

**CITY OF LEWES
BOARD OF PUBLIC WORKS
Regular Meeting Minutes
April 24, 2019**

The Wednesday, April 24, 2019 regular meeting of the Lewes Board of Public Works was held at 4:00 P.M. in the Lewes BPW Upstairs Meeting Room, 107 Franklin Avenue, Lewes, Delaware.

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

President Lee called the meeting to order at 4:00 P.M. and led the Pledge of Allegiance. A moment of silence was observed.

2. ROLL CALL

Board Members Present:

D. Preston Lee, P.E.
Jack Leshner
A. Thomas Owen
Thomas Panetta

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
City Councilman Rob Morgan
Jackie Doherty, Recording Secretary

3. REVISIONS AND/OR DELETIONS TO THE AGENDA

Mr. Gordon suggested Agenda Item #11 be deleted at the request of the property owner to have additional time for discussion with Mayor Becker.

4. CONSENT AGENDA

- a) **Receive the White Marsh Environmental Systems, Inc. Report**
- b) **Receive Vice-President Report**
- c) **Receive Secretary Report, approval of minutes dated March 27, 2019**
- d) **Receive Treasurer Report**
- e) **Receive Assistant Treasurer Report**

ACTION: *Mr. Owen made a motion to approve the consent agenda; Mr. Leshner seconded the motion, which passed unanimously.*

5. Receive the President Report

President Lee stated there was to be a review of the revised Capital Budget and a policy written regarding the Masala Hospitality Group's request to have their impact/connection fees paid over the next 12 months.

Mr. Hoffman requested the reviews be postponed until the June meeting. There were no objections.

6. Receive the General Manager Report—Year-End Financial Review

Mr. Gordon reviewed the end-of-year financial report as of 3/31/19:

- 5.7% increase in revenue;
- Wages, salaries, benefits down 15% due to the need for additional employees for water, sewer, and stormwater; four applicants with an appointment to interview did not show; budget last year was \$1.1M with a substantial increase and the same number of employees needed;
- Administration shows 97% improvement in bad debt; two years of pension costs were paid for \$289,000; UBS expenses, but next year will be part of revenue expense for non-operating revenues on interest/expense line;
- Total expenses increased 3.8% from budget; non-operating revenues \$581,000 in interest and dividend income; net assets are \$2.02M with \$800,000 in principle payments to be paid;
- The 5-year capital budget is \$22M without the need for bonds;
- Approximately 87,000,000 kilowatt hours were sold which is very close to budget.

There was discussion regarding the amount of electric being used for electric vehicles, the need for a third-party data source to track the amounts, vehicles next year getting 250 miles per charge, there has not been much use of the charging stations in the City.

PRESENTATIONS

7. Presentation of current projects-Savannah Road water works, odor control at LS#4, electric system study, and Household Hazardous Waste Drop-Off Event. (D. Gordon)

Mr. Gordon reviewed the following:

- GMB reported Teal Construction has completed the work on the Gills Neck and Savannah Road Project except the concrete paver crosswalks on Savannah Road and Front Street which will be completed by May 1st. Due to DeIDOT regulations and the work they have planned for the bridge, the four paver crosswalks at Savannah and the bridge, Front Street and Gills Neck will need to be completed in sections beginning in Fall.
- There will be a final walkthrough for punch list items on Savannah Road, Third Street, Kings Highway to the bridge and Front Street on May 9th with Teal, GMB, BPW, and DeIDOT;
- Lift Station #4--a facility has been purchased for \$70,000 to scrub, filter, and add a biological section; this will be installed in about 4 to 6 weeks; no issue with noise;
- There have been five responses to the Request for Information for the electric study; the Request for Proposal will be sent;
- Saturday, April 27th from 10:00 A.M. to 2:00 P.M. will be the Household Hazardous Waste Drop Off, Electronics Collection, and Drug Take-Back Day at the Schley Avenue location.

OLD BUSINESS

8. Open forum/general discussion of proposed Resolution 19-002 regarding installation of underground electric lines. INFORMATION/DISCUSSION/ACTION (D. Gordon)

Mr. Hoffman provided the draft with all changes requested by the Board.

