

Lewes Board of Public Works  
Regular Board Meeting  
September 22, 2021

**The Wednesday, September 22, 2021, regular board meeting of Lewes Board of Public Works was held at 4:00 at City Hall Council Chambers.**

**1. WELCOME AND PLEDGE OF ALLEGIANCE**

President Lee opened the meeting at 4:00 P.M. and led the pledge of allegiance.

**2. ROLL CALL**

**Board Members**

D. Preston Lee, P.E., President  
A. Thomas Owen, Vice President  
Thomas Panetta,  
Richard Nichols  
Earl Webb

**EX-Officio Members**

Mayor Theodore Becker  
Austin Calaman, General Manager  
Pete Yingst, Legal Counsel

**Others**

Tim Ritzert, City Council  
Mark Wolgemuth, Inframark  
Richard Plack, Inframark  
Charlie O'Donnell, GMB  
Sharon Sexton, BPW  
Joshua Gritton, BPW  
Stephanie Smith, RKL  
Eric Suazo, RKL  
Doug Spelman  
Kristina Keller, BPW  
Robert Kennedy  
Frankie Bradshaw  
Laura Oakley, BPW  
Ann Marie Townshend, City Manager  
Madeline Nichols  
Sumner Crosby  
Elizabeth Owen  
Andrew Williams, City Council

### 3. ADDITIONS OR DELETIONS TO AGENDA

None

### 4. Consent Agenda

- a. Receive Vice-President Report
- b. Receive Secretary Report- Approval of Minutes for January 12, 2021, and June 30, 2021.
- c. Receive Treasurer Report
- d. Receive Asst. Treasurer Report

**ACTION:** *Mr. Owen moved to approve the consent agenda. Mr. Nichols seconded the motion, which passed unanimously.*

### 5. RECEIVE INFRAMARK REPORT.

Mike Wolgemuth reported:

- new SCATA was installed at WWTP, Mr. Gritton provided remote access monitor. Working well
- EQ pump control panel replacement, quote from Hills to replace VFDs
- Regarding headworks, Inframark received bearings to the five-millimeter band screen. Received proposal from KZ Mechanical to replace the bearings. Replace the bad bearing on Monday. Unit not online because Inframark is waiting on a motor coupling that has been rush shipped. Hope to get it tomorrow.
- EQ tank was cleaned yesterday. Tank was bad, dumped all the rags into drying beds one and two. Mr. Wolgemuth will provide photographs at President Lee's request. Mr. Panetta questioned if there was a way to analyze the rags to determine the material. Mr. Wolgemuth stated that he is seeing a lot of cleaning wipes. It is difficult to tell since the rags were intertwined with a coating and mixed liquor and degrading over time.
- Still bypassing the EQ tank to get 5 mm screen online. When contractor removed coupling, the coupling broke. Waiting on part. The hope is to have it online tomorrow. Using diesel bypass pump station four at a low RPM. There is a slow constant feed to the wastewater plant by using VFD at station eight. Plant has been fine.
- Oxidation ditch: rash of failures in past couple of months. Motors in biological trains failed. Electrician was out and determined the failure was in the windings. Motors were repaired by Hills. President Lee questioned how old the motors were. Mr. Wolgemuth stated that they were 15 years old. All three blowers back online.
- Membranes: 2 blowers failed. Inframark received authorization from Mr. Calaman to purchase a new one for a spare and repair that blower after the first one failed. Able to get one expedited after second blower failed. Scheduled to arrive on Friday. President Lee questioned if these blowers were original equipment. Mr. Wolgemuth stated that they were. Mr. Panetta questioned if Inframark does regular winding test, insulation

test, and measuring. Mr. Wolgemuth stated that Inframark does not have that capability and would have to contract that out. Mr. Panetta state it is important to know installation condition on windings considering equipment age. Mr. Wolgemuth state that it should be discuss moving forward. Mr. Webb requested at next month's meeting to get some update and pricing.

