

BOARD OF PUBLIC WORKS

Vision

The Lewes Board of Public Works exists to improve the quality of life of the customers we serve by providing quality and reliable utility services.

Mission

We are dedicated to providing our customers with electric, water, wastewater, stormwater management, and other value-added services in a safe, reliable, and economic manner with sound business practices, sustainable growth, community engagement, economic development, and environmental stewardship.

Regular Meeting

March 26, 2025

4:00 p.m.

City Council Chambers

114 E. Third Street

ZOOM: <https://lewesbpw.zoom.us/j/83780792124>

Agenda

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

2. ROLL CALL

Board Members

Thomas Panetta

Barbara Curtis

D. Preston Lee, P.E.

Richard Nichols

Bob Heffernan

Ex-Officio Members

Andrew Williams, Mayor

Robin Davis, General Manager

Michael Hoffman, Legal Counsel

3. CONSENT AGENDA

- a. Receive Vice-President Report
- b. Receive Secretary Report
 - Approval of minutes from [December 12, 2025 Regular Meeting Minutes](#), [January 22, 2025 Regular Meeting Minutes](#), [January 27, 2025 Joint Meeting Minutes](#), and [February 18, 2025 Finance Committee Minutes](#).
- c. Receive Treasurer Report
- d. Receive Asst. Treasurer Report

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

- February [Veolia Report](#), [Work Orders](#), [Flow](#), [DMR](#)

5. Receive the President's Report.

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

7. Receive Finance Managers Report.

- [Revenue and Expense Report](#)
- [Year-to-date Report](#)
- [Cash Graph](#)

[Presentation](#)

8. Presentation by Scott Lynch, DEMEC, on [exclusivity with DEMEC and CPower](#).
INFORMATION/DISCUSSION/ACTION (Scott Lynch)

[Old Business](#)

9. Open forum/general discussion on the WWTP long range plan update.
INFORMATION/DISCUSSION/ACTION (T. Panetta)

10. Open forum/general discussion on 2025/2026 [Capital Improvement](#) and [O&M](#)
Budgets. INFORMATION/DISCUSSION/ACTION (K. Bellere and R. Davis)

11. Open forum/general discussion on possible upgrade options for [Pump Station #4](#)
[and #8](#) as part of the Pump Station Resiliency Study.
INFORMATION/DISCUSSION/ACTION (R. Davis and GMB)

[New Business](#)

12. Open forum/general discussion on possible upgrade options for [Pump Station #3](#)
as part of the Pump Station Resiliency Study.
INFORMATION/DISCUSSION/ACTION (R. Davis and GMB)

13. Open/forum/general discussion on plumbing permit fees.
INFORMATION/DISCUSSION/ACTION (R. Davis and K. Bellere)

14. Open forum/general discussion on [BPW parental Leave policy](#).
INFORMATION/DISCUSSION/ACTION (K. Keller)

15. Open forum/general discussion on [BPW Shift Differential policy](#).
INFORMATION/DISCUSSION/ACTION (K. Keller)

16. Open forum/general discussion on the updated [BPW Drug/Alcohol Policy](#).
INFORMATION/DISCUSSION/ACTION (K. Keller)

17. Open forum/general discussion date for [Household Hazardous Waste Drop off Day](#). INFORMATION/DISCUSSION/ACTION (R. Davis)

18. Open forum/general discussion on [semi-annual hydrant flushing](#). INFORMATION/DISCUSSION/ACTION (Robin Davis)

19. Open forum/general discussion on payment to Spring & Associates for cutter reamer broken during Canal Crossing project. INFORMATION/DISCUSSION/ACTION (Robin Davis and Mike Hoffman)

20. Open forum/general discussion on the recommendations for seats on the BPW Finance Committee INFORMATION/DISCUSSION/ACTION (R. Nichols)

21. BOARD OR STAFF REQUESTS FOR AGENDA ITEM(S).

22. 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.

23. CALL TO THE PRESS

24. 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; discussion of the content of documents, excluded from the definition of "public record" in § 10002 of this title where such discussion may disclose the contents of such documents; 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)(6), (b)(9). Review executive session minutes from February 14, 2025 and March 11, 2025.

25. Return to open session.

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

27. CALL TO THE PUBLIC

28. 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: February 19, 2025- 4:00pm