

**CITY OF LEWES
BOARD OF PUBLIC WORKS
Regular Meeting Minutes
September 24, 2025**

The Wednesday, September 24, 2025 regular meeting of the Lewes Board of Public Works was held at 4:00 P.M. in Lewes City Hall and via Zoom.

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

In the absence of President Panetta, Vice President Barbara Curtis conducted the meeting called to order at 4:00 P.M. and led the Pledge of Allegiance and a moment of silence.

2. ROLL CALL

Board Members:

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

Others Present:

Kimberly Bellere, BPW Finance Director
Jeffrey Kerin, Inframark
Ben Hearn, GMB
Joshua Gritton, IT Manager
Jackie Doherty, Recording Secretary

Absent:

President Thomas Panetta

3. CONSENT AGENDA

- **Receive Vice President Report**
- **Receive Secretary Report**
- **Approval of minutes from August 27, 2025 regular meeting**
- **Receive Assistant Treasurer Report**

ACTION: *Mr. Nichols made a motion to accept the Consent Agenda as presented; Mr. Lee seconded the motion, which passed unanimously.*

3. 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 decision, 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.**

No comments at this time.

5. Receive the Inframark Report

- **Discharge Monitoring Report**
- **Gantt Chart**
- **InSight Report**
- **Work Orders Completed**
- **Pump Station**

Mr. Kerin reported:

- All 30 pump stations are checked monthly for maintenance; Clean Delaware helped to remove FOG and ragging from Pump Station #19 last week; consider replacing floats with transducer or possible screening.
- Chemical coating the week of October 13th; replacement chemical tanks installed the week of October 20th over two days.
- New chemical vendor quotes to replace chemicals were sent to Mr. Davis and Ms. Sexton for review.
- Door and roof repair in chemical building has been completed.
- Neo Water trial has been approved to begin October 1st; the County has been notified about possible false-positive arsenic testing.
- Chemical cleaning on Trains #1 and #2 are complete; Trains #3 and #4 will be completed after the tanks are replaced.
- Higher water usage at the plant is due to the new screens and headworks running with increased efficiency; the manufacturer recommends using potable water; this is also the reason for higher electric usage.
- Spike in turbidity on Train #4 until September 18th.
- A new magnet to remove manhole covers was purchased; Mr. Kerin and other employees are attending TriCon 2025 training classes.

Mr. Davis will provide a recommendation on which pump stations he would prioritize.

6. Receive the President's Report

No report due to President Panetta's absence today.

7. Receive the General Manager's Report

Mr. Davis reported:

- Meetings attended included Mayor and City Council, walkthrough at residential portion of Mitchell's Corner for water service, SCAT meeting in Lewes, Matt Stapleford of Veolia at the plant, DEMEC annual meeting, City leadership meeting, Burton Subdivision representatives for Fourth Street Project, University of Delaware Community Engagement meeting on flooding, virtual meeting with DBF to discuss construction plan for Henlopen Bluff.
- Update on projects included Canal Crossing and Wellfield Header Projects are in the final stages and everything is up and running; new water tower structural work to begin in October; GMB submitted a draft concept plan for the Hoornkill design of water and sewer expansion, goal for completion is July 2026; Capes Cove water/sewer project bids needed additional funding, were approved by the Board, and the award contract was signed.
- Lewes Community Service Day is October 3rd; Household Hazardous Waste Take-Back Day is Saturday, October 25th; bi-annual hydrant flushing is scheduled for October 22nd and 23rd.

Ms. Bellere stated the meeting with USDA was to discuss funding for water projects including the Burton Subdivision. They also have a national electrical AMI program.

8. Receive the Finance Manager's Report

- **Revenue and Expense Report**
- **Year-to-Date**
- **Cash Graphs**

Ms. Bellere reported:

- Revenue has increased and expenses decreased for August and September and the Year-To-Date.
- Zwaanendael Park had a higher usage of water for August and September after the fountain was re-started; there was also a leak in the underground pipe to the fountain.
- Professional services have increased due to work on the relay and transformer that caused the previous outage.
- This month we should receive the principal forgiveness for Donovan Smith.
- Cash Graph is above goal.
- Investment funds are moved to the Money Market account.

