

**CITY OF LEWES
BOARD OF PUBLIC WORKS
Regular Meeting Minutes
August 23, 2017**

The Wednesday, August 23, 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
Jack Leshner
A. Thomas Owen
Robert J. Kennedy, III

Board Member Not Present:

D. Preston Lee, P.E.

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
Jackie Doherty, Recording Secretary

3. REVISIONS AND/OR DELETIONS TO THE AGENDA

None

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 July 26, 2017
- f) Receive Treasurer Report
- g) Receive Assistant Treasurer Report

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

5. Open forum/general discussion to make a formal assistance request of Sussex County to include the intersection work and ties into Lift Station #4, Gills Neck Road/County Flow Project. INFORMATION/DISCUSSION/ACTION (D. Gordon)

Mr. Gordon stated there is a large, two-part project beginning to include the County Flow Project coming down Gills Neck Road and the work under Gills Neck to the Lift Station #4 into the intersection at Savannah Road and Front Street.

Mr. Gordon provided a drawing explaining the direction of the County plan beginning at Wolfe Point and Wolfe Run with a pressure line to the intersection for the gravity sewer. The County will pay for this project and their time-and-materials contract is with George and Lynch. The request is to use the County's contractor to continue BPW work for the gravity sewer and directional drill at Lift Station #4, where they will begin work by digging the 20-foot hole. The 20-foot to 23-foot hole BPW needs in front of Lift Station #4 to the manhole, intersection and jack and bore under Savannah Road would be a significant cost to dig twice. Mr. Hoffman will draft a letter to indemnify the County while doing the work for BPW to present to Sussex County Council.

Mr. Gordon continued stating his request is for approval from the Board to proceed with the letter for all to review and sign. This letter will be coming from the Board to County Council.

Mr. Hoffman stated this request will need to be considered by the Board to authorize Staff to move forward to County Council for their consideration and for all to be documented.

President Alfred questioned how indemnifying the County would impact BPW insurance since this would be a contractor/subcontractor issue.

Mr. Owen questioned if there could be an addendum to the contractor's contract authorizing working for BPW. If their contractor was then hired by BPW, the insurance issue should not be a problem. BPW would require a certificate of insurance and indemnification.

Mr. Hoffman stated the request is for the County to modify their contract with the contractor to include this work.

Mr. Kennedy questioned if the rates would be the same as for the County.

Mr. Gordon stated this would be an expansion of the County work and will be done under their time-and-materials contract. The plan is to begin work on October 10, 2017 to be presented to Council for their next meeting on August 29, 2017.

ACTION: *Mr. Owen made a motion to authorized Mr. Gordon to negotiate with the County to use the same contractor for BPW work to the jack and bore at the intersection of Savannah Road, Gills Neck Road, and Front Street; Mr. Leshner seconded the motion, which passed unanimously.*

6. Open Forum/general discussion of moving the defined benefits plan to Nationwide/UBS. INFORMATION/DISCUSSION/ACTION (D. Gordon)

Mr. Gordon stated this was an executive session discussion at the July 26, 2017 regular meeting. After coming out of executive session, the decision was made to move the benefits plan to Nationwide/UBS. It was not stated on the agenda that the Board would return to open session.

Mr. Hoffman stated a standard motion is needed in reference to the decision to move forward with Nationwide/UBS for the defined benefits plan. The motion is for the record and procedure to reiterate and confirm what the Board discussed. The minutes do note that the Board voted to exit executive session to enter regular session to take action. Because it was not stated on the formal agenda that there would be an action item, the action item is being reiterated today in public session with a properly noticed agenda.

ACTION: *Mr. Kennedy made a motion to move forward with Nationwide/UBS as the defined benefits plan holder; Mr. Leshner seconded the motion, which passed unanimously.*

7. Open forum/general discussion of the electric vehicle charging station ribbon cutting at Otis Smith Park on August 28, 2017 at 11:30 A.M. INFORMATION/DISCUSSION/ACTION (D. Gordon)

Mr. Gordon discussed the plans for the ribbon-cutting ceremony stating it is open to the public.

