

The Regular Meeting of the Board of Public Works was held on Thursday, February 20, 2003, at 7:00 p.m. in the Council Room of the City Hall in Lewes, Delaware.

Members Present: Messrs. Howard Seymour, Charles Hood, C. Wendell Alfred,
Gary Stabley

Others Present: Ms. Ruth Anne Ritter, General Manager
Mrs. Tempe Steen, Board's legal counsel
Deputy Mayor James Ford, City of Lewes
Wayne Bradley, Water/Sewer Supervisor
Gilbert Holt, Power and Water Plant Supervisor
David Fink, Severn Trent
Walter Baumer, Severn Trent
Sign Sheet (Included and made a part of these minutes)

Vice President Seymour Presiding:

Ms. Ritter read a thank you letter addressed to the Board of Public Works & The City of Lewes' employees for all of their efforts during the recent snowstorm. She also thanked the citizens of Lewes for their patience during this time period.

Ms. Ritter thanked Mrs. Barnes for taking over her duties while she was on vacation for two weeks. She expressed her gratitude for being able to relax feeling confident that Board business was being handled by her assistant.

Mr. Alfred read two appreciation letters dated February 20, 2003, from the Lewes Planning Commission and the City Manager of Lewes.

1. Minutes of the Regular Meeting, January 16, 2003.

Motion was made by Mr. Stabley, Seconded by Mr. Hood and carried to approve the minutes of the regular meeting dated January 16, 2003, as written.

2. Treasurer's Report

Motion was made by Mr. Alfred, Seconded by Mr. Hood and carried to accept the Treasurer's Report for the month of December 2002 as submitted.

3. Invoices

Motion was made by Mr. Hood, Seconded by Mr. Alfred and carried to approve payment of Severn Trent Services, Inc invoice #30381 dated February 4, 2003, in the amount of \$43,885.54 for maintenance cap coverage for 2002.

Ms. Ritter commented that this procedure was set up when Severn Trent contracted to operate the plant and at the time it appeared that an annual invoice would suffice,

Minutes of the Regular Meeting, February 20, 2003, cont.:

however, she has recently asked that the Board be billed on a monthly basis for any overage in order to show the expense in the month that it occurred.

4. Report from Severn Trent for the month of January 2003

Mr. Dave Fink of Severn Trent presented the monthly report on the operation of the treatment plant for the month of January. Mr. Fink stated that Mr. Kelvin Peters, a member of Severn Trent Technical Services, visited the facility to do an annual review of operations and maintenance. Mr. Alfred requested that the Board receive a copy of the review when made available.

Mr. Fink also mentioned that Lori Brown passed the level 3 operator's certification exam, Steve Jones passed the level 2 operator's certification exam, and Danny McBroom passed the level 1 operator's certification exam. Mr. Seymour, on behalf of the Board, asked Mr. Fink to relay to the employees that the Board was very happy with their performance.

Motion was made by Mr. Hood, Seconded by Mr. Alfred and carried to accept the report as submitted.

5. Consideration of Chemical Bids

Ms. Ritter stated that three companies submitted bids for the chemical needs of the Power and Water Plant for the next contract year of March 1, 2003 through February 29, 2004. (Copy of spreadsheet included and made a part of these minutes) Ms. Ritter recommended that the Board award Coyne Chemical as low bidder the contract for all three chemicals – Sodium Fluoride, Chlorine and High Calcium Hydrated Lime.

Motion was made by Mr. Stabley, Seconded by Mr. Hood and carried to accept the recommendation of the General Manager to award Coyne Chemical the contract for March 1, 2003 through February 29, 2004.

6. Consideration of landscape quotes

This item was removed from the agenda. Ms. Ritter was recently advised that the Division of Parks and Recreation has a new ordinance regarding the types of trees to be planted on City property. She requested that this item be placed on the March agenda so that she may have more time to investigate what is required.

Motion was made by Mr. Stabley, Seconded by Mr. Hood and carried to place this item on the agenda for the month of March.

7. Resolution regarding the BPW office to be open for registration purposes

A resolution to authorize the Board of Public Works office to be open during normal business hours on Saturday, March 8, 2003, for the purpose of voter registration was prepared by Mrs. Steen as requested by Mrs. Barnes for the Board's consideration. (Copy

Minutes of the Regular Meeting, February 20, 2003, cont.:

included and made a part of these minutes)

Motion was made by Mr. Alfred, Seconded by Mr. Stabley and carried to accept the resolution as prepared.

Ms. Ritter requested that the Board give her authorization to pay election workers the amount of \$100.00 each for the day to work in the upcoming election. The City of Lewes pays this amount to their election workers and she felt that the Board of Public Works should do the same.

Motion was made by Mr. Alfred, Seconded by Mr. Hood and carried to pay election workers \$100.00 each for working the day of the election.

8. Beachside Valve Isolation project and Beachside Valve Sector project

Mr. O'Donnell provided a copy of project cost estimates for both projects. (Copy included and made a part of these minutes) The Beachside Valve Isolation project estimate is \$18,920.00. Mr. O'Donnell explained that there have been problems with regard to water leaks in that area noting that the water department has worked on repairing the leaks under pressure but with a great deal of water being wasted. Completion of this project will enable the water department to isolate the beach water supply from the mainland with two new valves. Also the sector project once completed will allow for a 3-4 block area to be shut down if necessary. The cost of this project is estimated to be \$16,770.00.

Motion was made by Mr. Alfred, Seconded by Mr. Hood and carried to approve the beachside valve isolation and beachside valve sector projects.

