

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

May 28, 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

Amy Marasco, 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 [March 17, 2025 Finance Committee Minutes](#), [March 26, 2025 Regular Meeting Minutes](#), [April 23, 2025 Regular meeting minutes](#), and [April 28, 2025 Joint Meeting Minutes](#).
- c. Receive Treasurer Report
- d. Receive Asst. Treasurer Report

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

5. Receive the President's Report.

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

7. Receive Finance Managers Report.

- [Revenue and Expense Report](#)
- [Cash Graphs](#)
- [Fiscal 2026 Cash Reserve](#)

Election of Officers

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

Vice President – Barbara Curtis

Secretary - D. Preston Lee, P.E.

Treasurer – Richard Nichols

Asst. Treasurer – Bob Heffernan

Proposed: _____

Proposed: _____

Proposed: _____

Proposed: _____

Proposed: _____

Old Business

9. Open forum general discussion on the [request from parcel 335-8.00-5.04](#) (New Road) owner to connect to BPW water and sewer and discussion and consideration of resolution requesting CPCN.
INFORMATION/DISCUSSION/ACTION (R. Davis)

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

11. Open forum/general discussion on [the Lewes BPW drug and alcohol policy](#).
INFORMATION/DISCUSSION/ACTION (K. Keller and S. Sexton)

12. Open forum/general discussion on implementing credit card fees to payment transactions. INFORMATION/DISCUSSION/ACTION (K. Bellere)

New Business

13. Open forum/general discussion on receiving the [Re-delineation of Lewes-Rehoboth Beach Well Head Protection Area final report](#).
INFORMATION/DISCUSSION/ACTION (R. Davis)

14. Open forum/general discussion on the final acceptance of Mariner's Retreat.
INFORMATION/DISCUSSION/ACTION (R. Davis and M. Hoffman)

15. Open forum/general discussion on [Re-Establishing the Finance Committee Resolution](#). INFORMATION/DISCUSSION/ACTION (R. Nichols)

16.Open forum/general discussion on Finance Committee recommended amendments to the [Capitalization Threshold Policy](#). INFORMATION/DISCUSSION/ACTION (R. Nichols and K. Bellere)

17. Open forum/general discussion on Finance Committee recommended amendments to the [Capital Budget Policy](#). INFORMATION/DISCUSSION/ACTION (R. Nichols and K. Bellere)

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

19.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.

20.CALL TO THE PRESS

21.Executive Session- Discussion of an individual citizen's qualifications to hold a job or pursue training unless the citizen requests that such a meeting be open. This provision shall not apply to the discussion by a licensing board or commission which is subject to the provisions of § 8735 of this title, of an individual citizen's qualifications to pursue any profession or occupation for which a license must be issued by the public body in accordance with Delaware law; 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 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; Personnel matters in which names, competency and abilities of an individual employees or students are discussed, unless the employee or student requests that such a meeting be open ".29 Del C § 10004, (b)(1), (b)(4) (b)(6), (b)(9). Review executive minutes from April 17, 2025.

22.Return to open session.

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

24.CALL TO THE PUBLIC

25. 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 21, 2025- 4:00pm