

**CITY OF LEWES
BOARD OF PUBLIC WORKS
Regular Meeting Minutes
April 22, 2020**

The Wednesday, April 22, 2020 regular meeting of the Lewes Board of Public Works was held at 4:00 P.M. via Microsoft Teams.

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.
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
David Tam, M.D., President and CEO Beebe Healthcare
Thomas Protack, Vice President of Development Beebe Healthcare
Jackie Doherty, Recording Secretary

3. REVISIONS AND/OR DELETIONS TO THE AGENDA

None

BUSINESS

**7. Open forum/general discussion of a contribution for the COVID-19 Relief Fund.
INFORMATION/DISCUSSION/ACTION (D. Gordon)**

President Lee stated although the Board has a policy which states the only donations are given to the Lewes Fire Department each year, it has been agreed, due to issues in the community caused by the pandemic that warrant a change to the written policy, to donate \$85,000 to the Beebe Healthcare COVID-19 Relief Fund and \$15,000 to the Lewes Fire Department EMS.

President Lee continued stating funds are budgeted for future capital projects and disaster recovery, and the Board has agreed to use these funds for this contribution.

ACTION: *Mr. Owen made a motion to have the Board grant an exception to the standard policy that limits annual contributions to the Lewes Fire Department, and today authorize a contribution of \$85,000 to Beebe Healthcare COVID-19 Relief Fund and \$15,000 to the Lewes Fire Department EMS; Mr. Panetta seconded the motion, which passed unanimously.*

Doctor Tam spoke thanking the BPW for their contribution stating every dollar donated to the fund goes directly towards supporting the war on the pandemic here in Lewes including first responders, testing, and additional training for outpatient and inpatient staff.

Mr. Protack spoke thanking the BPW for the donation and for also including donation information in the customer billing envelopes this month.

4. CONSENT AGENDA:

- a) Receive the White Marsh Environmental Systems, Inc. Report**
- b) Receive Vice President Report**
- c) Receive Secretary Report—approval of minutes February 26, 2020 and March 25, 2020 Board meetings**
- d) Receive Treasurer Report**
- e) Receive Assistant Treasurer Report**

Mr. Kennedy requested the White Marsh Report be removed from the consent agenda for discussion.

ACTION: *Mr. Kennedy made a motion to accept the consent agenda with the removal of the White Marsh Report for discussion; Mr. Panetta seconded the motion, which passed unanimously.*

Mr. Kennedy questioned if the information in the three White Marsh reports have been reviewed by Staff and what would be the recommendations to the Board.

Mr. Gordon stated he has reviewed the reports and feels the reports have been enhanced and contain much more information, but data on trending needs to be improved; there has been an increase in the number of walk-throughs; on April 27th, the new membranes will be installed under the supervision of Suez; the reports have been sent to GMB for review by the wastewater treatment engineer who will do a quarterly walk-through and report with his opinion on the adequacy of these reports.

Mr. Panetta stated he found more information was provided, but additional interpretation is needed. There is also a question on the annual report regarding the nitrogen and phosphorus permit violations and the nitrogen and phosphorus levels stated in the January report. When the Board returns to regular in-person meetings, further discussion is needed concerning the capital expenditures proposed by White Marsh in their annual report.

Mr. Gordon stated he will check the reports to provide answers to Mr. Panetta's questions.

Mr. Kennedy stated he agrees with Mr. Panetta that more information on analysis and conclusions needs to be provided regarding the charts and graphs contained in the reports.

Mr. Panetta stated he is concerned about the chemical analysis results being different for each month in the January, February, and March reports.

5. Receive the President's Report

President Lee stated he had nothing further to report.

6. Receive the General Manager's Report—Pilottown Road Project update.

Mr. Gordon reported the sewer linings for Pilottown Road have been finished; three manholes have been replaced; cleaning and video of the service lines continues for the remainder of the linings to be completed; no grouting will be used.

Mr. Gordon explained what happened at the residence where the toilet backed up stating the contractor corrected the problem and, also did a thorough cleaning.

Mr. Panetta questioned if there will be a savings noted in the capital budget since linings will be used and not grouting.

Mr. Gordon said this has not yet been determined because all the service lines have not been completed and there was an added cost for another two manholes. DelDOT has granted extra time for Caswell to work on the lines for Cedar Avenue until May 15th.

President Lee asked if it is possible to request permits from DelDOT to extend the work period during the restrictions regarding COVID-19.

Mayor Becker stated DelDOT's answer will depend on Governor Carney's decision on the restriction dates. The City will support BPW's request to continue work during the restriction time period if approved by DelDOT and Governor Carney.

8. CALL TO THE PUBLIC

None

9. CALL TO THE PRESS

None

10. ADJOURN TO EXECUTIVE SESSION

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

11. RETURN TO OPEN SESSION
12. ADJOURNMENT

The meeting adjourned at 4:45 P.M.

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