

**CITY OF LEWES
BOARD OF PUBLIC WORKS
Regular Meeting Minutes
May 24, 2017**

The Wednesday, May 24, 2017 regular meeting of the Lewes Board of Public Works was held at 4:00 P.M. in Lewes City Hall, 114 East Third Street, Lewes, Delaware.

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

President Alfred called the meeting to order at 4:00 P.M. and led the Pledge of Allegiance. A moment of silence was observed for our troops serving our country.

2. ROLL CALL

Board Members Present:

C. Wendell Alfred
D. Preston Lee, P.E.
Jack Leshner
A. Thomas Owen
Robert J. Kennedy, III

Ex-Officio Members Present:

Theodore Becker, Mayor
Darrin Gordon, General Manager
Michael Hoffman, Legal Counsel

Others Present:

Austin Calaman, Assistant General Manager
Kristina Keller, BPW
Ann Marie Townshend, City Manager
Jackie Doherty, Recording Secretary

3. REVISIONS AND/OR DELETIONS TO THE AGENDA

None

4. CONSENT AGENDA

- a) Receive the General Manager Monthly Report**
- b) Receive the White Marsh Environmental Systems, Inc. Report**
- c) Receive President Report**
- d) Receive Vice-President Report**
- e) Receive Secretary Report, approval of Minutes dated April 26, 2017**
- f) Receive Treasurer Report**
- g) Receive Assistant Treasurer Report**

Mr. Lee questioned the dates posted on the calendar to review the cash reserve policy. Mr. Leshar stated this will be scheduled for the Fall.

Mr. Kennedy asked if there was a report from White Marsh about how the system is running.

Mr. Gordon stated the system is running well. There was an issue two weeks ago about one spill due to a float valve that had broken away causing an overflow of about 4,000 gallons. This happened after hours and the operator was alerted by an alarm. DNREC was notified and the problem has been corrected.

Mr. Kennedy requested a revision to the minutes of April 26, 2017 for clarification.

Mr. Gordon stated the revision to Mr. Kennedy's statement on Agenda Item #7 is as follows:

Mr. Kennedy stated that he met with Mayor Becker, at Mayor's request, on the matter of certain past-due accounts. Mr. Kennedy was of the opinion these accounts were undisputed, but was informed that the City did dispute them and offered additional information in support of that position. In light of the additional information, Mr. Kennedy stated he would vote yes on the motion.

Mr. Leshar questioned the amount of \$550.00 for travel expense for Mr. Hoffman as stated in the minutes. Mr. Hoffman stated the amount charged for his travel time, out of respect for the Board, will be discounted to \$275.00 being billed at 50% with no charge for mileage.

Mr. Kennedy asked for a report from Mr. Gordon on his meeting with the State Nutrient Director.

Mr. Gordon stated discussion included the agreement that they will continue to try to locate a farmer in the Lewes/Rehoboth watershed since the previous farmer is no longer in business. The formula will remain the same.

ACTION: *Mr. Leshar made a motion to accept the consent agenda with the changes to the minutes as discussed; Mr. Owen seconded the motion, which passed unanimously.*

5. Swearing-in of newly-elected Directors—D. Preston Lee, P.E. and A. Thomas Owen (D. Gordon)

Mr. Gordon performed the swearing-in of Mr. Lee and Mr. Owen.

6. Election of Directors of the Board and the appointment of Board principals to the divisions.

Mr. Lee presented the following nominations:

President	C. Wendell Alfred
Vice President	D. Preston Lee, P.E.
Secretary	A. Thomas Owen
Treasurer	Jack Leshar
Assistant Treasurer	Robert J. Kennedy, III

Division Chairs:

At-Large	C. Wendell Alfred
Administration	
Principal	D. Preston Lee, P.E.
Insurance	A. Thomas Owen
Water, Wastewater	
& Stormwater	D. Preston Lee, P.E.
Finance	Jack Leshner
Electric	Robert J. Kennedy, III

ACTION: *Mr. Kennedy made a motion to accept the election of Directors of the Board as presented by Mr. Lee; Mr. Owen seconded the motion, which passed unanimously.*

7. Open forum/general discussion for participation in the DEMEC Energy Efficiency Program, Efficiency Smart. INFORMATION/DISCUSSION/ACTION (D. Gordon)

Mr. Gordon stated there was a special meeting today to discuss the Energy Efficiency Program offered by DEMEC to help residents reduce the wasting of power in the use of lightbulbs, appliances etc. with BPW to also receive credit from the State. The cost is about \$70,000 per year based on kilowatts sold and will be paid through the DEMEC bill. The plan will provide help with outreach to the community through education and rebates.

