

# 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, August 26, 2015 at 7:00 PM.**

#### Board Members Present:

*C. Wendell Alfred*  
*D. Preston Lee, P.E.*  
*Jack Lesher*  
*Nancy Levenson*

#### Board Members Not Present:

*A. Thomas Owen*

#### Ex-Officio Members Present:

*Theodore Becker, Mayor*  
*Darrin Gordon, General Manager*  
*Glenn C. Mandalas, Legal Counsel*

#### Others Present:

*Jamie Kujowski, UBS*  
*Tim Reathe, UBS*  
*William Huntley, 3A Cape Henlopen Drive*  
*Nick Roth, Cape Gazette*

#### **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 all Board members are present except Tom Owen. 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 July*
- c) Receive President Report*
- d) Receive Vice-President Report*
- e) Receive Secretary Report, Approve Regular Minutes July 29, 2015*
- f) Receive Treasurer Report*
- g) Receive Asst. Treasurer Report*

Jack Lesher motioned to approve the Consent Agenda, Preston Lee seconded, and the motion passed unanimously.

#### **5. Open forum/general discussion of the inception to date Investment portfolio managed by UBS Chesapeake in relation to the investment policy of the BPW.**

##### **INFORMATION:**

**Darrin Gordon** briefly reviews and summarizes the investment portfolio documents included in the Board packets.

**Jamie Kujowski** said the Board has generated just a hair under \$1 million in income (investment plus interest) since investing with UBS. UBS uses the BPW investment policy as the “playbook”. The allocation between stocks and bonds and cash is derived and within that scope the allocation is done on the conservative side. The goal is to deliver a consistent conservative rate of return. The account is down about 2% year-to-date.

**DISCUSSION:**

**Preston Lee** stated that the investment account consists of about 30% in equities, and asks Jamie what the change in income would have been if the account consisted of only 20-25% in equities.

**Jamie** said that the income would not have dropped substantially. But opportunity is missed if you move it to fixed income, but the dividends in the income would not be interrupted immediately, but we would suffer long term.

There is continued discussion about percentage of equities in the investment portfolio and Preston Lees suggestion to lower the percentage of equities in the investment account as well as the parameters within the investment policy.

President Alfred requests Jack Leshner to work with the General Manager to review the investment policy with the auditor and bring the issue back to the Board next month for discussion.

**6. Open forum/general discussion of the National Take Back Initiative on September 12, 2015 from 9am-2pm for prescription drug disposal at the Lewes Police Department. (D. Gordon)**

**INFORMATION:**

**Darrin Gordon** said that there is an issue with prescription drugs going into our waterways nationwide and wanted to support the local police department with a program such as the National Take Back Initiative. Darrin requests that Nick Roth mention of it in The Cape Gazette. The BPW will help with advertising. If the City decides to do this on a monthly basis, we will discuss helping to purchase the hard assets needed to do it.

**7. Open forum/general discussion of the possible rental of the Schley Avenue property for Demand Side Management. (D. Gordon)**

**INFORMATION:**

**Darrin Gordon** said the BPW is in discussions and negotiations with companies for the possible rental of the largest 3-story building on the Schley Avenue property. For the last few years the BPW has allowed non-profit groups to use the facility at no charge. Darrin asks permission of the Board to move forward and give 45-day notice to the Lewis In Bloom and Historic Boat Builder organizations to evacuate.

**DISCUSSION:**

There is discussion about giving the 45-day evacuation notice now or to just give the two tenants notice that the formal notice to evacuate is coming once the rental of the property is finalized. Glenn Mandalas gives suggestion to satisfy legal requirements.

**ACTION:**

Jack Leshner motions on the request of the General Manager to allow the 45-day notice given at a proper time based on discussions here and on the advice of our Legal Counsel. Nancy Levenson seconded, and motioned passed.

**8. Open forum/general discussion of update of the Savannah Road project. (D. Gordon)**

**INFORMATION:**

**Darrin Gordon** said there is another progress meeting tomorrow morning. Darrin reviews the progress that has happened up until this point, what is happening now, and the work that must still be done. Darrin also reviews DelDot safety rules which affects when and how the work on this project is happening. The road crossings are scheduled to be finished September 3<sup>rd</sup>. There is discussion and updates about additional work that still has be done as well.

**9. Meetings attended by Board Members or Staff.**

**Preston Lee** attended 3 meetings with Darrin, the Beebe Neighborhood, City Council meeting, and traveled up to Newark with Darrin to discuss the solar garden they are doing as well as WiFi.

**Nancy Levenson** attended a meeting with Preston Lee.

**10. Board or Staff requests for agenda item(s).**

**President Alfred** requests that a protocol be put in place for an active shooter event. This would involve working with the insurance carrier and the Chief of Police. The policy should be the same as the City, and Mayor Becker said it should be a building policy.

**Mayor Becker** requests discussion about a shredding event.

**Preston Lee** requests discussion about the Verizon and Comcast contracts.

The September meeting will be held on September 23<sup>rd</sup> at 3:00 PM.

The November/December meeting will be held on November 18<sup>th</sup>.

**11. Call to the Public.**

**William Huntley, 3A Cape Henlopen Drive:**

*My home is a few houses down from The Dairy Queen and whenever there is a rainstorm, the street floods. It takes 24 to 36 hours for the water to subside. There has been attempts to fix the problem and nothing has worked. I am here to appeal to the Board to remedy the problem with something bigger and better. It is a hazard.*

*Mr. Huntley provides photographs for the Board.*

*Mr. Huntley gives a more detailed description of what happens in response to Nancy Levenson's question if this happens after every storm.*

**(Note: It is very difficult to hear Mr. Huntley on the recording and every word was not captured.)**

**Leslie Ledogar:**

*Asks the Board if they have reviewed the email she sent to Darrin Gordon on July 29<sup>th</sup> regarding the Wellfield Protection Area.*

**President Alfred** confirmed receipt of the email and it was passed out at the last meeting.

**Darrin Gordon** invites Leslie to his office to show her what has been done. The Board has written a letter with the Board's concerns and back-up information to every member of the County Council. None of the proposals have actually gone to the County Council from the developer so the Board can only wait until the County has a proposal to respond to.

**12. Call to the Press.**

No questions or comments.

**13. Adjournment.**

Meeting was adjourned at 7:55 PM.

Respectfully Submitted,  
Stephanie Moyer