8. Open forum/general discussion of the current BPW projects. INFORMATION/DISCUSSION/ACTION (D. Gordon)

Mr. Gordon reported on the following projects:

Savannah Place/Donovan Smith

When Savannah Place was annexed-in for water, it was agreed after five years sewer would be added; Swaanendael Acres has submitted a petition to refuse the project; grants have been submitted to the State; salary survey for Savannah Place and Donovan Smith residents to qualify for grants with another 50 applications needed to be 51%; waiting for signed document to confirm commitment for the participation in the project and payment of the engineering portion of Donovan Smith; costs per household would be reduced if Donovan Smith participates in the project; discussed residents' concerns about the property liens and the process needed if the property is sold; 'payback mechanism' to be created by BPW with approval needed by the Board.

County Flow Diversion

Work starting at the manhole to begin around October 10th with the 1812 Park parking lot clear and open for December; Savannah Road to Third Street to begin in January; bids for the work will depend on the County's decision to allow work by their contractor.

Highland Heights

Working with Mr. Burton to sign the agreement (approved by the Board); bid documents by GMB for the 36" pipe drainage on Oceanview and Pilottown Village to be paid by Mr. Burton, and possibly by County Conservation District depending on acceptance of bids with or without the prevailing wages.

Abbotts Park

Water line is currently served by a 2" line with the sewer line running under the homes; they will be obtaining the loan from the State for cleanup; BPW has sent a 'notice of intent' and will be doing the engineering review; will be going for bids when all permits are received.

Showfield

Phase I of five has been completed with BPW to provide only water for an additional 51 homes to be built shortly.

Harbor Point

Contacted BPW two months ago to proceed but they have not communicated since.

Strategic Planning

DEMEC annual meeting is September 20th with the speaker from Hometown Connections who will also be doing the strategic planning for BPW; plans to arrange for the speaker to meet with the Board on September 19th or 21st while he is in Dover to help reduce expenses charged for travel and hotel.

Well #1

Have been having problems with the screen located at the bottom being broken and gravel breaking through to the motor destroying the pump. A C Schultes poured concrete to seal the screens and raised the pump to be tested. They say there should not be a reduction in volume or change in quality and the well should be able to be saved.

Meter Reading

ERT meters are being installed at about \$150 each with about 400 electric and 400 water meters left to replace; the antenna will make it possible for all meters to be read in about 25 minutes when driving through town.

New Employees

Have three new employees hired to help with the meters, water treatment backup and stormwater; this will allow more work to be done inhouse vs. outside contractors to save on maintenance costs.

Computer System Upgrade

Server upgrade was needed to change the 9.0 version to 9.2 version to allow use of Windows 10; portal was down for 16 days and will be running again by tomorrow; bill payments have been taken by phone.

Education and Training

DEMEC will pay the APPA training costs for members of the DEMEC Board, which will help with BPW budget expenses.

Mr. Gordon stated the next BPW Board meeting will be on September 20th at 2:00 P.M. WRDE has requested to have a camera on the water tower to show views of Lewes and the beach. Ms. Townshend and Mr. Reardon have been helping them with the request. The antennas are being installed and WRDE has been instructed not to go above the railing so the logo is not blocked from the view coming over Freeman bridge.

Mr. Gordon continued stating DEMEC wants to support BPW and Public Power Week, which is from October 1st to 7th, by paying for a billboard or a banner. Everyone agreed to have a banner.

9. MEETINGS ATTENDED BY BOARD MEMBERS OR STAFF

Mr. Kennedy stated he attended the Pre-annexation Committee meeting with discussion of options to present to Mayor and City Council including recommendations for building heights of 36' to be measured from final grade.

President Alfred stated he attended the monthly meeting with Mayor Becker, Ms. Townshend and Mr. Gordon for discussion of projects.

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

President Alfred requested Mr. Gordon send everyone an email with a reminder of the possible meeting on September 19th or 21st for strategic planning.

11. CALL TO THE PUBLIC

Councilman Reardon requested to have Deputy Mayor Fred Beaufait, Chair of the Pre-annexation Committee, speak to the Board with an update.

12. CALL TO THE PRESS

None

13. EXECUTIVE SESSION

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

The meeting adjourned at 4:50 P.M.

14. RETURN TO OPEN SESSION

15. OPEN FORUM/GENERAL DISCUSSION AND/OR ACTION ON ANY ITEM FROM THE EXECUTIVE SESSION.

16. ADJOURNMENT

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