

# **BOARD OF PUBLIC WORKS**

## **Regular Meeting Minutes**

**September 28, 2016**

**4:00 p.m.**

**City Hall Council Chambers  
114 E Third Street**

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

At 4:00 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 2 Board members are absent Jack Lesher and Robert Kennedy (attended later in meeting). Also present are Darrin Gordon, General Manager, Glenn Mandalas, Legal Counsel will be here shortly and City of Lewes Mayor Ted Becker.

### **3. REVISIONS AND/OR DELETIONS TO THE AGENDA**

Item # 11 will be removed.

### **4. CONSENT AGENDA**

- a) Receive the General Manager Monthly Report
- b) Receive Severn Trent Report for August 2016
- c) Receive President Report
- d) Receive Vice-President Report
- e) Receive Secretary Report, Approve Regular Minutes August 24, 2016
- f) Receive Treasurer Report
- g) Receive Asst. Treasurer Report

**ACTION:** A motion was made by D. Preston Lee with a second by A. Thomas Owen. All in favor; motion carried.

### **5. Open forum/general discussion to award the contract to the qualified bidder for the Water Tank rehabilitation project.**

#### **INFORMATION/ DISCUSSION/ACTION (D. Gordon, Charlie O'Donnell, GMB)**

**INFORMATION:** Charlie O'Donnell bids were open on Tuesday September 6, 2016 and received 3 bids, competitive. The lowest bidder was Nostos SS Contractors \$644,900. Total bid recommendation is \$650,000 that will be made from Mumford-Bjorkman Associates.

**DISCUSSION:** D. Preston Lee would like Tidewater connection made before start date. Darrin Gordon will be doing a pressure test on the hydrants near the water tower and GMB will be involved. This will be a test run on our water system prior to when the tower will be shut down for the rehabilitation. Contract states they are to be completed by May 15, 2017.

**ACTION:** Tom Owen made a motion for Darrin Gordon to accept the bid, on Mumford-Bjorkman recommendation. D. Preston Lee second. Motion approved.

### **6. Open forum/general discussion to award the contract to the qualified bidder for the Adams Avenue project. INFORMATION/ DISCUSSION/ACTION (D. Gordon, Charlie O'Donnell, GMB)**

**INFORMATION/DISCUSSION:** Darrin Gordon: With the completion of the new Library, Adams and Railroad will get cleaned up. BPW needs to make adjustments to the water lines. We received 2 bids on September 6, 2016. The maximum price is \$132,000 but if we can isolate the water system it will be \$67,040. The City has approved the project. Charlie O'Donnell recommends that the Lewes BPW award the project to Mumford and Miller.

**ACTION:** D. Preston Lee made a motion to accept the qualified bidder, second by A. Thomas Owen. All in favor. Motion approved.

### **7. Open forum/general discussion for approval to enter into an agreement with Sussex County for an interconnection to facilitate effluent treatment for county residents. INFORMATION/ DISCUSSION/ACTION (D. Gordon)**

**INFORMATION:** Darrin Gordon we looked at the contract and requested a few changes and they are now making those changes and sending an updated contract. We are going to take the wastewater all year at \$2.40 per 1000.

**ACTION:** A. Thomas Owen made a motion to accept the agreement from the county. Second by D. Preston Lee. All in favor. Motion approved

### **8. Open forum/general discussion for an agreement to participate with Sussex County for the disposal of Bio solids from the Howard Seymour WWTP. INFORMATION/ DISCUSSION/ACTION (D. Gordon)**

**INFORMATION:** Darrin Gordon the county is moving forward with taking our solids and disposing of them. We should have at least a 10% savings.

**ACTION:** D. Preston Lee made a motion to allow Darrin Gordon proceed with the contract with a second by A. Thomas Owen. All in favor. Motion approved

**9. Open forum/general discussion of a new Capital Project to coordinate with the City of Lewes resurfacing of Mc Fee Street.**

**INFORMATION/DISCUSSION/ACTION (D. Gordon)**

**INFORMATION:** Darrin Gordon the City is moving forward with resurfacing several roads. Most have utilities that are ok except for Mc Fee. Mc Fee Street has as econnd old 4inch line that is one of the oldest in the city. 5 homes are on this line. We will connect those homes to the other water line on Mc Fee. The project cost is \$87,167. Charlie O'Donnell project will be in2016/2017 F/Y. Darrin Gordon asks that it be added to our Capital Plan. We will be doing a 6-month review of our Capital Budget.