Mr. Gordon made a recommendation to the Board to move forward with the contract for the Energy Efficiency Program.

President Alfred stated Seaford, Newark, Milford and Dover have contracted for the program.

Mr. Owen stated goals will be set to achieve the energy efficiency over the three-year period. If the goals are not met, 70% of the cost paid will be refunded.

ACTION: *Mr. Owen made a motion to approve the recommendation of Mr. Gordon to accept the DEMEC Energy Efficiency Program, Efficiency Smart; Mr. Leshner seconded the motion, which passed unanimously.*

Mayor Becker stated since the program has not started yet, there are considerations and concerns, including their promise to provide call centers in Delaware, that need to be addressed.

8. Open forum/general discussion of consideration of the Lewes BPW constructing and operating a fiber optics data system to the citizens of Lewes. INFORMATION/DISCUSSION/ACTION (D. Gordon)

Mr. Gordon stated this is an update for consideration of building a fiber system. The State has provided funds for building fiber from Dover into Sussex County including Georgetown, Seaford and to the tower located on BPW wellfield property. Broad Valley has been consulted about the design and business model. The next steps before discussion with the public are to survey residents of what they would accept; what BPW's relationship would be with Broad Valley and the dollar amounts; BPW's responsibilities as the provider. These questions need to be discussed in executive session.

Mr. Gordon discussed the plans for the four phases:

Phase One

- Service on Savannah Road to Second Street, City Hall, Donovan Smith Trailer Park
- Density lots on Kings Highway and Savannah Road
- Hospital, most of the community's major commercial
- Library high-speed service is provided through the State
- Rollins Center could be the location to display information for public review
- 20% to 30% uptake revenues
- All Phase One areas are above-ground installation

Phase Two

- Larger density areas Bay Breeze, Jefferson Apartments, Savannah Place, Zwaanendael Acres
- To the end of Pilottown Road and the DNREC building
- All Phase Two areas are above-ground installation

Phase Three

- State Park and the communities located in that area
- Yacht Club, few businesses located across the canal on Savannah Road
- All Phase Three areas are above-ground installation

Phase Four

- Pilottown Road, Canary Creek, Cape Shores, Pilot Point
- Phase Four begins underground installation with the help of an outside contractor
- Revenue should provide the finances needed for the underground work

Mr. Lee questioned if the response from residents is 40% or more from Pilottown Village and that area, could service begin sooner since these areas have many year-round residents.

Mayor Becker stated Highland Heights, which is a new development, could be included in the Phase One project. Also, will this include Showfield.

Mr. Gordon stated Harbor View would be included. Electric is not being provided to Showfield, but it is possible to have the installation underground.

Mr. Gordon continued stating high-speed, high quality internet will be provided at a reasonable price. When we receive the price information from Broad Valley, a survey will be provided to the residents to determine their interest. Approximate buildout time for Phase One is four to five months, Phase Two in two months and Phase Three in two to three months.

Mr. Gordon stated there has been discussion about television being available over the internet in the next five years. BPW will provide the fiber, high-speed internet connection with the television to be bought separately by the resident for service provided over the internet (IPTV). This is all still a consideration that needs discussion in executive session.

Mr. Kennedy stated education is needed to help with the transition away from cable television to this new type of service.

Mr. Gordon agreed stating he will be meeting with Broad Valley before the next meeting to discuss costs to be ready to move forward and provide the survey.

Mr. Gordon stated Mr. Calaman has done excellent work organizing the fiber-offering plan.

9. MEETINGS ATTENDED BY BOARD MEMBERS OR STAFF

Mr. Kennedy stated City Councilman Rob Morgan requested a meeting to review his concerns on the annexation agreements; meeting with BPW roundtable; attended Pre-annexation Committee meeting on May 16th.

Mr. Owen attended the Lewes Planning Commission's May meeting to discuss rezoning the property at the corner of Savannah Road and Cape Henlopen Drive.

10. BOARD OR STAFF REQUESTS FOR AGENDA ITEMS(S)

None

11. CALL TO THE PUBLIC

None

12. CALL TO THE PRESS

Nick Roth of the Cape Gazette was present.

13. EXECUTIVE SESSIONS

ACTION: *Mr. Lee made a motion to adjourn to executive session; Mr. Owen seconded the motion, which passed unanimously.*

14. ADJOURNMENT

The meeting adjourned at 4:45 P.M.

Respectfully submitted,
Jackie Doherty, Recording Secretary
Lewes Board of Public Works