

# 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 at  
City Hall, 114 E. Third St., Lewes, Delaware  
June 22, 2016

### Board Members Present:

C. Wendell Alfred  
D. Preston Lee, P.E.  
J. Leshner  
R. Kennedy III

### Board Members Absent:

A. Thomas Owen

### Ex-Officio Members Present:

T. Becker, Mayor  
D. Gordon, General Manager  
G. Mandalas, Legal Council

### Others Present:

A. Haynie, PKS  
D. Reardon, City Council  
A. Calaman, BPW  
N. Roth, Cape Gazette  
J. & W. Berrigan

1. **WELCOME, CALL MEETING TO ORDER AND PLEDGE OF ALLEGIANCE** 4:00 pm
2. **ROLL CALL**
3. **REVISIONS AND/OR DELETIONS TO THE AGENDA**  
Items presented by Board member R. Kennedy will be on next meeting's agenda.
4. **CONSENT AGENDA**
  - a. Receive the General Manager Monthly Report
  - b. Receive Severn Trent Report for May 2016
  - c. Receive President Report
  - d. Receive Vice-President Report
  - e. Receive Secretary Report, Approve Regular Minutes May 25, 2016
  - f. Receive Treasurer Report
  - g. Receive Asst. Treasurer Report

Motion to accept Consent Agenda approved and seconded by Board members. R. Kennedy questions re: Trent report. D. Gordon explained two things affecting micro-filtration system. Bird feathers that are sharp and get into post-filter. Difficult to prevent. #2 is the urea coming off the cement walls which has been problem for many years. Oxidation ditch cement walls require urea on the walls. It came off. Previously used water jet to cut poly urea off walls. Talked with Charles Simpson Operations Manager who stated that the loss is negligible so far and does not need to be replaced. A picture was shown of 8" pipe of flushable wipes that are causing extensive damage. Asked that the Cape Gazette report on it so that the residents are educated about this consistent problem. Flushable wipes fibers are strong. It has not escalated but has not gone away. Educational campaign was successful with local nursing home. Besides Cape Gazette, consider an email blast and send picture out. This is damaging to the system and in the end will cost the residents. Mayor Becker asked how seasonal the situation was and no data to answer but picture was right after Memorial Day. Believe that all activities ramp up during summer season.

All Board members accepted the Consent Agenda.

**5. Open forum general discussion to receive a report from Andy Haynie PKS, on the progress of the annual audit.**

Mr. Haynie of PKS updated the Board on audit and final report. Final report will be submitted in about 2 weeks. All procedures done. Waiting for third party confirmation. Overall profit down this year. Discussion about the inventory of obsolete lines and transformers and change out of meters which is 70% completed. Mr. Gordon will work with departments to see what can be used and which items are not compatible with system and sell them to other utilities or scrap metal like poles. Will work with J. Leshner on the admin line items which represents about 10% of the operating expense. Formal presentation of audit by PKS will be presented at July meetings.

**6. Open forum general discussion for acceptance of Lewes Sanitary Sewer Study amendment and the adoption of a resolution revising the Wastewater System Area Connection Charges (Impact Fees).**

