendum.

INFORMATION/ DISCUSSION/ACTION (D. Gordon, Andrew Haynie, PKS, Tim Reath, UBS)

Darrin Gordon read aloud the proposed change,

1. Equities must not exceed 60% or be less than 20% of the portfolio
2. Fixed income must not exceed 70% or be less than 30% of the portfolio.
3. Alternative Investments must not exceed 15% of the portfolio
4. Cash May not exceed 15% of the portfolio.

Discussion:

Mr. Lee: 60% for the Equities not to exceed to far too much,

Ms. Levenson: we should raise the cash from the not to exceed 15%.

Mr. Owen has no worries where it is at all. Keep as is presented.

Jamie Kujawski with UBS explained this Investment Guidelines works within the perimeters to follow government standards.

It is recommended to change the guidelines to:

1. Equities must not exceed 45% or be less than 20% of the portfolio
2. Fixed income must not exceed 70% or be less than 30% of the portfolio.
3. Alternative Investments must not exceed 15% of the portfolio
4. Cash May not exceed 20% of the portfolio.

Jamie was asked if he is good with that range. YES, we can work within those parameters and as long as you keep with it and do not send them in another Guidelines

A motion was made to accept with the changes by D. Preston Lee, Second Nancy Levenson. A. Thomas Owen opposed.

Motion passed.

9. Open forum/general discussion of the Lewes BPW 3rd Quarter/Year to Date Financial Review.

Information and Discussion:

Darrin Gordon presented the Revenue and Expense report and pointed out with arrows the highlights of the Year to Date Financial review.

The year to date increase in water Revenues of 11% due to the warmer weather in December. Our Total Revenue has increased by 4.3%. Salary and wages are down due to not having an Asst. GM.

D. Preston Lee we have a good system overall.

Darrin Gordon when we have repairs it is from an outside influence, critters and old equipment.

Preston Lee with the recent storm and having transformers on the beach get flooded.

Nancy Levenson should we raise them?

Darrin Gordon raising the transformers creates the question on who pays for that. We have gone over budget on the repairs.

Wendell Alfred thank you Mr. Gordon for a nice presentation.

10. Open forum/general discussion of the BPW Severn Trent request to modify our current contract in regards to the disposal of treated bio-solids.

INFORMATION

Darrin Gordon presented information for a change to the Severn Trent contract due to the disposal on the solids. Only one landfill in Delaware will take the solids. They removed the cost from there contract and we will pay the fee directly.

Discussion:

Nancy Levenson: can we go out of State?

Darrin Gordon: We are looking into it, plus taking it to another Utility and what we can do to reduce the amount of sludge

that is needed to dispose of.

A motion was made to accept the changes by D. Preston Lee, Second by Tom. All in favor. Motion passed

11. Open forum/general discussion for the modification to the current electric tariff addressing the procedures of (1) the payment terms, (2) discontinuance of service and (3) the general application for service.

INFORMATION

Darrin Gordon Presented information to change payments terms for how the disconnect process is handled. A notice will be sent with the Regular Bill giving the customer 14 days of the date of the bill to pay the past due amount. This will help in the length of time from the date of the bills to when the past due amount is collected. We need to clarify 6.6 Severe Weather to remove if weather is 32 degrees or below for 72 hours we cannot disconnect and added if Heat Index exceeds 105 degrees we cannot disconnect. Add an Exhibit B to General Application for Electric Service – lessee. This document will be required for renters and will help us obtain future information if they do not pay their bill when they leave the City.

Discussion: Preston Lee I do not like to give out my social security number, can we add note stating they are not required but if they do not a deposit will be required.

Mayor Becker: The form needs to be kept in the office behind a locked door.

A motion was made by A. Thomas Owen to accept with changes, Second by Nancy Levenson. All in favor. Motion passed

12. Open forum/general discussion of electric grid cyber-attack and well field security.

Discussion

D. Preston Lee suggests that Darrin contact DEMEC and APPA on how to approach this

Darrin Gordon our week point is our transformers, transformers are custom and made overseas.

13. Open forum/general discussion of the 2016/2017 Operations and Maintenance Budget process and setting a date for the February budget workshop.

A Budget Workshop will be scheduled for February 16, 2016 at 9am

The Regular Board Meeting will be moved to February 17, 2016 at 7 pm.

14. Open forum/general discussion for the approval of a Resolution giving authority to the BPW to enter into a loan with the State of Delaware- Clean Water State Revolving Fund, and the Drinking Water State Revolving Fund on behalf the Highland Acres water, sewer and paving project.

Glenn Mandalas Read the Resolution aloud

A motion was made by A. Thomas Owen and second by D. Preston Lee. All in favor. Motion passed

15. MEETINGS ATTENDED BY BOARD MEMBERS OR STAFF.

D. Preston Lee attended a meeting on Highland Acres and a phone meeting with Madcorp

A. Tomas Owen attended the planning commission meeting for Highland Heights

16. BOARD OR STAFF REQUESTS FOR AGENDA ITEM(S).

NONE

17. CALL TO THE PUBLIC:

NONE

18. CALL TO THE PRESS:

NONE

Meeting adjourned to move into Executive Session at 9:45pm.

19. EXECUTIVE SESSION