

The General Manager's Report

October 2020

- We hold held daily office meetings for coordination and organization. We are taking customers on an appointment only entrance into the building. Any customer seeking to do business in person can call (302) 645-6228 and request an appointment, or they can call from the front door, and with the possibility of a short wait, will be helped in the office. We follow COVID safety protocol through enhances sanitation, social distancing, and the use of PPE per Delaware State current guidance.

This month we had 3 employees test positive for COVID -19. We responded by returning all employees to work from home where possible. All employees were tested and proved through the testing that they were either positive or negative. The negative tested employees returned to the office and on site as soon as the results were returned. The employees who tested positive followed the directions from the State Department of Health recommendations for returning to work.

Unless stated- meeting have been held virtually or conference call.

- DEMEC Regular meeting and Executive session. Attended one in person Executive Committee meeting for the DEMEC organization.
- Met with GMB and Kuhn Construction for the drying bed project progress meeting. Work ahead of schedule.
- Met with JJID, GMB and a City representative on site for the Coleman Avenue project pre-construction meeting.
- Met with County, City, and legal representatives along with President D. Preston Lee, P.E.- to discuss the purchase of the Jones Farm property. This was in person at City Hall.
- Met with Mayor Becker, President Lee and the Morris' of Franklin and Schley to discuss the BPW use of its property on Schley.
- Met with D. Preston Lee, Robert Kennedy, Earl Web and Tom Panetta for BPW business concerns on separate occasions and times.
- Participated and presented in the Mayor & City Council, Planning Commission & Mitigation Team Joint Meeting.
- Held meeting to advance the serving of the State park with their representatives and GMB.
- Met with RKL Austin Calaman and needed staff to advance the Staff /policy review.
- Met with Mayor Becker, Ann Marie Townsend and D. Preston Lee, P.E. to coordinate between the BPW and the City.
- Attended Baker Tilley, AMP utility and accounting webinars.
- Conference call with Fulton Bank representative about private financing options.
- Attended M&CC meetings.

Board Calendar 2020-2021
Agenda items for consideration

April	Annual financial report
May	Officers assignments
June	Project updates, 5-year Capital Budget
July	First quarter review (April, May, June)
August	Review draft yearend audit financial report efforts
September	Accept annual financial audit for year ended March 31 DEMEC annual meeting
October	Capital Budget Review
November/December	Lewes Fire Department donation
2021	
January	Strategic Workshop planned- early Feb meeting
February	Budget presented after board workshop
March	Approval of the 2021-22 O&M Budget