Mr. Gordon: in 2007 looked at service area. Reviewed map and divided up and came up with 9 areas. Put a value on what the cost would be for sewer upgrades and charges to any new customers. Believe it was time to revisit. Last month presented report upgrade to it Page 2 resolution chart impact zones and impact fees associated with each zone. Any home just inside Lewes that is the value. My request approve resolution supported by engineering and practices. Zones 10 & 11 have not submitted a plan. Mayor: 1A on map. Very large discrepancy between 2 numbers. Gordon: Harbor Point through Canary Creek already built. That is a value vs. what is up and down New Rd. Can make an adjustment to chart. Will check with Charlie. Directive to GMB each new customer pays their share. Gordon: Noted that Highland Acres is lower. Existing lift station is big enough to service. Tried to be as fair with every parcel. Mr. Mandalas read Resolution – Impact fee table. Motion to approve by Mr. Lee, and seconded by Mr. Leshner. Mayor: Question land outside city less expensive i.e. Harbor Point. No incentive for people who want to come into city. Mr. Gordon: Goal is not to get people annexed and to be fair and equitable. Will bring up in workshop. Simply based on engineering numbers. Mayor Becker concerned about growth outside of the city. Mr. Mandalas: City Council Annexation Committee looking at some incentives to encourage people to annex. Need guidelines what you can charge but there are limitations. Mr. Gordon: The 50% increase can be justified by longer to drive. Reason we go with engineering not social engineering is a defensible reason why we have these costs. Mayor Becker questioned how could it be 50% more to Harbor Point when it is already there. Mr. Gordon answered that one reason is consumption charges. Impact fees have strict rule. Mr. Alfred would like to hear Charlie's back up why he came up with that. He is an

experienced engineer. Invite him to the workshop. Mr. Mandalas will look at legal end and bring up at next meeting.

**7. Open forum general discussion to review of the current capital projects and additional projects in consideration.**

Mr. Gordon: Wastewater affluent line that comes out parallel to railroad tracks and dumps into canal. Issue is went from 14,000 minute to 1,000 minute. Videod the line and had a scuba diver take a look. This line has been in ground about 50 years when canal was much thinner. Canal has eroded the bank by almost 80'. 15' from existing bank 16" line has broken and one end is flared. The pipe has fallen and opened up and also cracked. Believe the pipe can be cut and replaced. Will determine the best correction and keep Board informed. Diver can cut and plug it and jet it out with nothing going into canal. Budget \$300,000. Mr. Leshner: concerned about polluting the canal. Mr. Gordon: Will ask the Army Corps what they want us to do. Question on the condition of the affluent coming out of the pipe and it was stated that is was cleaner than drinking water.

Water tank out to bid. The contract will be awarded in about 2 ½ weeks for construction and re-painting.

Vacuum truck. Mr. Gordon: having problems hydraulics and joints that are going bad. One of the concerns is to buy a new truck would cost \$387,000. Used not a good idea either. However Trent has some vac trucks in fleet that do not have time on it. Meeting tomorrow morning to discuss contract and will bring up purchase of truck. Since they are smaller trucks it was questioned if it will meet the needs. Will check. Kennedy: What is the depreciation? Gordon: This truck about 20 years old. It is used so much in a sandy environment. Reels and nozzles have been replaced. Stated that it did not have the appropriate depreciation listed. Alfred: Hurricane season coming up may need and we don't want a situation where the vac truck fails.

**8. Introduction of a new Assistant General Manager, Austin Calaman.**

Mr. Austin Calaman was introduced as new Assistant General Manager who started June 20, 2016. He gave a brief bio and is learning all of the utility processes.

**9. MEETINGS ATTENDED BY BOARD MEMBERS OR STAFF**

Mr. Lee, Mr. Owen, Mr. Leshner, Mr. Kennedy and Mr. Gordon all attended the APPA National Convention. Other Board members attended meetings with Severn Trent and in Dover for the Power Association.

**10. BOARD OR STAFF REQUESTS FOR AGENDA ITEM(S)**

Mr. Gordon: workshop a little bit of date sensitive since July 14 scheduled for meeting with Planning & Zoning for Village Center. Workshop on July 7 or 8 about new technology and may consolidate with discussion on Village Center. Mayor Becker has a meeting at 8:30 AM and requested that it not start until 10:00 AM. Some City Council members want to be involved. Mr. Alfred suggested that APPA information be discussed first and Village Center. All agreed to workshop on Wednesday, July 6, 2016, at 9AM until 12 Noon.

**11. CALL TO THE PUBLIC**

No response

**12. CALL TO THE PRESS**

No response

**13. EXECUTIVE SESSION.**  
No Executive session held.

**14. Adjournment** – 5:00 pm