

**CITY OF LEWES
BOARD OF PUBLIC WORKS
Regular Meeting Minutes
July 26, 2017**

The Wednesday, July 26, 2017 regular meeting of the Lewes Board of Public Works was held at 4:00 P.M. in Lewes City Hall, 114 East Third Street, Lewes, Delaware.

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

President Alfred called the meeting to order at 4:00 P.M. and led the Pledge of Allegiance. A moment of silence was observed for our troops serving our country.

2. ROLL CALL

Board Members Present:

C. Wendell Alfred
D. Preston Lee, P.E.
Jack Leshner
A. Thomas Owen
Robert J. Kennedy, III

Ex-Officio Members Present:

Theodore Becker, Mayor
Darrin Gordon, General Manager
Michael Hoffman, Legal Counsel

Others Present:

Austin Calaman, Assistant General Manager
Kristina Keller, BPW
Ann Marie Townshend, City Manager
City Councilman Dennis Reardon
City Councilman Rob Morgan
Andrew M. Haynie of PKS & Company, P.A.
Jackie Doherty, Recording Secretary

3. REVISIONS AND/OR DELETIONS TO THE AGENDA

Mr. Gordon stated he has an addition to the General Manager Report.

4. CONSENT AGENDA

- a) Receive the General Manager Monthly Report**
- b) Receive the White Marsh Environmental Systems, Inc. Report**
- c) Receive President Report**
- d) Receive Vice President Report**
- e) Receive Secretary Report approval of Minutes dated June 28, 2017**
- f) Receive Treasurer Report**
- g) Receive Assistant Treasurer Report**

Mr. Gordon stated Ms. Keller has completed the APPA Public Power Manager Certificate Program and presented her with the certificate.

Mr. Lee requested a correction to the minutes of June 28, 2017.

Mr. Gordon stated the General Manager Report was not completed to be included in the consent agenda items.

Mr. Owen questioned the storm damage at the plant stated in the report.

Mr. Gordon stated there had been an overflow of the bioreactor due to one of the monitors being broken as stated in the White Marsh Report. BPW workers helped in the cleanup with everything handled according to law.

Mr. Leshar questioned the report of an outage stating it was due to 'human accident'.

Mr. Gordon stated someone struck one of the ground transformers causing the outage to Circuit #3. There were 12 customers interrupted for about 90 minutes.

President Alfred spoke about the recent tornado in Stevensville and Ellendale and how close tornados are coming to our area, the danger to the infrastructure and our geographic location. President Alfred questioned Mayor Becker if Lewes has any type of warning system.

Mayor Becker stated Lewes does not have a warning system as they do in Sussex County.

Mr. Kennedy stated outages are well below average due to well-functioning equipment and good maintenance.

ACTION: *Mr. Leshar made a motion to approve the consent agenda; Mr. Lee seconded the motion, which passed unanimously.*

5. Open forum/general discussion to accept the 2016-2017 Financial Audit report from PKS & Company, P.A. INFORMATION/DISCUSSION/ACTION (D. Gordon, Andrew M. Haynie, CPA, CFE.)

Mr. Gordon stated the draft report was provided to everyone last month for review.

Mr. Haynie stated the auditors issued an unmodified opinion on the financial statements.

Highlights of the audit reviewed by Mr. Haynie included:

- Assets, liabilities, net position
- Slight increase in debt including Highland Acres; debt still down over last three-year period
- New item—Notes Receivable
- Increase in net position
- Sales assessments up slightly; operating income; interest expense
- Decrease in purchase power; decrease in repairs and maintenance

- Non-operating expenses—reserve fund investment
- Non-operating income--Impact fees Sussex County and Highland Acres
- Operating revenue by departments
- Reserve fund investment income
- Operating expenses; administrative expenses 10% of operations

ACTION: *Mr. Leshar made a motion to accept the audit report for fiscal year ended March 30, 2017, which indicates an unmodified opinion; Mr. Kennedy seconded the motion, which passed unanimously.*

6. Open forum/general discussion of holding a strategic planning workshop for the Directors and General Manager of the BPW (INFORMATION/DISCUSSION/ACTION (D. Gordon))

Mr. Gordon stated Hometown Connections, an affiliate of APPA, could be contacted to attend when a meeting date is decided.

