

**CITY OF LEWES  
BOARD OF PUBLIC WORKS  
Regular Meeting Minutes  
October 23, 2019**

**The Wednesday, October 23, 2019 regular meeting of the Lewes Board of Public Works was held at 4:00 P.M. in Lewes City Hall, 114 E. Third Street, 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  
Robert J. Kennedy, III  
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  
Ellen Lorraine McCabe, Lewes Financial Officer  
City Councilman Dennis Reardon  
Jackie Doherty, Recording Secretary

**3. REVISIONS AND/OR DELETIONS TO THE AGENDA**

None

**4. CONSENT AGENDA**

- a) **Receive the White Marsh Environmental Systems, Inc. Report**
- b) **Receive the Vice President Report**
- c) **Receive Secretary Report, approval of minutes dated September 25, 2019**
- d) **Receive Treasurer Report**
- e) **Receive Assistant Treasurer Report**

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

## 5. Receive the President's Report

President Lee stated he had nothing additional to report.

## 6. Receive the General Manager's Report

Mr. Gordon stated the Household Hazardous Waste and Electronic Equipment Collection/National Drug Take Back Day will be Saturday, October 26<sup>th</sup> from 10:00 A.M. to 2:00 P.M.

## OLD BUSINESS

### 7. Open forum/general discussion of Resolution 19-004 authorizing revised contract with Standard Pipe Services, LLC concerning the WRF Effluent Pipe Rehabilitation Project. INFORMATION/DISCUSSION/ACTION (D. Gordon)

Mr. Gordon reported there has been a change in the previously approved project work order for \$358,000 to reline the outfall pipe from the wastewater treatment plant into the Lewes/Rehoboth Canal. There was an elevation error by GMB that was adjusted by BPW and the contractor. The contract was sent to Mr. Hoffman for review. The request is to approve the change to \$435,920 to complete the additional work needed. DelDOT will be doing work at the canal and removing the railroad bridge.

Mr. Gordon continued stating the plan for the project is to have the manhole 50' from the existing shoreline that will be cleaned to the canal but will not be lined.

Mayor Becker questioned if the work by DelDOT on the bridge is being coordinated with the project.

Mr. Gordon stated he has spoken to the DelDOT representative who stated the project is moving forward but could not provide any dates.

**ACTION:** *Mr. Kennedy made a motion for Resolution 19-004 to be read into the record by title only; Mr. Owen seconded the motion, which passed unanimously.*

Mr. Hoffman read Resolution 19-004 into the record by title only for consideration by the Board.

**ACTION:** *Mr. Owen made a motion to accept Resolution 19-004 to revise the work order to \$435,920; Mr. Kennedy seconded the motion, which passed unanimously.*

### 8. Open forum/general discussion of Resolution 19-005 terminating the financing agreements and cancelling bonds concerning Abbott Park Sewer and Water System Improvement Project. INFORMATION/DISCUSSION/ACTION (D. Gordon)

Mr. Gordon stated after presenting the loan information and quotes for the cost of sewer, water, and electric services to the residents of Abbott Park, it was their decision to decline moving forward with the project. The State has asked BPW to send a letter of official notice. The request is to approve Resolution 19-005 to send official notice to the State that the project is not moving forward.

**ACTION:** *Mr. Kennedy made a motion for Resolution 19-005 to be read into the record by title only; Mr. Panetta seconded the motion, which passed unanimously.*

Mr. Hoffman read Resolution 19-005 into the record by title only for consideration by the Board.

Mr. Gordon requested discussion continue in executive session today.

Mr. Hoffman stated continued discussion would not impact the Board's vote.

**ACTION:** *Mr. Panetta made a motion to accept Resolution 19-005; Mr. Kennedy seconded the motion, which passed unanimously.*

**9. Open forum/general discussion of the proposed Dutchman's Harvest workforce housing and BPW assistance in improving affordability. INFORMATION/DISCUSSION/ACTION (D. Gordon)**

Mr. Gordon stated Preston Schell, developer for two projects on Savannah Road and Kings Highway including Dutchman's Harvest and a senior living facility, is present today. Meetings were held with Mr. Gordon, Mr. Schell, engineer for the projects Zach Crouch, and Charlie O'Donnell of GMB to discuss EDUs and the total required for the sewer impact fees. The total for the impact fee is \$8,000 reduced from \$9,000, which Mr. Schell has agreed to pay with it being his decision on how much each homeowner would be charged. There will be no change in the BPW billing process.

