

**CITY OF LEWES
BOARD OF PUBLIC WORKS
Regular Meeting Minutes
October 22, 2025**

The Wednesday, October, 22, 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

President Panetta 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:

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

Others Present:

Kimberly Bellere, BPW Finance Director
Ben Hearn, GMB
Joshua Gritton, IT Manager
Kris Keller, HR Manager, Office Manager (Online)
Jeffrey Kerin, Inframark
Nate, Inframark (Online)

3. CONSENT AGENDA

- **Receive Vice President Report**
- **Receive Secretary Report; Approval of minutes from September 24, 2025, Regular meeting minutes**
- **Receive Treasurer Report**
- **Receive Assistant Treasurer Report**

Action: *Mr. Heffernan motioned to approve the Vice President report, Secretary report, and Assistant Treasurer report, Mr. Nichols seconded the motion, which passed unanimously.*

Ms. Sexton stated there have been a couple of requests from Mr. Heffernan for changes to the September 24, 2025 Regular Meeting minutes.

- Page six, section thirteen, paragraph three to include the issue of Ragging and the education of Wipes in the Pipes.
- Page seven, item eighteen, clarify the developers agreement to include Lewes BPW portion of \$28,000.00 for the water line work to be completed by the contractor and reimbursed by Lewes BPW. On the same developers agreement, it needs to be changed that the sewer relining is a separate project that is about to go out for bid.

Action: *Mr. Nichols motioned to approve minute revisions, Ms. Curtis seconded the motion, which passed unanimously.*

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 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

5. Receive the Inframark Report

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

Mr. Kerin presented Inframark report.

Pump Station #4 is considered critical due to generator situation and the pumps being undersized for peak flow.

Mr. Heffernan questioned what can be done at pump station 4 until a decision is reached with Sussex County. Mr. Lee followed, asking if the temporary generator was still in place. Mr. Kerin confirmed the generator is still in place but will only run one pump. When putting in a permanent bypass pump was suggested, it was said that the 1550 gallons per minute rating was not enough. There has been discussion with GMB about adding a third pump, increasing the size on pumps, or the removal of a wall and making it one wet well but a decision has not yet been reached.

President Panetta questioned if the bypass pump can run all pump stations. Mr. Kerin stated that the bypass pump will run pump stations 4, 8, and 3 but it will be oversized for the other stations.

Ms. Curtis questioned the generator being able to run the bypass pump in the event of an electric outage. Mr. Kerin stated that it runs from diesel fuel, and not electric. Mr. Nichols asked how long the bypass would run, Mr. Kerin stated 12 hours before it would need refilling.

Mr. Kerin stated that the bypass pump is the fastest and cheapest option, estimating at \$75,000 to

\$100,000, where a new generator is estimated at \$185,000 though Mr. Kerin does not feel it is the most permanent option.

President Panetta questioned about the backup power at pump stations 3 and 8. Mr. Davis and Mr. Kerin stated only pump station 8 has backup power.

Mr. Lee proposed that Lewes BPW reach out to Sussex County about using a bypass pump.

Mr. Hearn stated that as part of the Pump Station Resiliency Project, GMB is tasked to design a bypass pump or generator for pump station 3 but could design a mobile bypass pump to run all three. Mr. Nichols questioned the timing. Mr. Hearn and Mr. Davis advised the report needs to be completed by March.

Mr. Kerin stated there is a bypass pump that can run pump station 4 but there needs to be a backup to be able to run two stations simultaneously.

President Panetta questioned having permanent piping installed for bypass pump due to the amount of time it takes to install. Mr. Kerin advised to have GMB look more into this.

President Panetta questioned the prioritization of the 16 pump stations. Mr. Davis presented a spreadsheet of the pump stations that provided ratings by GMB. Mr. Davis stated that pump stations 33, 74, and 83 should be prioritized next due to vulnerability, though this goes against the mitigation committee recommendation and board approval of the flood plain elevation yearly date. Mr. Davis will discuss with Mr. Kerin and plan to have more details by the next meeting.

6. Receive the President's Report

President Panetta reported Tuesday, October 28th, 2025, at 5:30pm in the Bonnie Osler meeting room, the seventh workshop for Wastewater Treatment Agreement with Sussex County will be held. There was a meeting with the City of Lewes over the critical infrastructure projects. President Panetta attended the dedication of the Bonnie Osler room. President Panetta also attended the Mayor and City Council meeting and the leadership meeting. October 25th, 2025, will be hazardous waste and drug takeback day.

7. Receive the General Manager's Report

Mr. Davis presented the manager's report.

President Panetta questioned if all five wells have been run together and what are the flow rates. Mr. Davis stated they have all been run at one time and flow rates have gone up.

Mr. Lee requested more information on the flow rate number and pipe conditions.

Mr. Lee questioned if Hertrich Collision Center was interested in the possible annexation to have water and sewer ran. Mr. Davis stated Hertrich Collision Centers previous owner has expressed interest.

8. Receive the Finance Manager's Report

- **Revenue and Expense Report**
- **Year-to-Date**
- **Cash Graphs**
- **Updated five year Capital Budget**
- **Updated O & M FY 2026**
- **Adjusted Cash Reserves Model**

Ms. Bellere presented the finance reports.