9. Power Adjustment Review

Ms. Ritter reviewed upcoming necessary projects such as tree trimming, transformer relocation and boring expenses that the Board would be implementing within this fiscal year. Again until there is a reduction in line losses, the Board will be unable to grant relief of the power adjustment.

10. Further consideration of future CPCN

Mr. O'Donnell explained that there are 366 parcels outside of the current CPCN limits. Petitions for Water Service were sent to the properties that changed ownership since the original petitions went out. A majority "yes" vote has been obtained, therefore, the next step before submitting an application to the Public Service Commission would be to send out certified letters to the 354 parcels involved. Mr. O'Donnell stated that there is no specific time obligation to serve the areas.

Motion was made by Mr. Hood, Seconded by Mr. Stabley and carried to consider the future CPCN in much greater detail at the March meeting of the Board with the objective

Minutes of the Regular Meeting, February 20, 2003, cont.:

to make a decision on the matter at that time.

11. Comments

Mr. Alfred requested that the Board purchase a handheld police radio in the amount of \$3,449.00. He explained that during the recent events surrounding the snowstorm he became aware of the need for Board personnel to have contact with the police department. He stated that he would like to have the employees sign a confidentiality statement to ensure the privacy of the citizens. This would need to be added in the personnel manual.

Mr. Carl Schirmer, Electric Dept Supervisor, stated for the record that he would not sign the confidentiality agreement. Discussion was held on the type of radio requested as well as the need for the agreement.

Motion was made by Mr. Alfred, Seconded by Mr. Stabley to purchase the radio in the amount of \$3,449.00. Mr. Hood and Mr. Seymour voted NO. Motion resulting in a tie vote.

With the tie vote, this item will be on the agenda for the March meeting.

Mr. Peter Bohn asked the Board members if they have considered seeking a salary for their position such as the City Council and Mayor are moving toward. The Board unanimously agreed that they would not seek compensation for their duties.

Mr. James Brittingham of DeVries Circle asked if the Board has contacted Conectiv with regard to the electric outage on February 5, 2003. He felt that Conectiv took too long to restore power. Mr. Stabley stated that the Board would ask Conectiv for a letter stating what happened that day and how they plan to correct these types of problems in the future. Mr. Hood stated that the Board was in the second phase of contracting for wholesale power and that the specifics regarding reliability would be addressed.

Mr. Brittingham and Mr. Alfred mentioned problems with light bulbs at their homes in DeVries Circle. Mr. Schirmer stated that he would check on the situation and advise what can be done to resolve the problem.

Mr. Seymour complimented the office staff for being very professional and informative when handling calls from customers during the outage on February 5, 2003. He stated that he was pleased with the present staff and complimented Mrs. Barnes, the Office Manager, for her role in acquiring and training the staff.

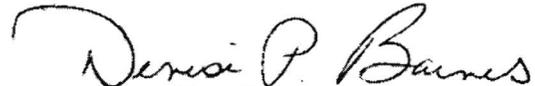
Motion was made by Mr. Stabley, Seconded by Mr. Alfred and carried to go into Executive Session at 8:15 p.m. for the purpose of discussing land acquisition and pending/potential litigation matters.

The regular meeting reconvened at 9:50 p.m.

Minutes of the Regular Meeting, February 20, 2003, cont.:

Motion was made by Mr. Hood, Seconded by Mr. Alfred and carried to direct the General Manager to proceed as discussed in Executive Session regarding land acquisition.

Motion was made by Mr. Hood, Seconded by Mr. Alfred and carried to adjourn the meeting at 9:51 p.m.


Recording Secretary

RESOLUTION TO AUTHORIZE THE BOARD OF PUBLIC WORKS' OFFICE TO BE OPEN DURING NORMAL BUSINESS HOURS ON SATURDAY, MARCH 8, 2003, FOR VOTER REGISTRATION.

WHEREAS, the Charter of the Board of Public Works ("BPW") of the City of Lewes, Vol. 73, Chapter 27, *LAWS OF DELAWARE*, as amended, Section 1, B.7 provides that the BPW "may provide by resolution for the BPW's office to be open on one (1) Saturday within the thirty (30) day period immediately preceding the date of the Annual Election for the purpose of permitting persons to register to vote in such Annual Election";

WHEREAS, the Election for the positions on the BPW is scheduled for Saturday, April 5, 2003; and

WHEREAS, the BPW, with the advice of the General Manager, have determined that Saturday, March 8, 2003, is a convenient date for the BPW's office to be open to the public for the purpose of permitting persons to register to vote in such Annual Election; and

WHEREAS, pursuant to Section 1, B. 7 of the BPW Charter, if there is no contest for the open positions of members of BPW, there will be no election held so that there will be no need for the office of the BPW to be open for the purpose of permitting persons to register to vote in such Annual Elections.

NOW THEREFORE, BE IT RESOLVED, by the Board of Public Works, in session met, the following:

If there is a contest for any office of the Board of Public Works, the Office of the Board of Public Works will open between the hours of 9:00 a.m. to 4:00 p.m., on Saturday, March 8, 2003, for the purpose of permitting persons to register to vote in such Annual Election; provided, however, that, if there is no contest so that there is no election in 2003, then the Office of the Board of Public Works shall not be open on Saturday, March 8, 2003; and

BE IT FURTHER RESOLVED that the General Manager is directed to post a copy of this resolution or any applicable part thereof in the same manner as notice for meeting of the Board of Public Works.

I, CHARLES E. HOOD Secretary of the Board of Public Works of the City of Lewes, do hereby certify that the foregoing is a true and correct copy of the resolution passed by the Board of Public Works at its regular meeting on February 20, 2003, at which a quorum was present and voting throughout and the same is still in full force and effect.

Dated: 20 FEB 03

Charles E. Hood
Secretary