**ACTION:** D. Preston Lee made a motion to accept the Mc Fee Street project to the Capital Project. A. Thomas Owen second. All favor. Motion approved

**10. Open forum/general discussion and review of Resolution 09-002. INFORMATION/ DISCUSSION/ACTION (D. Gordon, R Kennedy)**

**INFORMATION:** Mr. Kennedy requested this agenda item and is not in attendance at this time. Darrin Gordon this is the contribution to the Fire Department. Darrin asked the mayor if he had anything to bring up at this time.

**DISCUSSION:** Mayor Becker this is something the Board and City have done for a long time. The City had raised its contribution but the BPW kept at the level it's been at for a number of years. The City may look at having its own fire department instead a volunteer fire department as a result of the cost of operations and that could be a several million-dollar hit for the City. This is a very important donation that BPW and City makes. I have said every year that I have been mayor that it would be very costly for the city to run a fire department and this is why the donations are very important.

**ACTION:** No action but if Robert Kennedy would like it do be another agenda item.

**11. Open forum/general discussion for consideration of Tim Reath, UBS to become Broker of Record for the BPW Defined Benefits retirement plan and employ 457 plan. INFORMATION/ DISCUSSION/ACTION (D. Gordon)**

**WITHDRAWN**

**12. Open forum/general discussion on current developments where well drilling in municipal certificates of public convenience and necessity (CPCN) where home rule was unsupported. INFORMATION/ DISCUSSION/ACTION (D. Gordon)**

**INFORMATION:** Darrin Gordon received a letter from Frankford town council and this letter has brought real concerns to me. They had a commercial customer in town drill a well with the approval of DNREC. The city did have a code that objects to this. The letter is stating that the state can ignore the city ordinance.

**DISCUSSION:** All agree that Darrin should continue to look into this in more detail before sending out any letters.

**13. Open forum/general discussion of the application for grant regarding GIS and Asset Management.**

**INFORMATION/DISCUSSION/ACTION (D. Gordon, A. Calaman)**

**INFORMATION:** Darrin Gordon we have applied with GMB a grant to the state for a GIS and Asset Management. We need a resolution to apply for this grant.

**ACTION:** A. Thomas Owen made a motion to accept the Resolution, second by D. Preston Lee. All in favor. Motion approved

**14. Open forum/general discussion of the Cost of Service rate study by Utility Financial Solutions, LLC. INFORMATION/ DISCUSSION/ACTION (D. Gordon)**

**INFORMATION:** Darrin Gordon this in information that we received from UFS on our rate study. We have a conference call set up on Tuesday October 4, 2016 9am. After that point we will determine when UFS will present to the Board at a meeting.

**15. Open forum/general discussion of the October BPW workshop. INFORMATION/ DISCUSSION/ACTION (D. Gordon)**

**INFORMATION:** Darrin Gordon I have given you a list of the projects that could be discussed. Please let me know what you would like to cover. What to review and what to go in depth.

**DISCUSSION:** C. Wendell Alfred get back to Darrin by Monday on what you would like to be discussed and Darrin can prepare the Agenda. We need to have an emergency disaster plan.

**16. Open forum/general discussion of the October Household Hazardous Waste collection in coordination with the Lewes Police Department drug take back. INFORMATION/ DISCUSSION/ACTION (D. Gordon)**

**INFORMATION:** Darrin Gordon we are holding our semiannual household hazardous waste collection. We do not take latex paint. It can be dried out and regular trash.

**DISCUSSION:** D. Preston Lee and Electronics.

**17. Open forum/general discussion of the Lewes BPW semiannual hydrant flushing. INFORMATION/ DISCUSSION/ACTION (D. Gordon)**

**INFORMATION:** Darrin Gordon hydrant flushing will take place October 21 and 22. Should not take as long due to the problems with the tower and we flushed a lot of the town. The notice to our customers will say:

The Lewes BPW will be flushing fire hydrants on Friday, October 14, 2016 beginning at 6:00 am on the town side and Saturday October 15, 2016 beginning at 5:00 am on the beach side. Water pressure may be low during this period of time. If you should have discolored water, please let your cold water run for a few minutes until it clears. We urge you to note these dates on your calendar.

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

A. Thomas Owen attended annual DEMEC meeting, webinar on the Electric Rate study

D. Preston Lee attended the annual DEMEC meeting, City Council Meeting and webinar on Cyber security

Robert Kennedy attended the annual DEMEC meeting, webinar on the Electric Rate study.

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

**None**

**20. CALL TO THE PUBLIC:** Kristina Keller, Lewes BPW, Nick Roth, Cape Gazette, Charles O' Donnell, GMB, Paul Eckrich, City Manager, Austin Calaman, Asst. General Manager

**21. CALL TO THE PRESS:**

**None**

A motion was made to adjourn the meeting 5:05