- Generators at pump stations four and eight, and at the WWTP were serviced. Generator at pump 4 was determined not worth fixing. The vendor gave a price, and Inframark requested two more prices to replace the generator and transfer switch. Mr. Wolgemuth questioned if the quote was for the appropriate size. GMB working with keystone, determined that 100kw generator would be best. The 60kw generator cannot run the two Rupp pumps. Not ideal in a storm. Mr. Wolgemuth asked the two lowest vendors to give a price on 100kw. Electric service will need to be upgraded. Mr. Webb questioned if the generator took into consideration of what will be needed three to six years from now. Mr. Wolgemuth stated that GMB and Keystone considered potentially putting on a bar screen and heating blowers. Mr. Wolgemuth is not sure the capacity of those pumps is. The two existing pumps can run on 80kw generator. Mr. O'Donnell stated that there may three or four future items that may be added to the system plus some conservancy. The generator is powered by diesel. No Natural gas. Mr. Panetta stated that benefits of a gas-powered generator are lower maintenance, higher reliability, and longer run time.
- Pump station four, Mr. Calaman authorized the rental of portable generator and is online. Still have the one diesel bypass there. Pump one is down because VFD faulted shortly after putting back online. Inframark ordered two Snyder VFD, one is a spare. Both good for pump station 4 and 8. President Lee questioned if it was originally equipment. VFD was old. Mr. Panetta questioned the sizing table and the potential for a third pump. Vendors both coming out next week. Mr. Webb questioned if the station has capability to send waste back to county. Mr. O'Donnell stated that this could be done by bypass valving, a lot of different of options, but can't answer today. Mr. Webb sated that it makes sense to add those capabilities. Mr. O'Donnell will check in with Scott and make sure it is the proper size.
- During the service visit, the automatic transfer switch at pump station eight is not functional automatically. Inframark can manually use that transfer switch. Recently the generator was replaced but the switch was not. Inframark gathered priced to replaced switch; the lowest was Curtis Power at \$3690 and will seek approval to have that completed.
- There was a clog in pump station four during august. GMB has been in communication with options to help alleviate that problem.
- The diesel bypass pump is online and a spare diesel bypass at WWTP. When replacing pump one, a diesel bypass pump will go back. Austin requested to keep the Godwin. President Lee questioned if pump stations four and eight were checked every day. Mr. Wolgemuth confirmed that stations four and eight are checked daily.
- Mr. Webb questioned the oxidation ditches and the difference in cost of hauling liquid versus cake. Mr. Wolgemuth stated that the oxidation ditch did not go out at the same time but did not affect treatment. Inframark does not see those bills. MR. Calaman

stated that the invoice for liquid hauling is about \$2800 a load is about 6000 gallons. Inframark takes cake to the county is 20% solids. The liquid that is taken to DelCo is about 3% solids.

- Mechanics serviced Rupp pumps and at pump station three, the Rupp pumps are at the end of life. Pricing out to replace. The rotating assembly at pump two installation eight, the seals are leaking. Pulled the shims to move them closer. When out of shims time to replace. Contacted Hills for pricing. Both pumps are pumping, but some water in the oil and out of adjustment.
- Both pumps in pump station four in good shape.
- Some of the pump stations have 40-year-old control panels. Some have newer components, but most do not and are nearing the end of useful life. Problems at pump station five. Most control panels look like pump station five. President Lee stated that the waterproof junction box no lid on it. Mr. Wolgemuth stated that that box has penetration and even if the lid was on it, water would still get in. In August, Inframark eliminated all the junctions and pulled floats directly through the panel. Brought water nuts out of the top of the box. In the past "octopus" junction boxes were used and are now being bypassed and cables pulled through. There should not be a junction box in the wet well. Mr. Wolgemuth stated that it used to have a lid but flooded.
- Mr. Wolgemuth stated that it is an uphill battle to address the issues and would like the board members take a tour to see the TLC needed. Mr. Webb stated that he would welcome the opportunity.
- Standardization for all the pump stations is a great goal. In the state of Delaware, a person must be a licensed electrician to touch 110 or higher. When the stations were upgraded, they had level transducers and according to Delaware, Inframark current employees cannot change out a float.
- Mr. Webb questioned Inframark's contracts with other public works. Do they bifurcate that Inframark is handling the wastewater treatment plant and/or the pump stations? Is always together as one package? MR. Wolgemuth stated that it not always together as one package but generally is.
- Mr. Panetta stated that some past comments were on spare pumps for handful of pump stations. Are these pumps similar to each other in size? Mr. Panetta stated that the BPW does not want to throw away money if the goal is to standardize pump stations. Mr. Panetta stated that the focus should be on moving forward on something that can be backfitted. Mr. Wolgemuth stated that some are similar, but some are new and different. Mr. Wolgemuth stated that Inframark went through each manual and determined what pumps were spec for each pump station and that is what this report is based. Some pumps at the WWTP maybe interchangeable. GMB may be able to help determine a standard pump. Mr. Calaman stated that an electric study is being done at the plant and at all the lift stations. At the capital budget workshop, Mr. Calaman has designated monies to upgrade pump station electricals and it sounds as if there is inventory for pumps but the question what inventory is for each station. Mr. Calaman agrees that it is pointless to spend money on backup pumps when looking to standardize. Mr. Panetta stated that he thought it was discussed months ago to take inventory but maybe the pump stations were overlooked. Mr. Wolgemuth stated prices

were obtained months ago but the apprehension was to spend the money or move to the non-clogs grind pumps. Mr. Panetta stated that what is the emergency plan is if a pump station goes down, whether it is a portable diesel pump. Mr. Panetta stated that Inframark cannot wait for the study to come back to have contingent plan. Mr. Wolgemuth stated that most likely in an emergency, Inframark could most likely retrofit something.

- Mr. Wolgemuth stated that the issue with the submersible pump and diesel pump is that there is nowhere to tie into the force main for the discharge side of the diesel pump. Pump station four has facilities built in where a T and a valve at the force main. Depending how long the force main is; a long hose would be needed and there would be a traffic control issue. With electric pumps, having electrician tell us which pumps to use I needed. Hopefully only need to purchase two pumps as opposed to six. Mr. Panetta requested this be an action item. Mr. Calaman stated that Dolphin is doing the study and can have them look at the pumps.
- Mr. Webb questioned when Inframark can and cannot work on the pumps according to Delaware laws. Mr. Wolgemuth stated that electrically, they cannot work with higher voltage in Delaware. The Rupp pump is not submersed in a wet well and has a suction pipe. The smaller stations have submersible pump. Inframark generally cannot work on submersible pumps. Stations three, nineteen, four and eight are dry well pumps.
- Mr. Plack stated that the submersible pumps typically run to end of life and Inframark will pull them out for an electrician to work on. Typically fails at the seal to the electrical windings. Mr. Webb questioned is this process done when the pump fails or if it is scheduled. Mr. Plack stated that it happens when it fails. There are many factors and conditions to the failure. Mr. Panetta stated that seal failure is difficult to predict. Mr. Wolgemuth stated that more modern pump stations would have seal failure electrodes in the pump and would send alarm.
- Hired Kurt Brittingham, not licensed but experience in refinery wastewater treatment plant. Inframark working on fast tracking him to get his license.
- Offer made to a second operator but was flagged on background check. Interviewed two maintenance technicians on Monday. Made an offer to one today and anticipate he will accept.
- Interview with Pennsylvania Licensed operator on Friday. Applicant has a house in slaughter Beach and looking to relocate. Mr. Webb questioned his license level. Mr. Wolgemuth stated that in Pennsylvania he is a level B or C. In Delaware level two. Mr. Webb questioned if Inframark is getting the kind of applicants desired. Mr. Wolgemuth stated that he is happy with maintenance technicians. Delaware licensed operators are more difficult due to the technical plant. Just because an operator is licensed it does not mean they can operate a Zenon wastewater treatment plant. Mr. Wolgemuth stated that Inframark is committed to finding the right person and training them.
- Inframark still has a level four on payroll that helps on weekends.
- David Weed ran the plant before and met with him last weekend. Mr. Weed is willing to help on weekends. Important so that Mr. Plack will not have to be there every weekend plus weekdays.
- Paul Smith will be getting level 3.

- Mr. Webb questioned how long it takes to get someone up to speed to be applicable to Lewes BPW plant needs. Mr. Wolgemuth stated that operators off the street is nearly impossible. Candidates that are at the end of their career and nobody else wants is what is available. The laws in Delaware make it difficult to bring new people into the market. Mr. Wolgemuth stated that salaries have gone crazy and Inframark is offering much more than anticipated. Inframark had a great candidate but could not talk him into making a change but was not because of pay. Mr. Wolgemuth stated that this is his number one priority. President Lee questioned what the board can do to help. Mr. Wolgemuth stated that the Delaware laws need to change. In Pennsylvania, operators can work under Mikes licensed. If standard operating procedure is in place, then no call needed, and licensed operator can provide direction over the phone.
- Inframark did not budget for trainees. Mr. Webb questioned whose budget was this. Inframark proposed 4 full time employees. Inframark was unclear of Delaware laws. Mr. Webb questioned how many full-time employees the plant has. Mr. Wolgemuth stated that there are three full-time employees and still pay full contract due to the labor coverage. Mr. Webb questioned if Inframark expected the BPW to pay at the end of the year. Moving forward Inframark would like to bring on more personnel until headworks issue is resolved.
- President Lee stated that it is frustrating that the information was not passed on when the proposal was drafted. Mr. Wolgemuth stated that people who were affiliated with the plant had moved on.
- Mr. Plack stated that regarding the laws; to fulfill the requirements of trainees, the retirement rate is affecting the industry significantly. President Lee stated that Delaware Tech has great program and reputation for training and connections with Legislation. President Lee stated that Delaware Tech believes that they could work with legislators to make changes. Mr. Plack stated that there are conversations happening to introduce the industry to younger generations. Unfortunately, wastewater has a bad reputation, and the industry is working on educating the public.
- Mr. Plack stated that it would take six months to a year of intense training. Mr. Webb stated that it would be ideal to get those with strong skills sets and contractually obligate to the BPW. Mr. Wolgemuth stated that Inframark is committed to finding best candidate and training them. Mayor Becker stated that Hans, from the county, could help find candidates. President Lee stated that the BPW depends on Inframark and they were hired based on the thinking that they had all the capabilities to run the treatment plant. President Lee stated that Inframark needs to get back there, and that communication is key.
- Mr. Panetta thanked Mr. Wolgemuth for the trending data. Mr. Panetta questioned the nitrogen and phosphorus spike. Mr. Wolgemuth stated that there was a balance pump issue. There was a high phosphorus sample and brought the monthly average down. This was brought down to compliance.
- Mr. Panetta referred to the Suez report and they said it was trending down in the second two-week report. Mr. Wolgemuth stated that Inframark is constantly adjusting. Mr. Plack stated that the adjustments are made based on flows and different concentrations. Mr. Plack stated that they see a constantly changing graph and are

constantly pursuing the medium. What is being seen in the report are samplings from spot checks. Mr. Plack stated that Inframark focuses on being within the range and the limitations. Mr. Panetta stated that Suez recommends it should be 0.5 mg/L and it has been running in the 1 ¼ -2 plus range. Mr. Wolgemuth stated that the valves are not actuated so the air can be controlled at front aeration zone or the back zone. Inframark controls one zone and must throttle the other valves. Blowers will speed up and slow down to achieve desired level. At night it changes, and a sample is taken every morning. Mr. Panetta questioned if the process would benefit from automation. Mr. Wolgemuth stated that modulating valve would be beneficial as there is a set point for each tank and Inframark could control that set point.

- Mr. Webb questioned the limits of methodology of how the plants are put together and the technology. Mr. Wolgemuth stated that the limits are standard and are generally based on receiving water. Mr. O'Donnell stated that DNREC ran receiving water analysis a few years ago. The plant can achieve enhance nutrient renewal; would take more chemical to do that. Mr. Webb questioned if BPW is operating at our capability. MR. O'Donnell stated that it a cost/balance situation. Mr. Plack stated that plant is capable as it exists and depends on the chemical aspect of things for the biology to thrive. President Lee stated that the BPW probably has one of the best effluent levels in the state.

## **6. Presidents Report**

President Lee stated that the BPW has adopted a COVID policy, like Federal government and the city. Employees are now vaccinated or tested weekly to protect staff and those staff encounters. President Lee stated that the hope is that this will encourage more to get vaccinated. President Lee believes that this is necessary.

## **7. Generals Manager**

- Attendance of public hearings on the fire suppression issue.
- Billing inserts for the city regarding Code Red and Smart 911
- RFP Battery and will do several walkthroughs with other vendors
- Pilottown Road project will be starting October 4th.
- Household Hazardous waste will take place October 23<sup>rd</sup>.
- Hydrant Flushing will start on October 8<sup>th</sup>.
- President Lee questioned if the deadline for submission of battery proposals was moved. Mr. Calaman stated that an extra two weeks was given. Mr. Panetta stated that the walkthrough went excellent, and the four vendors were all interested and collaborative.
- Mr. Owen questioned if the fire suppression was for all residents. Mr. Calaman stated that it was for new residents. Mr. Owen questioned if it is worthwhile to get a range of the additional cost of installation, so the public has an idea. Mr. Panetta stated that he has 3400 square foot house and installed a fire suppression system for \$11000. The cost will depend on the age of home and type. Mr. Panetta stated that the National Fire Protection code determines the level if the system. Mr. Owen stated that the code will determine what level you would need. Mr. Owen is looking at this from a public relation

standpoint. Mayor Becker stated that Newark already has a standard as they have adopted this and has been in place for years.

- Mr. Nichols questioned the Pilottown road project and if work will resume where worked stopped last time. Mr. Calaman stated that there is 350 feet left to put in the 12" watermain and then return to start services. Mayor Becker questioned which way the work will flow. Mr. Calaman stated that he was unsure if there will be a separate crew down farther as the 12" pipe was being finished. Mayor Becker stated that the crews should be mindful of all the fall festivities and create minimum disruption. Mr. Calaman stated that a notice will be sent as well.
- Mr. Webb stated that the costs are going up for the BPW and would like to see a report to forecast for the end of the year. Mr. Webb is uncomfortable approving a reserve policy because of BPW increasing. Mr. Webb is also interested in metrics in the report as it relates to the county flow. The five-year capital project needs to be reviewed. Raising rates need to be addressed. MR. Webb confirmed he would like a projection through the fiscal year and relook at projects. Mr. Calaman already started and the workshop will be in October. Mr. Calaman stated that this will be reviewed with Dawn Lund.

## **PRESENTATIONS**

### **8. Presentation by RKL for the updated Lewes BPW Handbook. (RKL)**

Mr. Calaman introduced Eric Suazo, RKL and reviewed the process and the changes the handbook has gone through. Mr. Suazo stated that RKL started handbook review and was looking to bring the handbook into compliance and cohesiveness and to fit it in current work culture and mold. Project was headed by both Mr. Suazo and Laura Stricker. Delivered a final draft last November and there were notes that were recorded by the attorney and the Board. Tracked changes by comments from the Board and RKL comments. The missing link between the track changes of what occurred from the comments and the finalized version. Drafts that were archived since lasted year were accounted for and compiled.

President Lee stated that it has been reviewed. Mr. Yingst stated that Mr. Hoffman and MR. McAllister reviewed the document as well. Mr. Webb questioned if this was similar to the city's handbook. Mr. Calaman stated that there were slight differences, such as vacation. President Lee stated that COVID issues were not included but may not need to be. President Lee questioned if the COVID policy needs to be made an addendum. Mr. Suazo stated that the HCM team has a policy drafted for mandated vaccinations. Employers can come at a federal level and make changes to reflect BPW work culture. Mr. Suazo recommends that the COVID policy should be attached as an addendum as the pandemic is temporary. If it would be a permeant policy. Mayor Becker stated that the city ran into an issue with the State of Emergency and the unionize employees were to be paid time and a half. Recommends reviewing the BPW handbook for time and a half and address the State of Union Emergency. Mr. Suazo stated that in an emergency state, pay is under the discretion of the general manager. If you get more specific, potentially could have issues with wage disputes. Natural disasters and pandemics were left open-ended. Mr. Suazo will coordinate with Mr. Calaman on COVID policy.



Mr. Yingst was unaware that there would be a motion on the handbook today, therefore this item will revisit next board meeting.

## **OLD BUSINESS**

### **9. Open forum/general discussion regarding an update on Donovan Smith Mobile Home Park water and sewer project. INFORMATION/DISCUSSION/ACTION (Mike Hoffman)**

Mr. Yingst stated that the lender has conditional approval, but the details are still being worked out to finalize the memorandum of understanding. Mayor Becker stated that there have been articles in the News Journal but has no further information on Donovan Smith.

## **NEW BUSINESS**

### **10. Open forum/general discussion of draft proposal under consideration by the city to revise its building code to require fire suppression in new residential construction. INFORMATION/DISCUSSION/ACTION (Charlie O'Donnell and Austin Calaman)**

Mr. Calaman stated that city is moving forward to update code and bring fire suppression back in. The Board had to work on verbiage. There are two options; run a separate tap with dedicated line or run off the existing line with two curb stops. Idea for two curb stops is to have a stamp or color top to clearly identifies fire suppression. Backflow prevention will be there as well. Mr. Calaman is requesting direction from the Board.

Mr. Owen questioned if this would come up for a council vote. Mayor Becker stated that it will not be a citizen vote but will come up for a council vote. Fire suppression has been in the building code but has always excluded just as the county has. The only city/municipality is Newark that has done it. Mayor Becker stated that the city held off last month at the request of the BPW. President Lee questioned if the design was a Board decision or something to turn over to Mr. O'Donnell and GMB. Mr. Panetta stated that it is important to have a gameplan going forward so when developers come in, they know what they are going to get.

Ms. Townshend stated that the fire suppression will be every new residence not just new infrastructure. Mayor Becker stated that this could affect homes on the beach, replacement homes. Does not address renovations at this point.

