

The Regular Meeting of the Board of Public Works was held in the Council Room of the Town Hall, Lewes, Delaware on Thursday night, October 16, 1980 at 8:00 P. M.

Members Present: Messrs. William R. Beauchamp, Sidney L. Downs, Jr. Howard H. Seymour and John W. Hudson, III.

Members Absent: Henry S. Redmile.

Others Present: Mr. Jay A. Collars, General Manager.  
Mr. Douglas D. Marshall, Board's Attorney.  
Mr. Robert Bradley, Kidde Consultants, Inc.  
Ms. Vicki Sheetz, Delaware Coast Press Reporter.  
Mr. Dennis Forney, Whale Reporter.  
Mrs. Grace A. Lehman, 360 Pilottown Rd., Lewes, De.  
Mrs. Joan E. Kratz, 316 Market St., Lewes, De.  
Mr. & Mrs. William S. Reynolds, 312 Market St., Lewes, D  
Mr. & Mrs. Julian Raymond, King's Highway Subdivision.  
Group of citizens from DeVries Circle, Lewes, De.  
Mrs. Peggy White, Savannah Rd., Lewes, De.

President Beauchamp Presiding:

Approval  
of minutes

(1.) Motion as made to approve the minutes of the Regular Meeting, September 18, 1980 as submitted.

Motion - Mr. Seymour

Seconded - Mr. Hudson

Yea

Nay

Mr. Seymour  
Mr. Hudson  
Mr. Downs  
Mr. Beauchamp

x  
x  
x  
x

Exempt DP& L  
Power Bill  
from Board  
Approval.

(2.) Motion was made to exempt the wholesale Delmarva Power bill each month from Board approval. The item is to be approved for payment by the General Manager and is to be included in the monthly General Manager's Report.

Motion - Mr. Seymour

Seconded - Mr. Hudson

Yea

Nay

Mr. Seymour  
Mr. Hudson  
Mr. Downs  
Mr. Beauchamp

x  
x  
x  
x

Julian Ray-  
mond King's  
Hwy. Subdiv-  
ision

(3.) Julian Raymond was present to discuss his proposed King's Highway Subdivision.

Mr. Collars stated the Board's position to date. An agreement for a holding pond regarding drainage has been signed; however there has been no new or updated plans submitted which incorporated the Board's Consultant's comments and recommendations to meet all the required standards. Final approval of the plans has not been given.

Mr. Marshall stated that no further action can be taken by the Board at the present time. If the Board approves the final plans, it still leaves the ultimate approval of the development in the hands of the City Commissioners.

Late payment (4.) charge on utility bills. A resolution was presented by Mr. Douglas Marshall, Board's attorney for discussion regarding late payment charges on all delinquent utility bills.

Motion was made to adopt the resolution in theory (an equitable late payment date to be discussed more thoroughly). Effective date to begin December 1, 1980. (Copy of Resolution included with these minutes).

Motion - Mr. Seymour

Seconded - Mr. Downs

	<u>Yea</u>	<u>Nay</u>
Mr. Seymour	x	
Mr. Downs	x	
Mr. Hudson	x	
Mr. Beauchamp	x	

Decisions (5.) regarding delinquent accounts. Mr. Marshall stated that in conjunction with the preceding resolution, he feels that the General Manager should have the authority to make decisions on delinquent accounts. This authority includes compromise in a situation where someone is leaving town and they are willing to pay half of their bill; otherwise if the Board is not willing to accept it, they are going to pay nothing and be gone. It also includes the authority to remove delinquent accounts from the books as uncollectable. The General Manager should be able to make these decisions on a day to day basis.

Mr. Seymour asked how it was being done at the present time. Mr. Marshall stated the auditors come to him to see if it can be collected and if it cannot be, the figures are removed from the books at the end of the fiscal year.

Motion was made to give the General Manager authority to relieve delinquent accounts of their liability to the Board of Public Works and to enter into a budget agreement if necessary with delinquent accounts.

