

Donovan Smith Mobile Home Park Workshop Minutes
November 17, 2022
6:00pm
Rollins Community Center

The Thursday, Donovan Smith Mobile Home Park Workshop was held on November 17, 2022, at 6:00pm at the Margaret Rollins Community Center.

1. Welcome, Call the meeting to order.

President Panetta called the meeting to order at 6:02pm.

2. Roll Call

Board Members

Thomas Panetta

Earl Webb

D. Preston Lee, P.E.

Richard Nichols

A. Thomas Owen

Others

Jonathan Garcia, City of Lewes

Josh Elliott, GMB

Duane Hoffman, GMB

Charlie O'Donnell, GMB

Vincent Luciani, P.E., GMB

Johnny Stant, Teal Construction

Ex-Officio Members

Austin Calaman, General Manager

Robin Davis, Assistant General Manager

Michael Hoffman, Legal Counsel

3. Discussion of the Donovan Smith Mobile Home Park project (DSMHP) with the public.

Josh Elliott presented, and Jonathan Garcia translated to Spanish:

- Duane Hoffman will be the day-to-day contact to answer any questions or address any issues that residents may have. Mr. Hoffman's email and phone number is on the last page of the presentation. Mr. Calaman stated that the presentation is posted on the BPW website.
- Contract time is 630 days. This is from the notice to proceed. Working time will not be 630 days.
- Objectives of Project
 - Replacement of the existing water mains with new PVC water main within DSMHP.
 - Installation and connection of new water services to each home.
 - Installation of new PVC sanitary sewer gravity mains in DSMHP.
 - Installation and connection of new sanitary sewer laterals to each home.
 - Abandonment of existing Sewer and Water.
 - Rebuild roads withing DSMHP.
- Anticipated Schedule
 - The duration of the project is 630 calendar days. The tentative start date is mid-February 2023, and the tentative completion date is mid-November 2024.

- Progress meetings will occur monthly after construction begins. Progress meetings are procedural contract. Public is welcome to attend. Mr. Hoffman will be the best source regarding those meetings.
- Mr. Calaman stated that even though the start date is mid-February, equipment and materials may start to arrive sooner. Dewatering may start as well.
- If there are issues or problems, these can be addressed at progress meetings, but they should be brought to attention of Mr. Hoffman immediately.
- Mr. Hoffman will be out in a week or two to start taking pre-construction condition pictures and videos. Mr. Calaman stated that these pictures and videos help the contractor to know what the area looked like before construction.
- Sequence of Construction
 1. Sewer main installation
 2. Water main installation
 3. Sewer and water service connection to homes
 4. Abandonment of existing sewer and water
 5. Road rebuilding
 6. Restoration
 - The schedule will be updated throughout progress meetings. Mr. Hoffman will notify residents when work will be done at particular homes.
 - The sewer and water service installation is the majority of the project. Connection to the homes will be later in the project.
 - Restoration will be to the original condition.
- Staging area within the community will be at the back of Fairview Circle. This is where contractors are going to store equipment. If owners have something in this area, the contractors will do their best to put it back how it is now.
- Installation of the sanitary sewer gravity main
 - The existing sanitary sewer mains are a mix of old clay pipe and shallow small diameter PVC pipe both, which are prone to cracking.
 - The proposed sanitary sewer mains will be large diameter PVC buried at the proper depth.
 - The sewer main will require dewatering.
 - Showed picture of trench box on Donovans Road that was just done. This will be the deepest that will be in the community. Teal does not believe dewatering is needed for the whole project.
 - Dewatering is not very imposing. If dewatering does cross a driveway, then it will be buried, or a small ramp will be built over the pipe.
 - The trench is shallow and stone on top to drive over.
 - Daily trench restoration at the end of the day by putting crushed stone or crushed concrete into the trench. Contractor will maintain the trench throughout the job.
 - Lane closures will be in place for work on two-way roads.
 - Donovans Road will also have a lane closure to install the water main.
 - Road closures will be in place for work on one-way roads
 - Access to homes and emergency services will be maintained at all times.
 - Moving closures

