

**CITY OF LEWES
BOARD OF PUBLIC WORKS
Regular Meeting Minutes
March 24, 2021**

The Wednesday, March 24, 2021 regular meeting of the Lewes Board of Public Works was held at 4:00 P.M. via Zoom.

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.

2. ROLL CALL

Board Members Present:

D. Preston Lee, P.E.
A. Thomas Owen
Robert J. Kennedy, III
Thomas Panetta
Earl Webb

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
Ann Marie Townshend, Lewes City Manager
Michael Wolgemuth, Inframark
Jackie Doherty, Recording Secretary

3. REVISIONS AND/OR DELETIONS TO THE AGENDA

None

4. CONSENT AGENDA

- a) **Receive Vice President Report**
- b) **Receive Secretary Report—approval of minutes for February 24, 2021**
- c) **Receive Treasurer Report**
- d) **Receive Assistant Treasurer Report**

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

5. Receive the Inframark Report

Mr. Wolgemuth reported:

- Waiting for the cost estimate to replace the pump station controls, variable frequency drives, control panel for the equalization tank pumps; also repair, rebuild quotes for the band screens; sales representative recommended rebuilding the 5 millimeter band screen and to refurbish the 2 millimeter or possibly replace with 1 millimeter; recommended a more traditional compactor and the price is \$45,000 (not including installation) for each screen.
- Zenon recommended solids levels be brought down from 16,000 to under 11,000 to prevent diffuser clogging issues; calculations show levels can be under 8,000 and still effectively treat; looking for short-term sludge hauling options; possible use of the County's mobile sludge press; checking the cost for a new press as a long-term option.
- Filters for Trane #4 were cleaned; after filters were put online the return rate in Trane #4 was lower than the others and could not be adjusted until the pump was replaced due to significant wear; began manually cleaning the first module for Trane #1, which was clogged with sludge; Trane #2, 3, and 4 are operating well.
- Pump Station #5 is being flooded since the new house was built on Cedar Avenue and everything is draining into the street; the junction box was flooded causing a short and the high-level alarm.
- Will check all stations for Point Watch Systems installed.
- Making the adjustments to lower the nitrogen limits in daily processing.

Mr. Gordon reported the County's mobile sludge press will be arriving soon. On April 12th solids will be taken to the County's drying facility.

Mayor Becker stated the City will check into the flooding issue caused by the drainage on Cedar Avenue. Also, the fill being placed on the lot at the corner of Cedar and Midland that was mentioned by Mr. Panetta.

Ms. Townshend spoke about the fact that the City has no grading requirements in the Code for plans to be submitted for a building permit. There is a draft ordinance being presented to Mayor and City Council in May.

Mayor Becker stated municipal workers are eligible for the COVID vaccine. Mr. Wolgemuth said all Inframark workers who requested the vaccine have received it.

6. Receive the President's Report

President Lee stated there have been concerns from the public regarding the quality of the effluent and the effect of BOD going into the canal. The quality of the water going into the canal is excellent and is probably the cleanest effluent from a treatment plant in the State due to how efficiently the plant is being run by Inframark. There have been several tours of the plant by the public, but groups are kept small due to COVID. An open house will be planned for a future date.

Mr. Webb stated according to Page 4 of the Inframark report, the water is well below the EPA requirements and at drinking water capabilities.

7. Receive the General Manager's Report

Mr. Gordon reported the partnership with the County is very positive. A new lineman from Milford has been hired. The meeting regarding the progress of Phase 24 went well, and the project should be completed in mid-April.

PRESENTATIONS

8. Presentation with discussion and questions on the Household Hazardous Waste and Electronics Equipment Collection to be held April 24, 2021. INFORMATION/DISCUSSION/ACTION (D. Gordon)

Mr. Gordon stated the collections will be from 10:00 A.M. till 2:00 P.M. at the Schley Avenue power plant in conjunction with the National Drug Takeback Day, and an officer will be present with no questions asked. Latex paint cans will not be accepted. Shredding would require another vendor who would charge for services. The monthly bills have included information about not putting cooking grease down drains and the use of non-flushable items.

