

# 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**

**August 24, 2011**

**7:00 PM**

**City Hall**

**114 E Third Street**

**Council Chambers**

**Agenda**

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. REVISIONS AND/OR DELETIONS TO THE AGENDA

4. CONSENT AGENDA

- a) Receive the General Manager's Monthly Report.
- b) Receive Severn Trent Report for June
- c) Receive Presidents Report
- d) Receive Vice-Presidents Report
- e) Receive Secretary Report
- 1.) Approval of Minutes dated July 27, 2011*
- f) Receive Treasurers Report
- g) Receive Asst. Treasures Report

### *OLD BUSINESS-*

5. It is recommended that the Board accept the current BPW Employee Handbook and its amendments.  
INFORMATION/ACTION (D. Gordon)

6. Open forum/general discussion on the update of the Board of Public Works communication plan and public outreach.  
INFORMATION/ACTION (C. Vessella)

### *NEW BUSINESS*

7. Open forum/general discussion on the BPW Board and organizational goals. INFORMATION/ACTION (J. Richmann)

8. Open forum/general discussion on the review of current investigation in increasing the billing cycle from monthly to bi-monthly. INFORMATION/ACTION (D. Gordon)

9. Open forum/general discussion on the addition of a Board Calendar to the board agenda packet and the input of topics.  
INFORMATION (W. Alfred)

10. Open forum/general discussion on the update of the Bay Avenue sewer and water renewal project.  
INFORMATION/ACTION (P. Lee/D. Gordon)

11. MEETINGS ATTENDED BY BOARD MEMBERS OR STAFF.

12. BOARD OR STAFF REQUESTS FOR AGENDA ITEM(S).

13. 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.*

14. CALL TO THE PRESS

15. 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: Personnel matters in which the names, competency and abilities of individual employees will be discussed; Contract matters: (29 Del.C. § 10004) (b) (4) (2) (9) INFORMATION/ACTION*

17. RETURN TO OPEN SESSION.

18. APPROVE THE EXECUTIVE SESSION MINUTES  
March 30, 2011 and July 27, 2011

19. OPEN FORUM/GENERAL DISCUSSION AND/OR ACTION ON ANY ITEM FROM THE EXECUTIVE SESSION.

20. 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: August 17, 2011 – 2:00pm