

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

May 22, 2024

4:00 p.m.

City Council Chambers

114 E. Third Street

ZOOM: <https://lewesbpw.zoom.us/j/86448856327>

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- Review [January 22, 2024 Joint Meeting minutes](#) and [March 15, 2024 meeting minutes](#).
- c. Receive Treasurer Report
 - [April R&E](#)
 - [2024 Cash Graph](#)
 - [O&M Budget Adjustment](#)
- d. Receive Asst. Treasurer Report

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

- [Attachments](#)

5. Receive the President's Report.

6. Receive the [General Managers Report](#).

New Business

7. SWEARING IN OF ELECTED BOARD MEMBERS

8. Open forum/general discussion of the election of Officers of the BPW for the upcoming year. INFORMATION/DISCUSSION/ACTION (Thomas Panetta)

Current Elected

President – Thomas Panetta	Proposed: _____
Vice President - Earl Webb	Proposed: _____
Secretary - D. Preston Lee, P.E.	Proposed: _____
Treasurer – Richard Nichols	Proposed: _____
Asst. Treasurer – Barbara Curtis	Proposed: _____

9. Open forum/general discussion on a [contract amendment from Inframark](#). INFORMATION/DISCUSSION/ACTION (Tom Panetta and Michael Hoffman)

10. Open forum/general discussion on the Fourth Street Final Application submission to DHSS and DNREC with the potential supplemental request for additional streets within the Burton Subdivision. INFORMATION/DISCUSSION/ACTION (Austin Calaman, Thomas Panetta and GMB)

- [Burton Subdivision Meter Testing](#)
- [Burton Subdivision Fire Hydrant Testing](#)

11. Open forum/general discussion on the Hoornkill Ave Final Application submission to DHSS and DNREC. INFORMATION/DISCUSSION/ACTION (Austin Calaman, Thomas Panetta and GMB)

12. Open forum/general discussion on developer of Mitchell’s Corner easement requests concerning the BPW wellfield and the Jones Farm properties. INFORMATION/DISCUSSION/ACTION (Austin Calaman, Robin Davis and Michael Hoffman)

- Parcel 3-35 8.00 33.00- Wellfield:
 - Temporary Easement Agreement
 - Permanent Easement Agreement
- Parcel 3-35 12.00 2.00- Jones Farm:
 - Temporary Easement Agreement
 - Permanent Easement Agreement

13. Open forum/general discussion on proposals for Job Description review and Pay Analytics. INFORMATION/DISCUSSION/ACTION (Austin Calaman and Kimberly Bellere)

Old Business

**14. Open forum/general discussion on the WWTP long range plan update and an update from the Wastewater Treatment Plant Contingency Committee.
INFORMATION/DISCUSSION (Thomas Panetta and Barbara Curtis)**

15. 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.

16. CALL TO THE PRESS

17. 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 personnel matters in which the names, competency and abilities of individual employees or students are discussed, unless the employee or student requests that such a meeting be open ".29 Del C § 10004(b)(4), (b)(9).*

18. Return to open session.

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

20. 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.

***Public comment during any agenda item is limited to a maximum of three minutes per person. Time cannot be transferred from one individual to another.**

Posted: May 15, 2024- 4:00pm