

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, 114 East Third Street, Lewes, Delaware on Wednesday, March 25, 2015 at 7:00 PM.

Board Members Present:

C. Wendell Alfred
D. Preston Lee, P.E.
A. Thomas Owen
Jack Leshner
Nancy Levenson

Ex-Officio Members Present:

Fred Beaufait, Deputy Mayor (in place of Mayor Becker)
Darrin Gordon, General Manager
Glenn C. Mandalas, Legal Counsel

Ex-Officio Members Not Present:

Theodore Becker, Mayor

Others Present:

Paul Eckrich, City Manager
Rob Morgan, Councilperson
Bonnie Osler, Councilperson

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

At 7:00 PM, President Alfred welcomed everyone, called the 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 that Nancy Levenson is not present. All other Board members are present. Also present are Mayor Ted Becker, General Manager Darrin Gordon, and Legal Counsel Glenn Mandalas.

3. Revisions and/or Deletions to the Agenda.

No revisions and/or deletions.

4. Consent Agenda

- a) Receive the General Manager Monthly Report*
- b) Receive Severn Trent Report for February 2015*
- c) Receive President Report*
- d) Receive Vice-President Report*
- e) Receive Secretary Report, Approve Special Minutes February 24, 2015 and Regular Minutes February 24, 2015.*
- f) Receive Treasurer Report*
- g) Receive Asst. Treasurer Report*

President Alfred commented that the Board received an excellent letter from a customer regarding Highland Acres that also made special note of Darrin Gordon.

Preston Lee motioned to approve the Consent Agenda, Tom Owen seconded, and the motion passed unanimously.

5. Open forum/general discussion for approval of the 2015-2016 Operations and Maintenance Budget. (D. Gordon) INFORMATION:

Darrin Gordon said we have reviewed the 2015-16 proposed Operations and Maintenance budget several times. None of the numbers have changed since the Budget Workshop. Our actual business revenue is about \$370K. For a retail business, you would want that ratio to be 15% or more. Our ration is 2.79%. That number is very tight and it points to the fact that we are running a very efficient business. We are defined as a non-profit, and that is how we are running it.

ACTION:

Jack Leshar motioned to accept the 2015-2016 Operations and Maintenance Budget as presented, Tom Owen seconded, and the motion passed unanimously.

6. Open forum/general discussion of the 2015-16 to 2019-20 Capital Budget and projects. (D. Gordon)

INFORMATION:

Darrin Gordon said the new fiscal year begins April 1. The Capital Budget will be gone through in more detail next month. Darrin reviews the Canal Crossing project and what they are currently doing. He asks the Board to start thinking about other projects for the future. Darrin briefly reviews:

1. Sewer – DeVries Circle. Darrin explains the problem and there is discussion about when the installation mistake was made and why it was made. Tom Owen would like to know if it was a design error.
Bonnie Osler, 901 Savannah Road
Where will this work be and what will fixing this problem entail?
Darrin answers in detail the exact location where the work will need to be done and how it will be done.
2. Electric – 69kV breaker and metering for Delmarva. Previously the cost in the budget was \$220K and it has been increased to \$300K based on the Booth & Assoc. design and proposal for the breaker system.
3. Water Tank Maintenance – We are looking at doing it this year and that is at \$650K right now, but that number is prior to us going out to bid. That is an estimate.
4. Storm Water – The first one on the list is Bay View/Angler’s Road which I have pushed out a year. The last bid we opened came in much higher than the engineer’s estimate and Darrin discusses possible reasons for this including how busy the contractors are. There is discussion about Highland Acres and how the Board may come across the same problem with bids for Highland Acres.
 - University/Harbor View Ditch Improvement – That has been on the books to do this year but we haven’t gotten it done. There is discussion about location of the ditch and what needs to be done.
 - DeVries & Railroad/Trail – Darrin discusses the problem and what the solution needs to be. Engineering will be required and this will be done next year. Preston Lee would like money for at least the engineering portion of the project to be shifted into the current fiscal year. If the trail project moves forward, he would like the ability to move quickly. Paul Eckrich said he knows the Trail project is not funded as of today, but we will know more June 30.
Bonnie Osler:
There has been an issue for many years about the ownership of the alleys around DeVries Circle. The City has asked Glenn’s firm to take a look at this ownership issue. The area that you are talking about may or may not be part of those plat alleys, so you might want to consider that issue of ownership surrounding this project.