Motion - Mr. Hudson

Seconded - Mr. Downs

	<u>Yea</u>	<u>Nay</u>
Mr. Hudson	x	
Mr. Downs	x	
Mr. Seymour		x
Mr. Beauchamp	x	

Employees (6.) pay period. Mr. Beauchamp reviewed the reason for this particular item regarding the employees pay period.

Motion was made to go to a bi-weekly pay period for the Board's employees.

Motion - Mr. Seymour

Seconded - Mr. Hudson

AAG148

Mr. Seymour	x	
Mr. Hudson		x
Mr. Downs		x
Mr. Beauchamp		x

The Board will continue with a weekly payroll.

FERC Docket (7.) A discussion was held on the FERC Docket No. ER-80-363, the latest No. ER-80-363. rate case against Delmarva Power & Light Company.

The Board at the present time feels that they will continue to participate in the rate case. A letter should be written to Duncan, Weinberg & Miller indicating the Board's decision. Mr. Beauchamp felt a review of the case at regular intervals, so that the Board can reconsider this decision, should be done and reported on at each monthly meeting.

General Man- (8.) Mr. Collars reviewed his monthly General Manager's report. A copy  
ager's report. is included with these minutes.

Official action was taken on item b under Office.

Motion was made to appoint Mr. Richard Sharp to the position of Plumbing Inspector for the Board of Public Works.

Motion - Mr. Hudson                      Seconded - Mr. Downs

Mr. Hudson	x
Mr. Downs	x
Mr. Seymour	x
Mr. Beauchamp	x

Mr. Collars also congratulated the water crew on a fine job with the completion of the installation of water meters throughout the town.

(9.) At this time motion was made to adjourn to an Executive Session (Time - 9:30 P. M.).

The meeting was reopened to the public at 10:45 P. M.

There being no further business, meeting was adjourned. (Time - 10:48 P. M.).

Part 4 of Pittman

RESOLUTION OF THE BOARD OF PUBLIC WORKS  
OF THE CITY OF LEWES

WHEREAS, the cost of energy from Delmarva Power has become an increasingly greater portion of the Board's overhead; and

WHEREAS, that overhead is payable on a monthly basis from the receipts of the electric customers of this Board; and

WHEREAS, there are expenses incurred when customers of this Board are delinquent in the payment of their utility bills;

NOW, THEREFORE, be it resolved that the Board of Public Works do hereby establish the following policy concerning late payment charges on all delinquent utility bills:

1. All utility bills are due upon presentation.
2. All utility bills are delinquent when they are not received in the Board of Public Works by the late payment date shown on the front of each bill.
3. When payment is not received in the office of the Board of Public Works by the late payment date shown on the front of each individual bill, a charge of 1 1/2% per month on so much of the outstanding balance as does not exceed \$1,000.00 will be applied to and payable with the following month's bill. If the outstanding balance is more than \$1,000.00, then 1 1/2% per month will be charged on the first \$1,000.00 of the bill and 1% per month will be charged on the excess over \$1,000.00 of the outstanding bill, all to be charged in the next month's bill.
4. This policy concerning late payment charges shall be published in the Delaware and Coast Press newspapers for two weeks immediately following this meeting.
5. A notice of the Board's policy will be mailed to all customers of the Board of Public Works with the monthly billing immediately preceding that monthly billing in which this policy takes effect.

6. The office manager of the Board will post a notice of this policy prominently in the office of the Board of Public Works.

7. A statement of this policy will appear on every utility bill of the Board of Public Works, along with a late payment date, said date shall be one (1) month from the date of the last meter reading which appears on bill.

8. All notices printed shall be in type no smaller than 8 point

9. This policy shall go into effect with the *December* bill

BOARD OF PUBLIC WORKS OF THE  
CITY OF LEWES

By: *William R. Branch*  
President

Attest: *H. S. Seawell*  
Secretary

(CORPORATE SEAL)

DATED: