

BOARD OF PUBLIC WORKS

Vision

The Board of Public Works exists to improve the quality of life of the customers we serve.

Mission

We are dedicated to providing our current and future customers with utility and other value added services in a safe, reliable, and economical manner consistent with sustainable growth, community involvement, and environmental stewardship.

Regular Meeting

June 22, 2011

7:00 PM

City Hall

114 E Third Street

Council Chambers

Agenda (amended June 16, 2011)

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

Board Members

C. Wendell Alfred

Preston Lee

Jack Lesher

James N. Richmann

Candace Vessella

Ex-Officio Members

James L. Ford III, Mayor

Darrin Gordon, General Manager

Glenn C. Mandalas, Legal Council

3. INTRODUCTION OF NEW MEMBER. (W. Alfred)
4. ELECTION OF TREASURER. (W. Alfred)
5. REVISIONS AND/OR DELETIONS TO THE AGENDA
6. CONSENT AGENDA
 - a) Approve Minutes of the Regular Meeting of May 25, 2011 and Special Meeting of June 14, 2011
 - b) Receive the General Manager's Monthly Report.
 - c) Receive Severn Trent Report for May
 - d) Receive Presidents Report
 - e) Receive Vice-Presidents Report
 - f) Receive Secretary Report
 - g) Receive Treasurers Report
 - h) Receive Asst. Treasurers Report

These items are considered routine by the Board of Public Works and will be enacted by one motion, without discussion. The consent agenda is a time saving device and Board members have received documentation on these items for review prior to the open meeting.

Any Board member may remove any item from the consent agenda for discussion and a separate vote if deemed necessary.

The public may view the documentation relating to the consent agenda at the offices of the Board of Public Works, located at 107 Franklin Ave., Lewes, DE, weekdays from 9:00 a.m. to 4:00 p.m.

It is recommended that the Board approve a. through h. as consent agenda items. ACTION

Open forum/general discussion of items, if any, removed from the Consent Agenda. INFORMATION/ACTION

OLD BUSINESS- None

NEW BUSINESS

7. It is recommended that the Board of Public Works write off the Bad debt incurred from January 1, 2008 to December 31, 2009 in the amount of \$25,867.12. INFORMATION/ACTION (D. Gordon)
8. The presentation of the 2010-2011 Annual Audit Report by PKS & Company, P.A. It is recommended that the report be Accepted by the Board. INFORMATION/ACTION (D. Gordon)
9. It is recommended that Darrin Gordon be appointed as the Lewes Board of Public Works representative Director on the Delaware Municipal Electric Corporation (DEMEC) Board of Directors and that Kenneth Mecham be appointed the Alternate Director. INFORMATION/ACTION (D. Gordon)
10. Presentation of the Annual 2010 Consumer Confidence Report for the BPW water system. INFORMATION (D. Gordon)
11. Proposed amendment to the 2011 Capital Budget for a water main extension from Atlantic Drive to the water main at Savannah Road. INFORMATION/ACTION (D. Gordon)
12. The introduction of communication outreach for the upcoming 12 months. INFORMATION (C. Vessella)
13. Employee job description review due to expanded duties and responsibilities. INFORMATION (D. Gordon)
14. MEETINGS ATTENDED BY BOARD MEMBERS OR STAFF.
15. BOARD OR STAFF REQUESTS FOR AGENDA ITEM(S).
16. CALL TO THE PUBLIC:
Members of the public wishing to address the Board on matters not listed on the agenda should make their request known at this time. Time permitting; each presentation will be given approximately three (3) minutes. No action or Board discussion will result from public comments on matters not listed on the agenda; 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.
17. CALL TO THE PRESS
18. EXECUTIVE SESSION
Executive Session on a strategy session involving legal advice or opinion from our attorney-at-law where an open meeting could have an adverse effect on the position of the public body: Preliminary discussions on site acquisitions for the Board funded capital improvements; Personnel matters in which the names, competency and abilities of individual employees will be discussed; Contract matters: (29 Del.C. § 10004) (b) (2) (4) (9)
INFORMATION/ACTION
19. RETURN TO OPEN SESSION.
20. APPROVE THE EXECUTIVE SESSION MINUTES
March 30, 2011
April 27, 2011
21. OPEN FORUM/GENERAL DISCUSSION AND/OR ACTION ON ANY ITEM FROM THE EXECUTIVE SESSION.
22. 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 645-6228.

DATE POSTED: June 15, 2011, 1:00pm

Amended: June 16, 2011, 10:50am, removing original agenda item # 9 and renumbering