Mr. Calaman addressed the standard spec and the code. The code is outdated and does not reflect the standard spec. This is an issue will be developers asking for a waiver since working off two separate documents. Ms. Townshend suggested taking the standard spec and updating the code to reference standard spec. Avoids updating two conflicting documents when standard spec changes.

Ms. Townshend stated that for town houses it has been international code since 2009. For single family detached homes, it has been in the international code since 2012. The international code has changed to add in safety but in some cases, they backed off in other areas because of the fire suppression. Allows for lighter weight materials that would burn more quickly. Paul Ekler has been an advocate for fire suppression codes evolve to the codes changing. Mr. O'Donnell

and Mr. Calaman will review the connection point in relation to the suppression system. The building inspector will inspect these connections along with the building plans. Mr. Owen questioned if the code has a reduction in the type of construction. Ms. Townshend stated that as more composite type materials have come on the market, building standards change over time. By pulling out fire suppression, changes were made. This is not an issue the BPW is concerned with.

President Lee stated that there was confusion with the document and originally thought it was coming from the city, but Mr. O'Donnell created it as part of the code update for the BPW. Mr. O'Donnell stated that since receiving that document it has been decided to reference the standards. The code will not need to be changed every time the standards change.

Mr. O'Donnell stated that GMB has accounted for houses to still shut down in wintertime. Mayor Becker stated that the city looking to go into the 2021 code, a different set of standards.

Mr. Panetta questioned requiring 20-foot easements. Mr. O'Donnell stated that it is required 10 feet on each individual lot; ten feet on either side of the property line. This is enough to get a backhoe where needed. Mr. Panetta concerned that the wording is confusing. Mr. O'Donnell will review wording. MR. Panetta referenced item Roman numeral one: Diameter of service shall be one inch. Mr. Panetta stated that for smaller houses this may be okay but assumes a 5/8" meter would be used, and water service based on meter size.

Mr. Webb questioned if this changes the ready to serve charge. Mr. Calaman stated that no, the only impact would be a failure or fire.

Mayor Becker stated that fire suppression will be on October agenda for the city. Consensus be to authorize Austin to work with GMB for fire suppressions specifications in accordance with the city's code. The city will make effective 60 days, 90 days, etc. and will relay to the BPW.

**11. Open forum/general discussion of scheduling a workshop for Rate Study, Capital Projects, and Reserve Policy. INFORMATION/DISCUSSION/ACTION (Earl Webb and Austin Calaman)**

Mr. Calaman stated that he was looking at the week of October 18<sup>th</sup> for the rate study workshop. This will be a deep dive into the financials, capital budget, and reserve policy budget. Looking to have updates to discuss with Dawn Lund.

Rate study Workshop scheduled on October 18, 2021, at 10 am.

**12. Open forum/general discussion of scheduling a policy workshop. INFORMATION/DISCUSSION/ACTION (Earl Webb and Austin Calaman)**

Mr. Webb stated that himself, Mr. Owen, and Mr. Panetta have reviewed existing policies and created a spreadsheet that includes active policies/resolutions. Mr. Webb requested suggestions and comments on active policies and suggestions for needed policies. This is a policy driven Board and is important to update the policies and have clarity. Mr. Owen stated that it is ideal to have all policies and resolutions in one place. Mr. Webb suggested sending Board members comments to Ms.

Sexton, Executive Assistant, and she will compile larger document.

The October regular board meeting to October 28, 2021.

Policy Workshop was scheduled for November 2, 2021, at 10 am.

**13. Open forum/general discussion on our semiannual hydrant flushing scheduled for October 8<sup>th</sup> and October 9<sup>th</sup>. INFORMATION/DISCUSSION/ACTION (Austin Calaman)**

Mr. Calaman stated that customers will be notified of the flushing via flyers sent out in bills. The school district is closed on the 8<sup>th</sup>. Big companies such as the hospital, have been notified. This is the normal semi-annual hydrant flushing. President Lee stated that the graphic catches the eye.

**14. Open forum/general discussion on our semi-annual household hazardous waste, electronics and drug take back day- October 23 from 10am-2pm. INFORMATION/DISCUSSION/ACTION (Austin Calaman)**

President Lee stated that the drug take back is not the BPW's but the city's. Mayor Becker stated that the city has already announced the event. Mr. Calaman stated that the event will take place on October 23<sup>rd</sup> on Schley Avenue from 10 am- 2pm. President Lee stated that typically the Board members show up and will be handing out no wipes in the pipes magnets.

