

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 of the Board of Public Works was held in Lewes City Hall, Council Chambers, 114 East Third Street, Lewes, Delaware on Wednesday, October 24, 2012 at 7:00 p.m.

Board Members Present:

C. Wendell Alfred
D. Preston Lee
Jack Leshner
James N. Richmann
Candace Vessella

Ex-Officio Members Present:

James L. Ford, III – Lewes Mayor
aul Eckrich – Lewes City Manager
Fred Beaufait – Lewes City Council

Darrin Gordon – General Manager
Heidi Wagner – Asst. General Manager

Glenn C. Mandalas – Legal Counsel

Others Present:

Henry Evans – Cape Gazette
Joe Hoechner - Resident
Tim Crowley – Resident
Dennis Reardon - Resident

1. Welcome, Call Meeting to Order and Pledge of Allegiance

At 7:00 p.m., President Alfred welcomed everyone, called meeting to order and led Pledge of Allegiance. A moment of silence was observed for our troops serving our country.

2. Roll Call

President Alfred stated all Board Members, General Manager Darrin Gordon, Assistant General Manager Heidi Wagner, Mayor James Ford, and Legal Counsel Glenn Mandalas are present.

3. Revisions and/or Deletions to the Agenda

No revisions and/or deletions to agenda.

4. CONSENT AGENDA:

- a) Receive General Manager Monthly Report.
- b) Receive Severn Trent Report.
- c) Receive President Report.
- d) Receive Vice-President Report.
- e) Receive Secretary Report.
 1. Approval of Regular Minutes dated , September 26, 2012.
- f) Receive Treasurer Report.
- g) Receive Asst. Treasurer Report.

James Richmann motioned to approve the Consent Agenda, Preston Lee seconded, and motion carried unanimously.

OLD BUSINESS

5. Open forum/general discussion to adopt the Lewes Board of Public Works Policies and Procedures Regarding FOIA Requests, per State law. (D. Gordon, C. Vessella)

DISCUSSION:

Candace Vessella stated that the policies and procedures of FOIA comports with state law and should be adopted. She also reported that the website will soon have an interactive form to be completed. A question was raised asking the reasoning behind the FOIA policy. Glenn Mandalas reported that there is now a time frame of 15 days to respond to the public and that it is a good tracking system for those responses.

ACTION:

Motion to Accept Lewes BPW Policies and Procedures Regarding FOIA Requests (J. Leshner, J. Richmann)

6. Open forum/general discussion of the financial review covering the six month 2011/2012 budget.

(D. Gordon)

INFORMATION:

Darrin Gordon's financial review referenced revenue and expenditures citing the goal to keep rates down. Consumption broke records for June, July and August. Expenditures were up by 8% and expenses by 4.8% with a change in net assets of a positive \$27,027. Expenditures were up temporarily and justified due to the new department manager's effort to insure all equipment was in good working order. Spending was also higher due to the stormwater study usually done with the help of prison inmates which was suspended in 2012. Without their help, and outside contractor was necessary. The \$560,618 Principal Payment will be coming from the net assets. There is a need to add a temporary employee and increase the budget to \$721,973 but we are still 20% under last years' budget.

ACTION:

President Alfred asked for Motion to raise the budget and raise the budget to \$721,973. Seconded by Jack Leshner.

NEW BUSINESS

7. Open forum/general discussion to approve the signing of the 5 year Sewer Master Plan, per the Capital Projects budget. (D. Gordon)

DISCUSSION:

Darrin Gordon discussed the URS Corporation Sanitary Sewer 5 year Master Plan in the amount not to exceed \$45,000 and requested approval to enter into an agreement with URS for the entire project.

ACTION:

Preston Lee moved to accept the URS proposal and James Richmann seconded, and motion carried unanimously.

8. Information/open forum/general discussion on the Canal Crossing capital project and increase of budget for the project.(D. Gordon)

DISCUSSION:

Darrin Gordon stated that project for the replacement of the canal for beachfront properties is moving forward. The cost of the project will require an increase due to a requirement by the State of Delaware Historical and Cultural Affairs requirement that we must conduct an archeological dig first at a cost of \$10,719. Darrin requested a motion to approve this additional cost.

ACTION:

Preston Lee motioned to authorize the expenditure of \$10,719 and James Richmann seconded, and motion carried unanimously.

9. Information/open forum/general discussion of new point source nutrient monitoring requirements in the Delaware estuary for the Howard Seymour WWTP. (D. Gordon)

INFORMATION:

Darrin Gordon discussed the Delaware River Basin Commission's requirement requiring BPW to perform nutrient monitoring of their discharges at their cost and expense for a period of up to 24 months. Monitoring all point source wastewater monitoring has become necessary due to high levels of pollutants from an unknown source. An additional estimated cost would be \$1,500 to \$2,000 per year.

10. MEETINGS ATTENDED BY BOARD MEMBERS OR STAFF.

Preston Lee, Jack Leshner, James Richmann, Candace Vessella and President Alfred listed meetings they attended. All board members attended the DEMEC Annual Board Meeting. James Richmann attended the Street Improvement Committee meeting and the Chesapeake Utilities meeting. Preston Lee attended the Street Improvement Committee meeting. Jack Leshner attended the City Council meeting. Candace Vessella attended the City Council meeting and the Planning meeting. Darrin Gordon attended the NAWC Water Summit and was on a panel to discuss Public-Private Partnerships.

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

No Requests

12. CALL TO THE PUBLIC:

Request to include reporting of how many brand new resident customers are added each year for reporting purposes. Darrin Gordon accepted the request and will include the reporting going forward.

13. CALL TO THE PRESS

No questions or comments

14. EXECUTIVE SESSION Meeting adjourned at 7:40 pm. An Executive Session followed.

15. ADJOURNMENT

Recorded by: Joanne Pacana
Reviewed with changes by: Heidi Wagner