Mr. Lee stated strategic planning is more detailed than long-range planning with subjects for discussion to include: Solar power; fiber; community solar; batteries; smart meter and grid system. Every agenda item should tie-back into the strategic plan.

Mr. Gordon will contact Hometown Connections for a moderator to attend and email everyone to coordinate a meeting date.

7. Open forum/general discussion of a presentation of the Savannah Road, Gills Neck, and Front Street project. (INFORMATION/DISCUSSION/ACTION (D. Gordon))

Mr. Gordon stated there have been five community meetings, including today, for discussion of the project and presented a review of the three phases from the plan by GMB engineers. It is important to note that this project is not being done because of the County but in conjunction with the County. A report four years ago stated the sewer line going into Lift Station #4 was undersized at 16” causing system backups when there are surges. There have not been any problems so far, but GMB said this is an issue. The plan is for an 18” line, which will also fulfill obligations inside the sewer CPCN.

Mr. Gordon continued stating the County will add thousands of gallons a day into the line to Gills Neck Road over the next 10 years. The original plan for this project was to begin in three years but is now being moved to current.

Mr. Gordon provided an overview of the following phases of the project:

- County project for a gravity sewer from Rodaline to Wolfe Run/Wolfe Point
- Work to begin in the 1812 Park parking lot on October 10th
- Work in intersection of Savannah Road to be 20 hours a day for 5 working days with closure of the bridge; cannot coordinate the DeDOT planned work on the bridge; removal of a 100-year-old line and valves that are not working
- Signs posted to alert traffic as far out as Route 1 that Savannah Road is closed
- Concerns about the need for a well pointing system because the hole will be 20-feet deep along the canal; concerns about the full-moon cycle while working along the canal

- Residents and businesses prefer the expedited work schedule and BPW will obtain two bids for the work
- Importance of the timing of the work to be completed between Labor Day and Memorial Day to prevent the need to resubmit and re-permit
- Keep new brick sidewalks on canal side of Front Street; cement sidewalks on other side will be replaced in-kind with any added cost for brick to be paid by businesses if agreed; 1812 Park island will be upgraded with irrigation, lighting, drainage, and built-in planters
- 1812 Park parking lot added egress and ingress; work on parking lot and island to take about two weeks in 150-foot sections to try and prevent working during the Christmas season to help the businesses
- Savannah Road, Front Street, Second and Third Streets to Kings Highway issues with valves and another 100-year-old line; two days to line a sewer line about 20-feet deep at Third Street

Mr. Gordon stated the road work is scheduled for October 1, 2018 in the 1812 parking lot, down Savannah Road and Kings Highway; Front Street and Gills Neck will be a full reconstruction to Rodaline. The Byway Committee has requested if a bike path could be added on Gills Neck, but width seems to be restricted by private property on both sides with no funds budgeted for sidewalk repair. Properties will be videoed for any future damage complaints. Since work is being done in front of Dogfish Inn, there will be a shuttle bus service provided.

Mayor Becker stated GMB will be checking about easement requirements, bike path and sidewalks on Gills Neck. Also, spoke to the Cape Gazette about an ad campaign to inform the public as was done for the work on Second Street.

Mr. Kennedy questioned if there will be quotes for the brick sidewalk work if the businesses want to pay for the added expense. Also, will sidewalks only be replaced on the town side and not canal side.

Mr. Gordon said BPW will have the amounts needed to replace in-kind with quotes on the extra costs for brick. The businesses can also have their own contractor give prices for the brick work. BPW will repair anything harmed, but the plan is not to harm anything on the canal side.

8. Open forum/general discussion of the recently installed Electric Vehicle Charging Stations and planned ribbon-cutting event. (INFORMATION/DISCUSSION (D. Gordon))

Mr. Gordon stated he has been working with Mr. Evalds on a ribbon-cutting date. The tentative date is Monday, August 28th at 11:30 A.M. in Otis Smith Park.