**15. Open forum/general discussion on serving Ritter Lane and The Orchard with sewer services. INFORMATION/DISCUSSION/ACTION (Austin Calaman)**

Mr. Calaman stated that there are three areas included: Ritter Lane, the Orchard, and Oysters Cove. The Orchard approached Mark Schaffer; Mark Schaffer approached Mr. Medlarz who came to Mr. Calaman. The Orchard and Ritter Lane is in our sewer service territory and the question is, is it the will of the board to serve those properties? The BPW owns the internals, we handle the billing and goes into county infrastructure. Credit goes back county. There are not any existing rates for sewer customers only. Sewer rates are based off water consumption. Mr. Calaman stated is none or all.

Mr. Panetta questioned how to set the rates, square footage of house or number of toilets? Mr. Calaman stated that the ready to serve charge is \$75.60 for an out of city customer. They are served by tidewater and will have 5/8 meters. Consumption is \$8.65 per thousand and the average 4000 gallons throughout the city. Because they are an existing development the BPW would tack on the loan payment since BPW would have to go through SRF to secure the loan. The Orchard was never happy with price. President Lee questioned what the county was charging in that area. Mr. Calaman would have to check with the county. Mr. Owen stated that the county is there in that area.

Mayor Becker stated that the BPW building the infrastructure is helpful for annexation. The city is concerned with the center of that parcel. Mr. Medlarz had mentioned that the county

does not have the capacity to serve that area. BPW would be able to serve it through Donovan's and a connection point at Lewes Waterfront Preserve. Mr. O'Donnell stated that there would have to be a pump station and force main. The Donovan's Road portion would need to be added on at the entrance of Savannah Place.

Mayor Becker reiterated that the irregular shaped parcel is the important to the city's interest. Mr. Calaman stated that if it is the will the Board to change the lineage of service area, then it will need to go before the county council. Oyster cove is close to coming online. There have been discussions before but there are funding mechanisms out there and if this is part of the initiative of getting septic systems off the area, it would be part of the taxes. Mr. Calaman stated that this must go through the HOA like the pre-annexation agreement. Mr. Panetta stated that the Board needs to keep in mind that rectangle piece of property and the BPW needs to be consistent. Mayor Becker stated that the BPW has already extended service to New Road and Towerhill which is across the street of two of these projects. Mayor Becker does not understand why the BPW would carve out a niche. Mr. Calaman stated that the BPW has an existing agreement with Sussex County. The goal is for the Board to make decision if they will move forward and give direction for staff and GMB.

Mr. Owen questioned the agreement with Sussex County and how it works. Mr. Calaman stated that the BPW owns the internals, handles billing, and credits the county. Mr. Owen questioned why the BPW does not do that for these properties. Mr. Owen states that it is foolish for the BPW to build infrastructure for a property that it is unknown when it will come online. Mayor Becker stated that it is already being done for Oyster Cove. Mr. O'Donnell stated that for a gravity collection system development at the villages of five points was \$41,000 per house. Mr. Calaman gave a rough estimate with a \$25,000 system would have a monthly bill \$250. President Lee recommends approaching the people with the costs before investing time and effort. Mayor Becker stated that this project would probably qualify for infrastructure or stimulus money. Mr. Webb questioned who is going to do the best job, the city, or the county. The response was that the city will do a better job than the county. Mr. Webb assumes the HOA can stop the BPW. End of ritter lane is not an HOA, but individual lot owners. Mayor Becker stated that the owner does not live in Lewes and has had discussions with Greater Lewes Foundation and prefers to not be involved would like to see the land undeveloped. Mayor Becker states that the BPW is already there in two places. Mr. Owen questioned how much the BPW would have to build. Mr. Calaman stated that it is more of the process and administration.

Mr. O'Donnell stated that the parcel if it develops, it will tie will cost the entire infrastructure. That parcel will almost pay for itself. This parcel is currently not in play.

President Lee questioned the real capacity of the treatment plant, and can this be something that can be handled without major upgrades. Mayor Becker stated that the CPCN was developed on the idea of what would be a logical part for the BPW to serve. President Lee stated this is not the CPCN but the service area. Mr. Calaman stated that

topographically, it does not make sense to serve. Engineering-wise, infrastructure is out there, but if the county was not out there to get the force main out there, it would be difficult. Mr. O'Donnell stated that 15 years ago the county and the BPW established the line based on the capacity of plant, topography, and problems. BPW has gone to public service commission and sent a letter stating the service area. Mr. O'Donnell stated that when the county extends sewer, county gives a timeframe. Mr. O'Donnell stated that no one knows what grant money is available until far down the road.

