

# 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

January 28, 2026

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 October 22, 2025, and December 10, 2025 Regular meeting minutes.
- Receive Treasurer Report
- 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 (December, January)
- Work Orders Completed (November, December)
- Pump Station (November, December)

**6. Receive the Presidents Report**

**7. Receive the General Manager's Report**

**8. Receive Finance Manager's Report.**

- November Revenue and Expense Report
- December Revenue and Expense Report
- Quarter Three Report ( R&E, Q&M)
- Year to Date Report
- Cash Graphs (November, December)

Old Business

**9. 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. Reidsville, NC sewer use ordinance. INFORMATION/DISCUSSION/ACTION (M. Hoffman)**

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

**11. Open forum/general discussion on the annual Fire Department donation. INFORMATION/DISCUSSION/ACTION (S. Sexton)**

New Business

**12. Open forum/general discussion on pump station capital improvement priority. INFORMATION/DISCUSSION/ACTION (R. Davis)**

**13. Open forum/general discussion on the acceptance of bid acceptance for the Alaska Avenue sewer relining project. INFORMATION/DISCUSSION/ACTION (B. Hearn and R. Davis)**

**14. Open forum/general discussion on Advanced Metering Infrastructure (AMI). INFORMATION/DISCUSSION/ACTION (S. Sexton and J. Gritton)**

**15. Open forum/general discussion on Lewes BPW stormwater management overview.**

## **INFORMATION/DISCUSSION/ACTION (R. Davis and B. Hearn)**

**16. Open forum/general discussion on the Hertrich Parcel water and sewer service extension. INFORMATION/DISCUSSION/ACTION (R. Davis)**

**17. Open forum/general discussion on the Hoornkill Avenue MOU with the city.  
INFORMATION/DISCUSSION/ACTION (R. Davis and M. Hoffman)**

**18. Open forum/general discussion on the city's tide gate project.  
INFORMATION/DISCUSSION/ACTION (GMB)**

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

**20. 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.

**21. CALL TO THE PRESS**

**22. 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; Strategy sessions, including those involving legal advice or opinion from an 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; 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)(1), (b)(4), (b)(6). Review unapproved executive minutes*

**23. Return to open session.**

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

**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 645-0228.*

\*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: January 21, 2025- 4:00 pm