Mr. Heffernan questioned why purchase power rate is down. Ms. Bellere stated due to DEMEC reducing costs by 2.8%.

Ms. Curtis questioned if water usage would go down once Wastewater Treatment Facility starts reusing treated water and if the budget could be adjusted. Ms. Bellere stated yes.

Mr. Heffernan questioned whether there are any current employee vacancies. Mr. Davis there are three. One in water, electric, and administration departments.

Ms. Bellere requested a motion to amend the budget for industrial and municipal water and sewer.

Action: Ms. Curtis motioned to amend the budget for industrial and municipal water and sewer, Mr. Nichols seconded the motion which passed unanimously.

Old Business

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

President Panetta stated there will be a public workshop at the Bonnie Osler meeting room on October 28, 2025.

Mayor Marasco questioned how residents are being informed of the workshop. President Panetta stated flyers, Cape Gazette, and the City of Lewes website. Mayor Marasco suggested sending a news alert, Ms. Sexton advised there is already one scheduled.

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

Mr. Davis stated that CCTV has been completed. Preliminary data suggested Lewes BPW may not have to do anything to the sewer line on Fourth Street and Park Avenue. GMB will follow up with this information. President Panetta suggested this might not be the case with Paynter Avenue, Burton Avenue, and Johnson Avenue. Mr. Hearn stated it is potentially PVC piping on these streets as well but will need to review the plans.

President Panetta questioned the stormwater pipes, Mr. Davis stated stormwater pipes will need replaced due to sizing.

Mayor Marasco questioned when there will be a definite answer on the wastewater pipes. Mr. Hearn stated within the next two weeks.

Mr. Davis stated that GMB advised of still being on schedule and moving forward with design. Permits should begin March or April 2026, then bidding, and construction starting fall of 2026. Estimated completion date still June or July of 2028.

New Business

11. Open forum/general discussion on the Hoornkill Avenue memorandum of understanding. INFORMATION/DISCUSSION/ACTION (R. Davis and M. Hoffman)

Mr. Davis stated that the memorandum is currently being reviewed by Alex Burns, the legal

counsel for the City of Lewes.

**12. Open forum/general discussion on the Developments agreement for White's Pond Preserve.
INFORMATION/DISCUSSION/ACTION (R. Davis and M. Hoffman)**

Mr. Davis stated plans were approved by the City of Lewes on September 8, 2025. Standard Developers Agreement that has been reviewed by Lewes BPW staff and legal counsel, still needs to be reviewed by the City of Lewes.

Mr. Nichols questioned section 2.8 of agreement stating, "easement access including but not limited to" and would like to know more information in the "not limited to" part. Mr. Hoffman stated it was left broad intentionally to encompass whatever the utilities may end up being at the completion and approval of project.

Mr. Nichols questioned if an outside vendor could use or buy the easement. Mr. Hoffman stated no, it is for Lewes BPW utilities.

Ms. Curtis questioned that stormwater was not mentioned. Mr. Hoffman stated only if there was a component of the project that included stormwater would it need to be mentioned.

Mr. Nichols questioned the highlighted yellow on page eight. Mr. Hoffman advised anything in section three is for the City of Lewes.

Action: Mr. Nichols motioned to approve Lewes BPW portion of agreement in contingent upon the City of Lewes, Mr. Lee seconded motion which passed unanimously.

**13. Open forum/general discussion on setting the date for the Nov/Dec meeting.
INFORMATION/DISCUSSION/ACTION (R. Davis)**

Mr. Davis stated that the November/December board meeting will be December 10, 2025, at 4pm in the Council Chambers.

**14. Open forum/general discussion on the Developers Agreement for New Road
(Piorkowski Property) INFORMATION/DISCUSSION/ACTION (R. Davis and M.
Hoffman)**

Mr. Davis stated there was approval for the CPCN for water at the public service commission meeting October 15th, 2025. Property owner will install water and sewer lines then will turn over to Lewes BPW. Developers Agreement is required. Homeowner requested some changes, which is why Developers Agreement is not ready.

**15. Open forum/general discussion on the BPWs participation in Lewes 250.
INFORMATION/DISCUSSION/ACTION (T. Panetta)**

President Panetta stated the City of Lewes, and 250 Committee has approached Lewes BPW to participate and present about electricity. Lewes BPW is reviewing several options.

Ms. Curtis inquired if there would be interest in Wastewater Treatment Plant tours. President Panetta stated independently of Lewes 250 this should be encouraged.

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

Mr. Heffernan suggested more information at the Board meetings on employee daily activities.

Mr. Davis added that the City of Lewes is also doing the shredding event on Saturday October 25th, 2025.

17. 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.
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No Comment

18. CALL TO THE PRESS

No Comment

19. Executive Session

Action: Mr. Lee motioned to go into Executive Session, Ms. Curtis seconded this motion, which was passed unanimously.

Moved to Executive Session @ 5:19pm

20. Return to open session.

Returned to open session @ 6:40pm

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

22. ADJOURNMENT

Action: Mr. Lee motioned to adjourn meeting, Mr. Nichols seconded this motion, which passed unanimously.

Meeting adjourned @ 6:42pm

Respectfully submitted,
Melissa Rowe
Executive Assistant



D. Preston Lee, P.E.



Date