

# 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

August 27, 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 from [May 13, 2025, Finance Committee meeting](#), [July 23, 2025, regular meeting](#), and [July 28, 2025 Joint meeting minutes](#).
- Receive Asst. Treasurer Report

### 4. Call to the Public

- Members of the public wishing to address the Board on any BPW-related matter, whether on tonight's agenda or not, should make their request known at this time.
- Please note that there will be no opportunity for additional public comment on matters listed on the agenda until the end of the meeting.
- Each speaker will be given three (3) minutes.

- No action or Board discussion, including to answer questions, will occur during the public comment period; 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.

**5. Receive the Inframark Report.**

- Discharge Monitoring Report
- Gantt chart
- InSight Report
- Work Orders Completed
- Pump Station

**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 on pump station resiliency study.  
INFORMATION/DISCUSSION/ACTION (R. Davis and GMB)**

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

New Business

**11. Open forum/general discussion on GMB's letter of options and recommendation for pump station 17 renovation. INFORMATION/DISCUSSION/ACTION (GMB, R. Davis)**

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

**13. Open forum/general discussion on the Fourth Street memorandum of understanding.  
INFORMATION/DISCUSSION/ACTION (R. Davis, M. Hoffman)**

**14. Open forum/general discussion on the approval of the 24/25 FY Audit.  
INFORMATION/DISCUSSION/ACTION (K. Bellere, R. Nichols)**

**15. Open forum/general discussion on the proposal for electric relays for substation transformers.  
INFORMATION/DISCUSSION/ACTION (R. Davis)**

**16. Open forum/general discussion on request for support to address stormwater improvements at 25 & 27 Devries Circle. INFORMATION/DISCUSSION/ACTION (R. Davis, M. Hoffman)**

**17. BOARD OR STAFF REQUESTS FOR AGENDA ITEM(S).**

**18. CALL TO THE PUBLIC:**

- Members of the public wishing to address the Board on matters listed on the agenda should make their request known at this time.
- Each speaker will be given three (3) minutes.
- No action or Board discussion, including to answer questions, will occur during the public comment period; 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.

**19. CALL TO THE PRESS**

**20. Executive Session-** *A strategy session including those involving legal advice or opinion from attorney-at-law, with respect to collective bargaining or pending or potential litigation, but only when an open meeting would have an adverse effect on the bargaining or litigation position of the public body; 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; and Personnel matters in which the names, competency and abilities of individual employees or students are discussed, unless the employee or the student requests that such a meeting be open. 29 Del C § 10004, (b)(4), (b)(6)(b)(9). Review executive minutes from July 23, 2025, Part I & II, and August 6, 2025.*

**21. Return to open session.**

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

**23. 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.

<p><b>THE BOARD RESERVES THE RIGHT TO TAKE ACTION ON ANY AGENDA ITEM.</b> <i>Persons with disabilities requiring special accommodations, please contact the business office at 645-6228.</i></p>
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\*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: August 19, 2025- 4:00 pm

***Amended Agenda: August 21, 2025- added executive session language- time sensitive information***