Mr. Schell stated the cost to the workforce housing residents was lowered by redirecting the sewer for the senior living facility through Dutchman's Harvest. The senior living facility will pay 43.5% of the cost for the improvements requested by BPW.

Mr. Hoffman stated no action is needed for the Board to move forward with this decision.

**10. Open forum/general discussion to discuss the current Capital Improvement Budget 2019-2023. INFORMATION/DISCUSSION/ACTION (D. Gordon)**

Mr. Gordon provided a report of the budget with the following review:

- Pilottown Road abandonment Queen Anne to New Road and to University of DE project has gone out to bid; two-year project has been combined into a one-year project with work to begin in early December; plans also include the sewer line replacement; engineer's estimate is \$1M higher and includes every inch of sewer lines in the ground being lined; video of sewer lines by Caswell showed a cracked pipe in area between Queen Anne and New Road that will be repaired or relined with the decision based on the second video by Caswell; Mr. Gordon will return to the Board after the video for a decision on costs to repair the terracotta or partially reline; if the decision is partial reline, additional relining may be done in the future; the advantage of relining is the reduction in infiltration; because of a shortage of contractors, their costs are now higher.
- Savannah Road--Donovans to Meter Station will be discussed in executive session.

- Wastewater treatment plant MCC replacement will be moving forward with the estimate being reduced by \$75,000; drying bed expansion and cover costs will be about \$100,000 higher than estimated; filter replacement requires drying beds and MCC to be completed and may be less than the \$190,000 estimated cost.
- The \$93,000 for emergency employee backup has been deleted.

**NEW BUSINESS**

**11. Open forum/general discussion of proposed energy efficiency offering by EfficiencySmart, DEMEC supported. INFORMATION/DISCUSSION/ACTION (D. Gordon)**

Mr. Gordon provided a PowerPoint Presentation showing the communities participating in the program and review of the energy efficiency program. All DEMEC is currently being assessed at 90 cents per megawatt hour with the program, which EfficiencySmart guarantees will reduce usage by .25%.

Mr. Calaman reviewed how other communities have met their goals for residential, commercial and industrial projects with the replacement of LED lightbulbs, HVAC, and appliances and also by offering information at community events.

**12. Open forum/general discussion on accepting the Municipal Electric Utilities Renewable Portfolio Standard Compliance Report for 2018-2019. INFORMATION/DISCUSSION/ACTION (D. Gordon)**

Mr. Gordon reviewed the report which states BPW is moving forward toward meeting increasing the RPS target to 25% by 2025 with at least 3.5% from solar sources. The 2016-2017 report states we were at 14.5%; 2017-2018—16%; 2019—to date 16.65%. DEMEC will present projects on how to achieve the additional 9% needed by 2025. BPW is participating in the compliance voluntarily, and it is not required by law. There have been suggestions to change the percentages to 50% by 2035 or 2050 but nothing has been presented legislatively.

**ACTION:** *Mr. Panetta made a motion to accept the report as submitted; Mr. Kennedy seconded the motion, which passed unanimously*

**13. MEETINGS ATTENDED BY BOARD MEMBERS OR STAFF**

Mr. Kennedy stated he attended the Beebe inoculation clinic for flu shots.

Mr. Owen reported he attended the Lewes Planning Commission meeting.

**14. BOARD OR STAFF REQUESTS FOR AGENDA ITEM(S)**

None

**15. CALL TO THE PUBLIC**

None

**16. CALL TO THE PRESS**

None

**17. EXECUTIVE SESSION**

**18. RETURN TO OPEN SESSION**

**19. OPEN SESSION/GENERAL DISCUSSION AND/OR ACTION ON ANY ITEM FROM THE EXECUTIVE SESSION**

**20. ADJOURNMENT**

The next meeting is scheduled for Tuesday, December 3<sup>rd</sup> at 4:00 P.M.

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

The meeting adjourned at 4:45 P.M.

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