Darrin Gordon said you don’t see a whole lot on the Capital Projects side regarding the Wastewater Treatment Plant. The filters have been pushed off another year and we will watch those carefully. Last year we had \$2.7M for Support within the Capital Budget but that will be the bond payoff this week. I am looking into possibly doing a community solar farm at our well fields. Darrin briefly mentions future city projects.

Rob Morgan:

Is there a Capital item in here for solar items?

Darrin Gordon said I have not put that in yet. I have contacted DEMEC to let them know that we are interested in this. I will put a number on it once I have a better idea of what the cost would be.

7. Open forum/general discussion to amend the review requirements date of the BPW Cash Reserves Policy. (D. Gordon)

INFORMATION:

Darrin Gordon said the cash reserve is reviewed annually. In the policy, the wording states “on or before November 1”. I suggest that we remove that wording and request a resolution to change that wording. There is further discussion regarding why that date was originally included in the annual requirements. It was agreed that it was important to receive Andy Haney’s input before approving the amendment. Action was deferred to next month’s meeting.

8. Open forum/general discussion for the appointment of a Board Member to the City of Lewes Planning Commission. (President C. Wendell Alfred)

INFORMATION:

President Alfred announced that Tom Owen has agreed to be appointed to the City of Lewes Planning Commission.

ACTION:

Jack Leshar motioned to appoint Tom Owen to the City of Lewes Planning Commission, Nancy Levenson seconded, and motion passed unanimously.

9. Open forum/general discussion for the Household Hazardous Waste collection day Saturday, April 25, 2015 from 9:00 AM to 1:00 PM. (Vice President D. Preston Lee, P.E.)

INFORMATION:

Preston Lee said the waste collection was an overwhelming success six months ago. This year we are going to expand it to electronics as well.

President Alfred said he spoke with the Mayor about holding a shredding event.

10. Open forum/general discussion to open the Lewes BPW office on Saturday, April 18, 2015 between the hours of 9:00AM and 12:00 PM noon for Voter Registration and Absentee Voting, if there is an Election on May 9, 2015.

ACTION:

Tom Owen motioned to approve to open the Lewes BPW office, if needed, on Saturday, April 18, 2015, Preston Lee seconded, and motion passed unanimously.

Rob Morgan:

The Lewes HOA Association has scheduled May 1 as a candidate forum if there is an election.

11. Meetings attended by Board Members or Staff.

Preston Lee attended Council Meetings and meetings with the contractor for Savannah Road. Jack Leshner and Tom Owen attended the SCAT meeting.

12. Board or Staff Requests for Agenda Items.

The Cash Reserve Policy amendment was deferred to April's meeting.

13. Call to the Public.

Curt Smith, 116 Carter Way, Canary Creek:

Back in January, on behalf of our HOA, I drafted a letter and submitted it to the City and it was cc'ed to the BPW for a request for a streetlight at the corner of the entrance to Canary Creek where Samantha Road runs into East Park Drive. It is very dark at that intersection. I think there could be the potential for an accident either with an animal or an oncoming car.

Paul Eckrich said it is a state road and the City has taken over the maintenance responsibilities on Park up to Savannah. There is the discussion about the exact location of this intersection.

Darrin Gordon said that he and Paul Eckrich can put their heads together and look at some maps and come up with an idea on how to proceed on it.

14. Call to the Press.

15. Adjournment.

President Alfred adjourned the meeting at 7:53 PM.

Respectfully Submitted,
Stephanie Moyer