Old Business

9. Open forum/general discussion on Pump Station Resiliency Study.

INFORMATION/DISCUSSION/ACTION (Robin Davis and GMB)

Mr. Hearn stated he would like to begin with questions and comments about the draft report submitted for review.

Comments and discussion included:

- Winter Storm Jonas in January 2016 as compared to the March '62 Storm; levels of resiliency referenced are base-flood elevation and critical elevation, which were also reviewed by the Mitigation Subcommittee and available for review in their report.
- Address the most critical pump stations first including the electrical equipment; raise pump stations now with the ability to raise again in the future (2050).
- Mr. Gritton explained the Lewes Asset Management System by DNREC from 2017 to 2020 regarding lift stations and infrastructure, condition assessments with a rating system.

Mr. Hearn stated DEMA/FEMA has reported they will not have the funding for Pump Station #3 work. An extension for the project was approved.

After discussion, it was decided to send written comments on the draft to Mr. Davis by October 8th.

Mr. Hearn reviewed the options for comments and concerns:

- Board requested more creative options, which have been provided.
- Included Option #1 elevated platform with decorative, wood fencing along outside; enclosure for electrical equipment; Option #2 is floating platform with green mesh material to frame.
- The specific designs for Hoornkill pump station may be used for others; concerns about reducing the dimensions.
- Option #3 would be for a small masonry structure to surround a platform with a smaller interior structure; the outside may be painted or decorated; flood panels to protect equipment.
- Option #4 is based on Lewes and the Cape Henlopen observation tower.
- Option #5 will resemble a lighthouse and have the ability to move equipment as needed at times of flood.
- Address the need for equipment to always be protected and dry.

After discussion, it was decided that Mr. Hearn will continue design work on Option #1 for a fenced structure with an elevated platform for Hoornkill and address the other pump stations in the future. There will be a public hearing to inform residents that the old pump station will be removed and for their comments on the design.

Regarding Pump Station #3, the current recommendations are being paid from the DEMA/FEMA funds provided, but any additional work to the design will need to be paid by BPW since the request for added funds was denied.

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

Ms. Curtis stated work continues on the agreement. Plans are to schedule a workshop in late October.

**11. Open forum/general discussion on the approval of the 24/25 FY Single Audit Report.
INFORMATION/DISCUSSION/ACTION (Kimberly Bellere and Richard Nichols)**

Ms. Bellere explained this is a required additional audit needed when over \$750,000 in federal funds is received. By next year, all of the ARPA money will have been used.

ACTION: *Mr. Nichols made a motion to approve the Single Audit Report; Mr. Heffernan seconded the motion, which passed unanimously.*

12. Open forum/general discussion on request for support to address stormwater improvements at 25 and 27 DeVries Circle.

INFORMATION/DISCUSSION/ACTION (Robin Davis and Michael Hoffman)

Mr. Davis stated this is a follow-up to the request we received last month from the property owners regarding the stormwater improvements proposed by Sussex Conservation. The estimated cost is \$50,000 and Soil Conservation will provide \$20,000 for preparation work. The property owners are asking BPW and the City to fund the remaining \$30,000.

Mr. Davis continued stating that Mayor and City Council have not yet addressed the request. This is a private drainage area without BPW easements. He reviewed the list of work that is being planned by Soil Conservation including removing corrugated piping to be replaced with new. It needs to be determined if DelDOT has drainage in the area to be included in the request for funding.

Mr. Hoffman advised that BPW is not responsible and has no authority since there are no easements. This is considered a private drainage area and the responsibility of the property owners. No action was taken on this agenda item last month, and it may be tabled again today and added to the agenda for the October meeting. Or action may be taken today either for or against.

Mr. Hoffman stated the property owners may speak at this time to provide any additional information for the Board.

Lauren McNulty, 27 DeVries Circle, was present stating the offer to help with funding from Sussex Conservation expires on November 6th. The cost of the project is a burden, and they are willing to contribute a third of the cost with the remainder from BPW and Sussex Conservation.

Michael DelDeo, 27 DeVries Circle, was present stating part of the ditch is on their property, but is being fed by public drainage, and part is on State property. He has spoken to DelDOT who refused to help since there is no easement on record or information from previous owners. There is also a question of an agreement with the City and DelDOT that the City would be responsible to maintain anything off the bike trail. There is also an issue with the section of the ditch collapsing and water will then flow through onto Kings Highway to become a City problem.

