

# BOARD OF PUBLIC WORKS

## *Vision*

The Board of Public Works exists to improve the quality of life of the customers we serve.

## *Mission*

We are dedicated to providing our current and future customers with utility and other value-added services in a safe, reliable, and economical manner consistent with sustainable growth, community involvement, and environmental stewardship.

## **Regular Meeting**

**August 23, 2023**

**4:00 p.m.**

**City Council Chambers**

**114 E. Third Street**

ZOOM: <https://lewesbpw.zoom.us/j/89590828644>

## **Agenda**

### **1. WELCOME, CALL MEETING TO ORDER AND PLEDGE OF ALLEGIANCE**

### **2. ROLL CALL**

#### **Board Members**

*Thomas Panetta*

*Earl Webb*

*D. Preston Lee, P.E.*

*Richard Nichols*

*Barbara Curtis*

#### **Ex-Officio Members**

*Andrew Williams, Mayor*

*Austin Calaman, General Manager*

*Robin Davis, Assistant General Manager*

*Michael Hoffman, Legal Counsel*

### **3. CONSENT AGENDA**

- a. Receive Vice-President Report
- b. Receive Secretary Report – approval of minutes from [March 29, 2023](#), Regular Minutes and [May 17, 2023](#), WWTF Workshop.
- c. Receive Treasurer Report
  - [Revenue and Expenditure July 2023](#)
  - [Year to date](#)
  - [Cash Graph](#)
- d. Receive Asst. Treasurer Report

### **4. Receive the [Inframark Report](#).**

- [Attachments](#)

### **5. Receive the President's Report.**

6. Receive the [General Manager's Report](#)

**New Business**

7. Open forum/general discussion on the 22/23 FY DRAFT Audit Report. INFORMATION/DISCUSSION/ACTION (Kimberly Bellere and Zelenkofske Axelrod LLC)
- [Final Governance Letter](#)
  - [Draft Audit Report](#)
8. [Open forum/general discussion on a forbearance agreement for 49 Sussex Drive.](#) INFORMATION/DISCUSSION/ACTION (Austin Calaman and Michael Hoffman)
9. Open forum/general discussion on an update from the Finance Committee INFORMATION/DISCUSSION/ACTION (Richard Nichols and Thomas Panetta)
10. Open forum/general discussion on a resolution to pursue the water CPCN for the [Mitchells Corner Residential \(335-8.00-37.00\)](#) and [Mitchells Corner Commercial \(335-8.00-37.02\)](#) Parcels. INFORMATION/DISCUSSION/ACTION (Austin Calaman and Michael Hoffman)
11. Open forum/general discussion on [a resolution to pursue the water CPCN for 16161 Lynn Road](#) (Dawson). INFORMATION/DISCUSSION/ACTION (Austin Calaman and Michael Hoffman)
12. Open forum/general discussion on a [resolution regarding the Water Tower and Canal Crossing Loans from DHSS.](#) INFORMATION/DISCUSSION/ACTION (Austin Calaman and Michael Hoffman)
13. Open forum/general discussion on a technical amendment to the line of credit promissory note for the line of credit with Fulton Bank. INFORMATION/DISCUSSION/ACTION (Austin Calaman and Michael Hoffman)
- [Fulton Line of Credit Proposed Amendment](#)
  - [Resolution- Allonge to note for revolving credit](#)

**Old Business**

14. Open forum/general discussion on the new capital budget reflecting the watermain assessment study done by GMB and the joint capital projects meeting with the City of Lewes. INFORMATION/DISCUSSION/ACTION (Austin Calaman and Robin Davis)
15. Open forum/general discussion on the WWTP long range plan. INFORMATION/DISCUSSION (Thomas Panetta)

**16. CALL TO THE PUBLIC:**

*Members of the public wishing to address the Board on matters not listed on the agenda should make their request*

known at this time. Time permitting, each presentation will be given approximately three (3) minutes. No action or Board discussion will result from public comments on matters not listed on the agenda; however, the Board President may ask staff to review a matter and individual members of the Board may ask that a matter be put on a future agenda.

**17. CALL TO THE PRESS**

**18. Executive Session-** *A strategy session including those involving legal advice or opinion from attorney-at-law where an open meeting could have adverse effect on the position of the public body with respect to pending or potential litigation and Preliminary discussions on site acquisitions for any publicly funded capital improvements, or sales or leases of real property".29 Del C § 10004(b)(4) 10004 (b)(2)). Review of July 26, 2023, and August 9, 2023, executive minutes.*

**19. Return to open session.**

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

**21. ADJOURNMENT**

*The items listed may not be considered in sequence. This agenda is subject to change to include additional items and Executive Sessions or the deletion of items including Executive Sessions that may arise prior to and at the time of the meeting.*

**THE BOARD RESERVES THE RIGHT TO TAKE ACTION ON ANY AGENDA ITEM.**  
*Persons with disabilities requiring special accommodations, please contact the business office at 645-6228.*

**Posted: August 16, 2023 - 3:00pm**