

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

June 25, 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
Sharon Sexton, Assistant General Manager
Michael Hoffman, Legal Counsel

3. CONSENT AGENDA

- Receive Vice-President Report
- Receive Secretary Report
 - Approval of minutes [May 28, 2025, Regular Board meeting](#) and [April 28, 2025, Joint Meeting](#)
- Receive Asst. Treasurer Report

4. Call to the Public

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

- [Discharge Monitoring Report](#)
- [Gnatt chart](#)
- [InSight Report](#)
- [Pump Station 196 Flow](#)
- [Work Orders Completed](#)

6. Receive the President's Report.

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

8. Receive Finance Manager's Report.

- [Revenue and Expense Report](#)
- [Year to Date](#)
- [Cash Graphs](#)

[Old Business](#)

9. Open forum general discussion of the resolution to extend the BPW service area for the water utility to include [parcel 335-8.00-5.04 \(New Road\)](#).

INFORMATION/DISCUSSION/ACTION (R. Davis)

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

11. Open forum/general discussion on the WWTP long-range plan update.

INFORMATION/DISCUSSION/ACTION (Thomas Panetta)

12. Open forum/general discussion on the resolution for amending the [Lewes BPW drug free and alcohol-free policy](#). INFORMATION/DISCUSSION/ACTION (K. Keller and S. Sexton)

13. Open forum/general discussion on the resolution for amending the BPW compilation of Policies regarding [Finance Capitalization Threshold Policy](#). INFORMATION/DISCUSSION/ACTION (R. Nichols and K. Bellere)

14. Open forum/general discussion on the resolution for amending the BPW Compilation of Policies regarding the [Five-Year Capital Budget Policy](#). INFORMATION/DISCUSSION/ACTION (R. Nichols and K. Bellere)

15. Open forum/general discussion on the review of [BPW Bylaws](#).

INFORMATION/DISCUSSION/ACTION (Michael Hoffman)

16. Open forum/general discussion on change order to increase the approved bid amount for the Pilottown Village Stormwater Project. INFORMATION/DISCUSSION/ACTION (Robin Davis and GMB)

[New Business](#)

17. Open forum/general discussion on the final acceptance of Mariner's Retreat.

INFORMATION/DISCUSSION/ACTION (R. Davis and M. Hoffman)

18. Open forum/general discussion of an easement agreements with Gibbs Property and Schell Brothers LLC. INFORMATION/DISCUSSION/ACTION (R. Davis)

- [Gibbs Property Sewer Utility Easement](#)
- [Gibbs Property Electric Utility Easement](#)
- [Gibbs/Schell Utility Easement](#)

19. Open forum general discussion of the [Sargent & Lundy proposal for the distribution design proposal of West Fourth Street](#). INFORMATION/DISCUSSION/ACTION (T. Panetta and R. Davis)

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

21. 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.

22. CALL TO THE PRESS

23. 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 23, 2025, Part I & II, May 28, 2025, Part I & II, and June 6, 2025.

24. Return to open session.

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

26. CALL TO THE PUBLIC

27. 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: June 18, 2025- 4:00 pm