Richard Bryan, 25 DeVries Circle, was present via Zoom stating he did give DelDOT an easement for the bike trail for stormwater access. BPW may also have an easement. He is ready to make a decision to sign the Sussex Conservation agreement with or without BPW, or to completely fill the ditch.

Mr. Hoffman stated he would encourage the property owners to contact their attorney before deciding to take action to alter the drainage. There are laws that govern the rights of property owners concerning drainage. Without an easement, it is not the responsibility of BPW.

Ms. Curtis spoke about the policies followed by BPW and concerns about setting a precedent. Property owners are taking steps to cope with climate and stormwater changes.

ACTION: *Mr. Nichols made a motion to deny the request; Mr. Lee seconded the motion, which passed unanimously.*

13. Open forum/general discussion on GMB's letter of options and proposal for Pump Station #17 Abandonment and Gravity Sewer Project. INFORMATION/DISCUSSION/ACTION (GMB and Robin Davis)

Mr. Hearn stated the estimated additional cost is \$25,000 for the trash-rack system to be included as requested by the Board for the pump station at Huling Cove. The Operations and Management cost was updated to include extra manpower hours required (about 2 to 3 hours per month). There are also options to replace existing original pumps and electrical equipment that are 40-years old and include complete rehabilitation. GMB has provided a proposal for their design of Option #3 and fee cost of \$37,500.

Ms. Sexton stated there have been continued education materials provided for residents through the management regarding this issue.

There was discussion concerning the costs to continue maintaining the pump station vs. engineering fees for the designs and to begin the loan application process for construction. The issue of ragging and education of "no wipes in the pipes" was also reviewed.

ACTION: *Mr. Heffernan made a motion to approve \$37,500 for the GMB design; Mr. Lee seconded the motion, which passed unanimously.*

14. Open forum/general discussion on the update for Fourth Street Project and Burton Neighborhood. INFORMATION/DISCUSSION/ACTION (Robin Davis)

Mr. Davis reported that GMB is continuing with the design and surveys. A plan has been submitted with existing conditions of piping in the project area, and Staff is reviewing for possible changes. The contractor started camera work to see the condition of piping and size of the sewer and stormwater lines at the Fourth Street/Park Avenue area. It will then be determined if pipes will be relined or replaced. Extra catch basins are needed on Fourth Street. Met with Burton representatives yesterday to review the Gnat Chart updates by GMB. On schedule with completion date of June 2028.

Additional water testing was done in the area on July 31st as a follow-up from May for comparison. Burton and Paynter pipe samples are complete and planning to do Johnson tomorrow. After comparisons, the Board will decide how to address future streets, which are included in the 10-year Capital Plan for 2029, 2031 and 2033. Met with USDA about funding.

New Business

15. Open forum/general discussion on the final acceptance of Mariner's Retreat. INFORMATION/DISCUSSION/ACTION (Robin Davis and Michael Hoffman)

Mr. Davis stated the punch list is complete, invoices have been paid, and Mayor and City Council approved conditional acceptance. Condition according to GMB includes a four-year maintenance bond at a cost of \$158,750 submitted to the City Planner within 10 days of conditional acceptance.

ACTION: *Mr. Lee made a motion to have Resolution #25-0010 read into the record by title only for consideration and adoption by the Board; Mr. Nichols seconded the motion, which passed unanimously.*

Mr. Hoffman read Resolution #25-0010 into the record by title only.

ACTION: *Mr. Nichols made a motion to adopt Resolution #25-0010 with the condition that the Maintenance Bond be provided as required by the City; Mr. Heffernan seconded the motion, which passed unanimously.*

16. Open forum/general discussion on proposal to provide consulting and inspection services during construction of the elevated storage tank.

INFORMATION/DISCUSSION/ACTION (GMB and Robin Davis)

Mr. Hearn stated there was a requirement for a third-party inspection, specifically for welding, painting and coating. This will be an addition, \$126,200 over two years, to the original cost of the new tank.

