

Lewes Board of Public Works
Regular Board Meeting Minutes
May 25, 2023

1. Welcome, Call the meeting to order and pledge of allegiance.

President Panetta called the meeting to order at 3:00pm.

2. Roll Call

Board Members

Thomas Panetta, President
Earl Webb, Vice President
D. Preston Lee, P.E., Secretary
Richard Nichols, Treasurer

Ex-Officio Members

Austin Calaman, General Manager
Robin Davis, Assistant General Manager
Michael Hoffman, Legal Counsel

Others

Barbara Curtis
Kimberley Bellere, BPW Finance Director
Michael Wolgemuth, Inframark
Jeffrey Kerrin, Inframark
Charlie O'Donnell, GMB
Sharon Sexton, BPW
Joshua Gritton, BPW
Ann Marie Townshend, City of Lewes
Mark Prouty

3. Consent Agenda

- a. Receive Vice-President Report
- b. Receive secretary report- approval of minutes from December 27, 2018, February 7, 2019, September 16, 2020, March 22, 2023, and May 15, 2023, executive-open session.
- c. Receive Treasurer Report
- d. Receive Assistant Treasurer Report.

ACTION: *Mr. Nichols motioned to approve the consent agenda. Mr. Lee seconded the motion, which passed unanimously. Mr. Owen not present.*

4. Receive the Inframark Report.

Mr. Wolgemuth presented:

Headworks: A replacement circuit breaker panel for the headworks building lighting has been ordered. Work will be scheduled pending receipt of the panel.

Oxidation ditch: Cracks were identified in the concrete tank walls. BPW issued PO for work to be completed spring 2023. Work was completed 5-11-2023 through 5-15-2023. Inframark is going to collaborate with GMB. GMB was pleased with what was found and it was not in the worst possible condition. No seepage since refilling tank.

Work started to replace pump electric connections with watertight plugs and to replace or reseal watertight junction boxes. Electric panel inspections and pump cable megger testing in process. The WWTP building power feed megger testing scheduled for July.

Headwork bid opening tomorrow at 10am.

Mr. Calaman stated the PS behind Cape Shores had an issue and ended up fixing it twice. The City of Milford helped by using some of their equipment. BPW contracted with AccuTrench. Took a week to complete.

Filters: De-ragging UF Train 4 was completed during the week of 4-24-2023. UF Train 1 de-ragging began on 5-4-2023. Train 1 is back online. The upstream cassette to UF Train 1 has significantly more accumulated debris and sludging than the cassettes to UF Train 4. Compared to 2021, the trains were much cleaner. Minimal damage on strands, less than 10. Not seeing any medical waste.

A rental emergency generator is online at Pump Station 4 while plans for a permanent solution are being evaluated. PS3 pump and valve replacement completed 4-25-2023 through 4-27-2023. Wet well piping and isolation valve replacement completed at PS2 on 4/24/2023. Source electric issues required connection of a portable diesel generator at PS74 in the Cape Shores Development. A control panel and level pressure transducer were ordered to replace controls at PS16. An exterior junction box has also been ordered to eliminate the connections within the wet well.

Mr. Wolgemuth needs to follow up with Suez about the biweekly reports. Inframark has not received one for over a month.

President Panetta questioned the year-to-date maintenance budget. Currently under \$32,000 and if there is a forecast for the budget. Mr. Wolgemuth stated that Inframark is purchasing necessary material that is providing value. Inframark is doing its best to stay on budget. A reoccurring expense is the PS4- generator which is \$1800 monthly. Inframark's fiscal year ends in October. President Panetta stated that it would be helpful to have a forecast. Mr. Wolgemuth will work on a forecast.

5. Receive the Presidents Report:

President Panetta stated that he attended Sussex County Executive planning and attended the APPA conference engineering electrification. The engineering conference focused on EVs and the change in the market. Staff and President Panetta and Mr. Webb held meetings with various towns/cities in Delaware how they view wastewater treatment. President Panetta met with Orsted wind. WWTF workshop is scheduled for June 14th and will probably hold one in July.

6. Receive the General Manager Report.

Mr. Calaman presented:

- Staff is working on 22/23 Audit.
- Teal will be at Donovans Road starting next week for water main work.
- Held election on May 13, 2023. There were 349 in person voters and 111 absentee voters. There were a total of 1081 registered voters. President Panetta disappointed with the turnout.
- Tour of the Wolfeneck facility with some members of the public and the Board.
- Received APPA Certificate of Excellence and Reliability award.
- New rates went in effect April 1, 2023, that were adopted in 2022.