9. Open forum/general discussion and review of the fiber project. INFORMATION/DISCUSSION (D. Gordon)

Mr. Calaman stated he and Mr. Gordon met with Ted Book and Hugh Grunden of Easton Utilities to discuss plans for the project with the focus on TV, phone, and internet.

Discussion included:

- Many residents want local stations but this involves franchise fees and Easton's local fees have increased by 1,000%

- Focus on fiber going to BPW locations including the wellfield, wastewater treatment plant, lift stations, generators, substations
- Overbuild the system going forward to then branch-out and provide internet to public
- Positives include reduction in risk for cyberattack, progress with fiber to the home at our own pace, spacing the fiber throughout the City helps with pilot projects and to identify residents who really want the service vs. investing in an area where response is not 100%

Mr. Calaman stated Easton stated they are using CCI, a fiber engineering firm, for designs that are completed by their engineers. All BPW data has been sent to CCI and Broad Valley for a proposal and quote to include a complete engineering plan with drawings, building materials and total cost for the project. Grants, including federal money, are available for innovative technology and applications can be submitted after the proposals and quotes are received.

Mr. Gordon stated when the cost amounts are received, the residents can be surveyed with the dollar-amount information.

Mr. Lee suggested having a Citizens Advisory Committee to include a civic association leader, someone from the Chamber to represent businesses, City Planner Tom West, person with technical experience, someone from banking, Beebe and the University to provide input and help spread the word about the internet project.

President Alfred stated he is concerned about a subcommittee having too much power and then not bringing the requested information. This would need to be done very carefully and with the right people. If the purpose is to connect with the community, this is being done now with the construction project by providing information on the work and road closures. What would the people bring that is not provided by the Staff and consultants.

Mr. Lee stated he thought the committee could bring information in, and also provide information with support out into the community to explain the system to be able to get to the 20% needed.

Mr. Kennedy stated this seems to be a two-phase project with fiber use by BPW to address their telemetry needs and then into a more secure form with the use of fiber optics. The sensitivity nationally is on cybersecurity. The funding sources mentioned by Mr. Calaman may also include Homeland Security. Public input will be needed for what services they would like to see to be considered for future expansion to provide internet to homes. This will require an active marketing plan to let people know what is offered, the cost and what is involved if they choose BPW services over what they currently have in a bundled service.

Mr. Owen stated he approves the BPW fiber locations to address cybersecurity. The committee is a good idea. A packet is needed to include information on what will be available and the cost.

**10. Open forum/general discussion of the 2017/2018 first quarter financial review.
INFORMATION/DISCUSSION/ACTION (D. Gordon)**

Mr. Gordon stated the first-quarter report was provided for review.

Discussion included:

- Total revenues increase in electric, water, sewer; decrease in stormwater
- Increase in purchase power
- Increase in wages and utilities due to warmer weather and maintenance cost for sewer due to filter issues and diffusers
- Decrease in repairs and maintenance for electric and water; increase for sewer compared to budget due to Savannah Road project at Striper Bites for sewer line repair
- Increase in professional /contractual services
- Decrease in administrative due to times of last payroll and insurance payments

Mr. Lee questioned the amount on Line 22 at \$50,000 for stormwater being a mistake.

Mr. Gordon stated this was a wrong number.

11. MEETINGS ATTENDED BY BOARD MEMBERS OR STAFF

Mr. Lee stated he attended a Council meeting.

Mr. Owen stated he attended the Lewes Planning Commission meeting that included discussion by Deputy Mayor Fred Beaufait on the conceptual plan for the City to encourage annexation.

Mr. Kennedy stated he attended two Pre-annexation Committee meetings, Mayor and City Council meeting on July 10th and the construction briefing for the public on July 12th.

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

None

13. CALL TO THE PUBLIC

None

14. CALL TO THE PRESS

Nick Roth of the Cape Gazette was present.

15. EXECUTIVE SESSIONS

ACTION: *Mr. Lee made a motion to adjourn to executive session; Mr. Owen seconded the motion, which passed unanimously.*

16. ADJOURNMENT

The meeting adjourned at 5:30 P.M.

Respectfully submitted,
Jackie Doherty, Recording Secretary
Lewes Board of Public Works