- A resident questioned where the dewatering pump will discharge. Mr. Hoffman stated that the contractor will not be dewatering the whole time, only when getting ready to dig. There will be water, but it will not be 630 calendar days of dewatering. Dewatering will only be during the sewer installation and at the deeper sections.
- A resident mentioned that for the Donovans Road project that her fence was removed, and she had to replace it herself. Mr. O'Donnell stated that if the contractor needs to remove the fence for water installation, then the contractor restore the fence back as it was.
- Installation of Water Main
 - Approximately 6,000 feet of new PVC water main will be installed within the DSMHP.
 - The existing water main that is fed by two community wells will be abandoned in place. Cut, capped, and left in the ground.
 - Trench restoration and traffic control are the same for the water.
 - Water main are much shallower and do not need a trench box.
- Installation of sewer laterals and cleanouts
 - Each lot will receive its own sewer connection.
 - Sewer cleanouts will be installed at each sanitary sewer lateral.
 - Additional cleanouts will be installed as necessary on each lot.
 - Each home will experience a loss of service during the connection to home. The loss will be approximately one hour. Every home will be different. Mr. Hoffman will coordinate with the homeowners. Harry Caswell will be a subcontractor making these connections.
 - A resident questioned if someone needs to be home when the connection happens. Mr. Elliott stated that it is not necessary, but more than welcome to be. Should not have to come in the home.
 - A resident questioned tree stumps and if trees will need to be cut down. Mr. Elliott stated that trees were avoided in the design. If there was a tree in the way of the design, then the lateral was moved elsewhere. Resident questioned root intrusion. Mr. Elliott stated that because it is PVC pipe there is less root intrusion should not be an issue for a long time.
 - Referred to the diagram of the sewer extension. The main will be in the road and everyone will have the first cleanout off the main. Depending on the geometry of the pipe there may be additional cleanouts. A resident questioned the responsibility of the cleanout. Mr. Calaman stated that the cleanout at the edge of the road is the line. From the cleanout into the main, BPW is responsible. From the cleanout to home, the homeowner or park owner is responsible. This is the same throughout the city.
 - Resident is concerned with abundance of trees. Mr. Elliott stated that Mr. Hoffman will discuss individual properties when it is time for that installation and will do everything to avoid the trees. Mr. Calaman recommends contacting Mr. Hoffman to determine the best option.
- Installation of Water services
 - New water services will be installed at every property.
 - Services will consist of a 1-inch diameter polyethylene plastic (PE) pipe, a curb stop. and a homeowner pit for winterizing.
 - Services will be connected into existing house plumbing. All the new pipes will have heat tape on it. The contractor is not responsible for somewhere to connect the heat tape,

this is the homeowner's responsibility. Each home will experience of a loss of service during the connection to the home. The loss will be approximately 1 hour.

- From the curb stop into the property, is the homeowner/ park owner's responsibility.
- Slide 18 is the homeowner pit looking down. There is a ball valve and a drain.
- For the abandonment of the septic system, the only thing that gets abandoned is the tank itself. Pipes get cut and capped. Lines will be emptied. The old main left in the ground. Empty the septic tanks, remove the top, and break the bottom of the tank so it does not fill with water. The tank is filled with sand so that nothing is left above grade.
- Rebuild of the community roads
 - At the completion of all utility work, the roadway will be removed and rebuilt, full rebuilds.
 - The speed bumps will be replaced with speed humps. The speed humps will be made of asphalt.
 - Signage will be added for one-way roads and new traffic markings.
- Mr. Elliott encourages homeowners to introduce themselves to Mr. Hoffman.
- A resident questioned the abandoned homes in the community. Mr. Elliott stated that the contractor will coordinate with the park owner to figure out who owns them. If not connecting to the home, then the lateral will still be put to the lot line. Current vacant lots will get a lateral and water service to the curb stop.
- A resident questioned the size of the roads. Mr. Elliott stated that the roads will be put in at the same width.

Mr. Calaman stated that there are plans available if residents would like to see them.

A resident questioned if her home on Cooper Circle will be connected from there. She is concerned because she has a fence and a large tree stump. Mr. Elliott stated that if something needs to be removed then the contractor will handle it. Mr. Elliott invited resident to stay and look at the plans. The plan is subject to change based on the surfaces and how the laterals are un.

Mr. Calaman stated that once the first progress meeting is set up, an email will be sent out and information will be made available online.

4. Adjournment

President Panetta adjourned the meeting at 6:47pm.

Respectfully Submitted
Sharon Sexton
Executive Assistant