

**CITY OF LEWES
BOARD OF PUBLIC WORKS
Regular Meeting Minutes
March 25, 2020**

The Wednesday, March 25, 2020 regular meeting of the Lewes Board of Public Works was held at 4:00 P.M. remotely via ZOOM per the proclamation issued by Governor Carney and Lieutenant Governor Hall-Long on March 13, 2020 regarding the COVID-19 pandemic crisis.

1. WELCOME, CALL MEETING TO ORDER

President Lee called the meeting to order at 4:00 P.M.

2. ROLL CALL

Board Members Present:

D. Preston Lee, P.E.
Jack Lesher
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
City Manager Ann Marie Townshend
Jackie Doherty, Recording Secretary

3. REVISIONS AND/OR DELETIONS TO THE AGENDA

None

OLD BUSINESS

4. Open forum/general discussion to approve the proposed 2020-2021 Operations and Maintenance Budget. INFORMATION/DISCUSSION/ACTION (D. Gordon)

Mr. Gordon reviewed the proposed 2020-2021 Operations and Maintenance Budget including changes made after review and discussion at the February 26, 2020 Board meeting.

Discussion included:

- Operating revenues down approximately 4%; electric revenues down approximately 3.8%, which includes the reduction in cost of kilowatt hours this year; purchase power down 6%.
- Salaries and wages increased with a new employee to be hired in electric, water, and wastewater departments; full-time administrative employee and executive office employee to be hired.
- Total increase in operating expenses is .9%; total operating income from \$1.4M in 2019 to \$700,000 for 2020; more information will be coming on interest income and impact fees to estimate the non-operating revenues.
- Change in net assets \$1,086,000 with \$862,000 to be paid in pension benefits.

Mr. Gordon reported UBS is following the reserve fund regarding interest income dividends being impacted by the COVID-19 pandemic and changes in the stock market. The utility revenues may also be impacted. Governor Carney has ordered that no utilities are to be disconnected for non-payment or late payment penalties charged until May 15th. Absentee registration for the upcoming elections is also being made available.

President Lee questioned if the change in operator due to the issue at the wastewater plant would impact costs.

Mr. Gordon stated the operator expenses in 2019 were \$325,000, \$440,000 for 2020.

Mr. Leshner stated with the reduction in costs to purchase power, the selling price would also be reduced.

Mr. Panetta questioned if the Pilottown Road Project delay would impact the operations and maintenance budget.

Mr. Gordon said the Pilottown Road Project is included in the capital budget.

Mr. Kennedy stated approval of this budget will not require any rate changes and BPW will remain stable for the next 12 months.

Mayor Becker noted how difficult it is to predict amounts needed for the budget with the construction delays due to COVID-19 being included.

ACTION: *Mr. Leshner made a motion to approve the 2020-2021 Operations and Maintenance Budget; Mr. Owen seconded the motion, which passed unanimously.*

5. CALL TO THE PUBLIC

There were no questions or comments from the public listening to the meeting.

6 CALL TO THE PRESS

Nick Roth of the Cape Gazette was present.

Mayor Becker stated the City and BPW elections scheduled for May will need to be postponed due to COVID-19 with the new date to be announced.

Mr. Gordon stated it will be determined if BPW will have an election after the April 1st deadline for candidates to register.

7. ADJOURNMENT

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

The meeting adjourned at 4:30 P.M.

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