ACTION: *Mr. Nichols made a motion to approve the proposal for the additional \$126,200 cost of the third-party inspection; Mr. Heffernan seconded the motion, which passed unanimously.*

17. Open forum/general discussion on the Hoornkill Avenue Memorandum of Understanding.

INFORMATION/DISCUSSION/ACTION (Robin Davis and Michael Hoffman)

Mr. Davis requested this agenda item be deferred to provide additional information on exact costs.

18. Open forum/general discussion on the Developers Agreement for The Overlook (Alaska Avenue). INFORMATION/DISCUSSION/ACTION (Robin Davis and Michael Hoffman)

Mr. Davis reported the entrance will be from Alaska Avenue because DelDOT will not allow it to be from Cape Henlopen Drive and Savannah Road. The additional work on Alaska Avenue includes relining the sewer pipe; water line work by the contractor for \$28,000 is included in the Developers Agreement. All buildings will be residential. The commercial aspect mentioned is for public parking on the property along Cape Henlopen and Savannah Roads. Each residential unit will be metered with no commercial meters.

Mr. Hoffman explained the \$28,000 will be reimbursed to the developer due to an agreement for BPW work during off-site work to support the development, which is the responsibility of the developer. The City still needs to approve their portion of the agreement that includes improvements to roads, curbs, and landscaping. There will be an easement for the electricity service to be provided. The reduced deposit amount is because this is a smaller-scale project.

The Developer's Agreement includes the BPW portion of water line work for \$28,000 to be completed by the contractor and reimbursed by the BPW. The sewer relining is a separate project by the BPW and not included in the Developer's Agreement. The sewer relining will be going out for bid in October and is already in the Capital Budget.

ACTION: *Mr. Nichols made a motion to approve the Developers Agreement pending the correction to the meter pits and approval by the City; Mr. Heffernan seconded the motion, which passed unanimously.*

**19. Open forum/general discussion on Kings Highway water and sewer relocation.
INFORMATION/DISCUSSION/ACTION (Robin Davis)**

Mr. Davis stated DelDOT will need to relocate our water/sewer utilities located in the roundabout. DelDOT requested BPW to provide an engineering service proposal for the development of a permanent location utility plan. GMB's proposal for \$185,000 states they will be paid by BPW to be reimbursed by DelDOT. Mr. Davis will speak to DelDOT about funding to pay GMB from DelDOT, as in the New Road Project, they would be considered a subcontractor for the project.

**20. Open forum/general discussion on the Crown Castle Fiber LLC pole attachment agreement.
INFORMATION/DISCUSSION/ACTION (Robin Davis and Michael Hoffman)**

Mr. Davis stated the agreement is similar to AT&T, but Crown Castle has not specified the locations. The Board has approved glow fiber in the past.

Mr. Hoffman explained the form agreement addresses expectations, standards, process, and costs on how BPW will use the poles. Appearances are not within BPW purview and is a City zoning question according to their standards. The BPW regulations must be clear and consistent with parameters. When Shentel or others are using BPW poles, there must be an agreement. The new pole attachment agreement covers removal.

Mr. Lee spoke about work by Shentel over the last weeks on his street and his neighbor's property. He received a notification postcard after the work began.

Mayor Marasco stated according to the City's agreement with Shentel, citizens in the neighborhood are to be notified before preliminary work begins.

ACTION: *Mr. Lee made a motion to approve the Crown Castle Fiber LLC Pole Attachment Agreement; Mr. Heffernan seconded the motion, which passed unanimously.*

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

Mr. Heffernan requested information from Mr. Davis on the pump stations regarding priorities and costs to begin applications for grants.

22. 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.

No comments today.

23. CALL TO THE PRESS

No questions today.

24. Executive Session

ACTION: *Mr. Heffernan made a motion to adjourn to Executive Session; Mr. Nichols seconded the motion, which passed unanimously.*

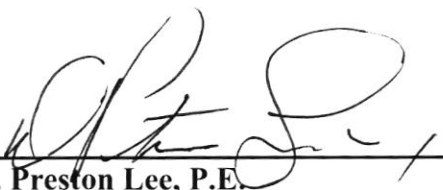
The meeting was adjourned at 7:15 P.M.

25. Return to open session.

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

27. ADJOURNMENT

Respectfully submitted,
Jackie Doherty, Recording Secretary
Lewes Board of Public Works



D. Preston Lee, P.E.

Date