NEW BUSINESS

9. Open forum/general discussion for the approval of Resolution 21-001 for finalizing the Jones Farm loan from the State of Delaware—DNREC. INFORMATION/DISCUSSION/ACTION (D. Gordon)

Mr. Hoffman stated the resolution is needed to move forward with the formal paperwork to secure the funding for the loan. A condition of the motion to approve adopting the resolution will be based on the consent of Mayor and City Council.

Mayor Becker said this will be an agenda item for their April 5th meeting.

ACTION: *Mr. Panetta made a motion to have Resolution 21-001 read into the record by title only for consideration and adoption by the Board; Mr. Owen seconded the motion, which passed unanimously.*

Mr. Hoffman read Resolution 21-001 by title only into the record.

ACTION: *Mr. Panetta made a motion to approve Resolution 21-001 as read with the caveat that it be contingent upon approval by Mayor and City Council; Mr. Kennedy seconded the motion, which passed unanimously.*

OLD BUSINESS

10. Open forum/general discussion of the upcoming Board election and the additional day for voter registration April 17, 2021 from 8:00 A.M. to 12:00 Noon at the BPW office. INFORMATION/DISCUSSION/ACTION (D. Gordon)

Mr. Gordon stated April 1st is the last day for candidates to file and there is another candidate in addition to the three incumbents. Registration for citizens to vote is separate for BPW and the City.

Mr. Gordon continued stating citizens within the City and those outside the City limits are eligible to vote in the BPW election but must register. On Saturday, April 17th the BPW offices will be open from 8:00 A.M. until 12:00 Noon for registration. The request for the Board is to approve a resolution to allow BPW offices to open on April 17th from 8:00 A.M. until 12:00 Noon for registration.

Mr. Hoffman stated the office will be open for registration on April 17th, but the last date to register is on April 23rd. Mr. Gordon will clarify if registration is still required when a citizen has voted in the last election.

ACTION: *Mr. Owen made a motion to have Resolution 21-002 read into the record by title only for consideration and adoption by the Board; Mr. Kennedy seconded the motion.*

Mr. Hoffman stated the Charter does require approval by a resolution. Because the resolution was provided for review late yesterday, it will be read in full into the record.

The motion to read the resolution into the record by title only was defeated.

Mr. Kennedy reviewed the resolution sent to his email stating he approves as submitted.

ACTION: *Mr. Owen made a motion to have Resolution 21-002 read into the record by title only for consideration and adoption by the Board; Mr. Kennedy seconded the motion, which passed unanimously.*

Mr. Hoffman read Resolution 21-002 by title only into the record.

ACTION: *Mr. Webb made a motion to approve Resolution 21-002 as presented; Mr. Panetta seconded the motion, which passed unanimously.*

Mr. Webb suggested sending information on the election and registration with the bills and in a separate mailing.

11. Open forum/general discussion for the approval of the bad debt write-off of the 2020 fiscal year. INFORMATION/DISCUSSION/ACTION (D. Gordon)

Mr. Gordon reported the total write-off is \$7,558.05 due to residents moving, bankruptcy, evictions or are deceased. This is a low percentage amount when compared to the revenues and would request approval by the Board for this write-off.

Mr. Webb questioned if there would be any advantages to BPW provided by the COVID Relief Bill.

Mr. Gordon stated there are no accounts included in the write-off due to COVID because the residents are receiving assistance. This amount is due to residents moving, etc. and cannot be collected.

ACTION: *Mr. Owen made a motion to approve the write-off of the bad debt in the amount of \$7,558.05; Mr. Webb seconded the motion, which passed unanimously.*

Mr. Panetta clarified that the Charter states there is no need to register if a citizen has voted in the last two elections.

12. CALL TO THE PUBLIC

None

13. CALL TO THE PRESS

None

14. ADJOURN TO EXECUTIVE SESSION

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

15. Return to open session.

16. Discussion and action on items from Executive Session, if applicable.

17. ADJOURNMENT

The meeting adjourned at 5:00 P.M.

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