Mr. O'Donnell stated that he believes the treatment plant has the capacity to serve. The membranes are the limiting factor. Mr. Panetta questioned if three membranes were used would oxidation ditch be able to support that. Mr. O'Donnell stated yes but will double check.

Mayor Becker questioned if serving other parcels in that area, why cut these out. Mr. Nichols questioned if the city corporation limits expand with annexation. Mayor Becker stated yes, properties are annexed what are contiguous. Mr. Webb stated that he would prefer the city manage it and make them accountable and as it relates to the BPW work through the implications.

Andrew Williams, city council, stated that there has been discussion of a cooperative plan with the county that builds towards a future path that could be a cooperative vote. Mr. Webb stated that there has been different conversations regarding cross agreements, bi-directional flow, and around the way the plant is run. Mr. Williams stated that the BPW serve, but service area may not require annexation. Mr. Panetta stated that's up to the city. Mr. Nichols questioned if the BPW does this job does it help to protect the water table and water quality. Mr. Calaman stated that it does not matter if it is the BPW or the county.

Mr. Panetta stated that this allows us to tie into the county, more control with the city over the land, and gets them off septic. Mr. Calaman stated that the existing agreement would have to be modified.

Mr. Calaman discussed CPCN application to serve the Gnatt property and ten homes along New Road. This was advertised in the paper. BPW would have to go back to the drawing board and get easements. This would go against the current CPCN process. President Lee stated that it would be a fight. Mayor Becker stated that it should be considered but the only access would be New Road or through wetlands. Tidewater is running down the front.

**16. Open forum/general discussion on setting a new sewer rate for Oyster Cove since we do not provide water. INFORMATION/DISCUSSION/ACTION (Austin Calaman)**

Mr. Calaman stated that he would go back to the county and get some rates. President Lee stated that the average water usage is 4000 gallons for the community. Mayor Becker stated that would be a good place to start.

**17. Open forum/general discussion on approving Savannah Road (16 homes) water and sewer. INFORMATION/DISCUSSION/ACTION (Austin Calaman)**

Mr. Calaman stated that this project has been in the works for a long time, and owners have been patient. The current design is a low-pressure force main on the backside of the properties was the most cost effective. All easements have been acquired. There is an agreement the President Lee will sign with DelDot. The original estimate was \$110,000 to put in water services and putting in a watermain across Savannah Road. The new estimate came back about 50% less. Mr. Hoffman has reviewed. Mayor Becker stated that the city will have a joint meeting with the owners to have them sign a pre-annexation agreement. The original agreement was sent to Mr. Gordon in July and imperative that it is signed quickly. Mr. Panetta stated that if the BPW does not sign the agreement tonight, the price will increase by \$50,000 or more. Mr. Owen is concerned that if \$50,000 is spent and the project does not happen, the public will cause an uproar. Mr. O'Donnell stated time is a factor as well to do the project.

**ACTION:** *Mr. Owen made a motion to accept DelDot agreement. Mr. Panetta seconded the motion, which passed unanimously.*

**18. Open forum/general discussion on ordering a new bucket truck for the electric department due to 16+ month lead time. INFORMATION/DISCUSSION/ACTION (Austin Calaman)**

Mr. Calaman stated that there is a lead time of 16 to 24 months to get in a new truck. Mr. Calaman would like to cut a PO for the bucket truck to come in the fiscal year or the year after.

**ACTION:** *Mr. Nichols motioned to create a PO for a new bucket truck. Mr. Owen seconded the motion, which passed unanimously.*

**19. Open forum/general discussion on a resolution urging customers to refrain from flushing wipes down the sewer system that causes issues with operation, safety and the additional expenses to our rate payers. INFORMATION/DISCUSSION/ACTION (Pres Lee)**

**ACTION:** *Mr. Panetta made the motion to read the resolution by title only and placed for consideration. Mr.. Owen seconded the motion, which passed unanimously.*

Mr. Yingst read the resolution by title only.

**ACTION:** *Mr. Panetta made the motion to accept the resolution read by title only.MR. Owen seconded the motion, which passed unanimously.*

**20. Call to the Public**

None

**21. Call to the Press**

None

**22. EXECUTIVE SESSION**

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

Adjourned to executive session at 6:36 pm.

**23. Return to open session**

Did not return to open session due to time constraints and availability.

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

None

**25. ADJOURNMENT**

Respectfully Submitted  
Sharon Sexton  
Executive Assistant