ACTION: *Mr. Owen made a motion to have Resolution 19-002 read into the record by title only for consideration and adoption by the Board; Mr. Panetta seconded the motion, which passed unanimously.*

Mr. Hoffman read Resolution 19-002 by title only into the record.

ACTION: *Mr. Owen made a motion to accept Resolution 19-002 as submitted; Mr. Panetta seconded the motion, which passed unanimously.*

9. Open forum/general discussion for the summary of results of the hurricane exercise. INFORMATION/DISCUSSION/ACTION (T. Panetta)

Mr. Panetta reported Mr. Gordon and President Lee also attended the meeting which included a group from the State, County, City, and Beebe Healthcare Emergency Services. The exercise included a Category 3 hurricane in Bethany Beach.

Mr. Panetta reviewed the following:

- Preparation and immediate response were satisfactory with concern about post-hurricane and recovery by the City and BPW;
- Location of firehouse if it is in the 500-year floodplain; review of the 500-year floodplain and elevations map from FEMA and DNREC; Mike Powell of DNREC suggested that the same regulations for the 100-year-floodplain be applied to the 500-year-floodplain with respect to freeboard;
- Will the dune structures remain intact to be researched by FEMA; concerned about being 'islanded'; manpower and personnel, volunteers being able to work while protecting their own families;
- Pre-scripted messages; Staff housing options; post-storm debris removal; FEMA guidelines for contracts; mutual aid contractors;
- Beebe readiness for evacuations and the number of ambulances available; FEMA does not cover second homes; pre-placement of equipment for protection; damage assessment with a GIS-based system; re-entry timeline; need for satellite phones.

10. Open forum/general discussion for the final report of the Strategic Planning. INFORMATION/DISCUSSION/ACTION (R. Kennedy)

President Lee stated he will meet with Mr. Kennedy to decide on the top 10 key issues for the year. The final report will be sent to the Board, all members of the focus group, and Mayor and City Council. The report will also be available online.

11. POSTPONED-- Open forum/general discussion for consideration of waiver of pre-annexation agreement and the requirement to connect to BPW water and sewer for property Tax Parcel 335-8.00-9.00, New Road and Captain's Circle. INFORMATION/DISCUSSION/ACTION (D. Gordon)

12. Open forum/general discussion of proposed workshop to review the BPW Bylaws. INFORMATION/DISCUSSION/ACTION (D. Gordon)

Mr. Owen provided a copy of the bylaws to the Board for review. He and Mr. Kennedy will work to update any changes or comments to send to Mr. Hoffman for a final review and report.

A workshop meeting is scheduled for Wednesday, June 26th at 3:00 P.M., one hour before the regular Board meeting, to review the bylaws.

13. Open forum/general discussion for the May Board meeting to be held at the DEMEC Annual Joint Council Meeting on May 22nd in Dover. INFORMATION/DISCUSSION/ACTION (D. Gordon)

Mr. Gordon recommended the regular Board meeting for May 22nd be held at 12:00 Noon with everyone leaving after for the 4:00 P.M. DEMEC meeting in Dover. There were no objections.

14. MEETINGS ATTENDED BY BOARD MEMBERS OR STAFF

Mr. Panetta reported he attended the Mitigation Task Force Meeting; DNREC and FEMA meeting on 500-year floodplain information; event for Wendell Alfred.

Mr. Owen reported he attended the Lewes Planning Commission meeting; event for Wendell Alfred; Pilottown Village HOA meeting.

Mr. Leshar reported he attended the event for Wendell Alfred.

Chairman Lee reported he attended the Mayor and City Council Meeting; Pilottown Village HOA meeting; event for Wendell Alfred; Savannah Road Project meeting; conference call with Chesapeake Gas; meeting with Mayor Becker, City Manager Ann Marie Townshend, and Mr. Gordon.

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

Mr. Panetta requested a report review from the hydrologist hired by the City. Also, Mr. Gordon to pursue a hydrology report from Deep Water regarding salt-water intrusion and the impact from all the developing on the recharge area and potential contamination.

16. CALL TO THE PUBLIC

None

17. CALL TO THE PRESS

None

18. ADJOURNMENT

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

The meeting adjourned at 5:00 P.M.

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