Mr. Gritton presented IT:

- Moving IT report to a different format to protect the public and the BPW from cyber security issues.
- Rolling out new vendor. Several threats have been caught through different vendors and working in conjunction with each other.
- Physical security- upgrading water treatment plant with upgraded cameras and hardening. Wrap up next week.
- Annually BPW works with a penetration test company. Looking to begin the process at end of June beginning of July.
- Water plant- power surge blew modem and firewall due to lack of grounding. Feed from comcast and the modem replaced at no charge. Firewall under warranty.
- Water plant was having communication issues due to a failing ethernet switch. Has been replaced. No further issues.
- Attended forum at DEMEC on email security.
- Mr. Lee questioned recent news from Microsoft that critical infrastructure is targeted. Mr. Gritton stated that vendors with concern with internal threats. BPW staff is patching on a regular basis. Microsoft does patches on its own as well.
- President Panetta stated that regarding grounding, the code is now only about personnel protection and safety, not including equipment.
- Mr. Webb stated that it is best practice to have a conversation with the county regarding IT concerns.

Mr. Bellere presented:

- Kim reviewed the first month of the fiscal year, April.
- Line 6- Revenue Other- usually use historical averages, but a re-budget is needed.
- Line 13- Professional & Contractual- higher budgeted amount
- Line 26- Grant Revenue- With the higher professional & contractual amount, the grant revenue is higher.
- Operating income is less than budgeted. \$31,000 of the shortages is coming from revenue, \$12,000 from expenses.
- Non-operating was strong.

- Billing cycle was 4 days less. In 2022, there were 8 days with a high temperature was under 60 degrees. This year, there were only 2 days.

7. Open forum/general discussion of the certification of results for the May 13, 2023, BPW election.

ACTION: *Mr. Nichols motioned to certify the election results. Mr. Lee seconded the motion, which passed unanimously. Mr. Owen not present.*

8. Swearing in of the new directors of the Board.

Mr. Calaman swore in Barbara Curtis and Preston Lee to the Board of Directors.

9. Open forum/general discussion of the election of the Officers of the BPW for the upcoming year.

Current Elected

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|--|--------------------------------|
| a. President- Thomas Panetta | Proposed: Thomas Panetta |
| b. Vice President- Earl Webb | Proposed: Earl Webb |
| c. Secretary: D. Preston Lee, P.E. | Proposed: D. Preston Lee, P.E. |
| d. Treasurer: Richard Nichols | Proposed: Richard Nichols |
| e. Assistant Treasurer: A. Thomas Owen | Proposed: Barbara Curtis |

ACTION: *Mr. Lee nominates Thomas Panetta as Board president, Earl Webb as Vice president, D. Preston Lee, P.E. as secretary, Richard Nichols as treasurer, and Barbara Curtis as assistant treasurer. Ms. Curtis seconded the nomination. All members accept the positions they were nominated for. Vote was unanimous.*

Barbara Curtis will serve as ex-officio on the Lewes Planning Commission.

10. Open forum/general discussion on the WWTF long-range plan.

President Panetta stated that the next WWTF workshop will be on June 14th and there will be one in July. At the last meeting, focused on financials. The numbers from the GHD report were applied to an average 4,000 gallon a month bill. Individual bills will vary depending upon usage. Average bill is currently \$77.49. Mr. Lee stressed that these numbers are general concept numbers. The numbers are based on present dollar values if projects were completed today. Comparison rather than actual costs.

Ms. Curtis questioned if Sussex County given a time frame and would be helpful. President Panetta stated that it is a 5-year project. Once the Board decides to go with one of the options for three then it would trigger the start of the studies. Ms. Curtis stated that it was unclear if the timeframe was to have the constructed wetlands working and how long the county would be discharging into the canal.

President Panetta stated that the Board is pursuing option 3 and working on an agreement with the county. The BPW does not want on spend engineering money on all options.

Ms. Curtis would like more public input. President Panetta stated that information is available on the BPW website. Ms. Curtis questioned if a monthly insert can be done. Mr. Calaman stated that there needs to be a balance because of the costs. Last postcard mailing cost \$2000. Public comment will be continued to be opened after each workshop. President Panetta stated that the city discusses the upcoming WWTF workshops at their meetings. Mr. Lee stated that the lack of participation is frustrated. Ms. Sexton stated that a reminder email is sent to all customers with emails on file 7 days prior to workshops. Ms. Curtis would like to add at the end of each workshop how long the comment periods are open.

Mr. O'Donnell stated that the largest attended BPW meeting was because a project was personalized and affected them personally. Mr. Mushrush stated that he plans on writing an article in the Cape Gazette the week of June 6th.

11. Call to the public.

Mr. O'Donnell invited all those involved in the Pilottown Road project to the Engineering Excellence Awards Banquet. The project is receiving second place.

12. Call to the Press

Aaron Mushrush, Cape Gazette, questioned if the BPW will be implementing dark sky lighting. Mr. Calaman stated that the BPW will be working through the process with the city.

13. Executive Session

ACTION: *Mr. Nichols motioned to adjourn to executive session. Mr. Lee seconded the motion, which passed unanimously.*

President Panetta moved to executive session at 4:17pm.

14. Return to open session.

ACTION: *Mr. Nichols motioned to return to open session. Mr. Lee seconded the motion, which passed unanimously.*

15. Adjournment

ACTION: *Mr. Nichols motioned to adjourn. Mr. Lee seconded the motion, which passed unanimously.*

President Panetta adjourned the meeting at 5:57pm.