

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

December 10, 2025

4:00 p.m.

City Council Chambers

114 E. Third Street

ZOOM: <https://lewesbpw.zoom.us/j/81973740025>

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 [September 24, 2025, Regular meeting minutes](#), and [October 27, 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 (October, November)
- Work Orders Completed
- Pump Station

6. Receive the Presidents 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. Wastewater pump station resiliency assessment. INFORMATION/DISCUSSION/ACTION (R. Davis and GMB)

10. Open forum/general discussion on the update for Fourth Street project and Burton Neighborhood. INFORMATION/DISCUSSION/ACTION (R. Davis)

New Business

11. Open forum/general discussion on the draft agreement with Sussex County concerning the wastewater treatment. INFORMATION/DISCUSSION/ACTION (T. Panetta and M. Hoffman)

12. Open forum/general discussion on the amendment of the flow agreement with Sussex County. INFORMATION/DISCUSSION/ACTION (R. Davis, M. Hoffman)

13. Open forum/general discussion on amending the Lewes BPW Compilation of Policies to include penalties for introducing prohibited substances into the Lewes BPW sewer system. INFORMATION/DISCUSSION/ACTION (M. Hoffman)

14. Open forum/general discussion on appointing ex-officio BPW member on City of Lewes Economic, Environment, and Resiliency Commission. INFORMATION/DISCUSSION/ACTION (D. Lee)

15. Open forum/general discussion on the annual Fire Department donation.

INFORMATION/DISCUSSION/ACTION (R. Davis)

16. Open forum/general discussion of an electrical easement agreement with Donovan Smith Mobile Home Park. INFORMATION/DISCUSSION/ACTION (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*²⁹ *Del C § 10004, (b)(4), (b)(6).* Review executive minutes from November 12, 2025, and October 22, 2025, parts I and II.

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>THE BOARD RESERVES THE RIGHT TO TAKE ACTION ON ANY AGENDA ITEM. <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: December 3, 2025- 4:00 pm