

City of Lewes  
Board of Public Works  
Board Meeting Minutes  
December 8, 2021

**The Wednesday, December 8, 2021, board meeting of the Lewes Board of Public Works was held at 9:00 am at City Hall Council Chambers.**

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

President Lee called the meeting to order at 4:00 pm and led the pledge of allegiance.

**2. ROLL CALL**

Board Members:

*D. Preston Lee, P.E., President*  
*A. Thomas Owen, Vice President*  
*Thomas Panetta, Secretary*  
*Earl Webb, Treasurer*  
*Richard Nichols, Assistant Treasurer*

Ex-Officio Members:

*Austin Calaman, General Manager*  
*Michael Hoffman, Legal counsel*  
*Theodore Becker, Mayor*

Others Present:

*Vince Luciani, GMB*  
*Scott Lynch, DEMEC*  
*Ellen Lorraine McCabe, City of Lewes*  
*Mike Wolgemuth, Inframark*  
*Tim Ritzert, City Council*  
*Charlie O'Donnell, GMB*  
*Dennis Reardon*  
*Richard Plack, Inframark*

Via Zoom:

*Josh Gritton, BPW*  
*Nick Roth, Cape Gazette*  
*Madeline Nichols*  
*Robert Kennedy*  
*Kimberley Bellere, BPW*  
*Laura Oakley, BPW*  
*Phil Moore*  
*Kristina Keller, BPW*  
*Ann Marie Townsend, City of Lewes*  
*Suzanne Powell, BPW*  
*Sharon Sexton, BPW*

**3. REVISIONS OR DELETIONS TO THE AGENDA**

Mayor Becker stated that there were some changes/corrections to the minutes that he will give to Sharon Sexton.

#### 4. CONSENT AGENDA

- a. Receive Vice-President Report
- b. Receive Secretary Report- Approve minutes from September 22, 2021, October 18, 2021, and October 28, 2021, meetings.
- c. Receive Treasurer Report
- d. Receive Asst. Treasurer Report

**ACTION:** *Mr. Owen motioned to accept the consent agenda. Mr. Nichols seconded, which passed unanimously.*

#### 5. RECEIVE THE INFRAMARK WWTP REPORT (MIKE WOLGEMUTH, RICHARD PLACK, INFRAMARK)

Mr. Wolgemuth presented.

- Hills is waiting to receive the VFD's to replace the equalization control pump panel.
- Early November, there was a power issue at the headworks building. New power conduit and cables were run to the building. An emergency generator was needed for a few weeks. Repair is complete.
- The grid is still down. A Pista Grit removal system is on order with an 8-week lead time. Anticipates the end of January to have it running. Mr. Webb questioned if it went down on the 5<sup>th</sup>. Mr. Wolgemuth stated that Dauphin was in to disconnect the motor. Dauphin had to return to disconnect and reconnect. Mr. Plack stated at that time a crack was discovered and replacement was needed.
- Mr. Webb referred to last meeting and the voltage that cannot be worked on by Inframark. What is that voltage? Mr. Plack stated that it is not a specific voltage, but it is anything that requires to disconnect or reconnect a motor and required by regulations. \*Change in minutes needed. \* Mr. Plack confirmed that Dauphin was involved because of the electrical aspects.
- Two of the three cassettes in train four have been cleaned and the third is set to be cleaned next week. This was delayed due to focus on the issues with headworks. Mr. Panetta questioned what the condition of the cassettes was. Mr. Plack reported that TMPs have been running well and showed significant improvement with the depletion of ragging. Mr. Wolgemuth stated that less ragging is expected with dewatering. Mr. Panetta stated that with the 5mm screen coming back online also helps.
- Issue with pump one at pump station four keeping prime. External check valve is still leaking. Inframark is sourcing a price to replace. Mr. Calaman stated that BPW has an account with the company that sources the parts. Trying to get a better price through them instead of K&Z. Mr. Webb questioned if the BPW can leverage buying power with the county. Mr. Calaman stated that the biggest issue is getting the parts and they are currently in stock. Mr. Wolgemuth stated that the bypass pump is still set up. President Lee questioned the elbow at

pump station four. Mr. Plack stated that he has discussed replacing this with the engineering firm and is waiting for further direction.

- A newer member of personnel, Vince Catalano was approved for reciprocity and paperwork is expected next week. President Lee questioned what level this employee was. Mr. Wolgemuth stated that he is a level two OIT. Mr. Plack stated that they will make sure is assigned DRC status to be able to get the required hours to move up in licensure.
- The submersible aerator in the EQ tank failed in October. It was pulled and the failed motor was sent to Hill's for rebuild.
- The utility water pump is offline, and the rotating assembly is being rebuilt at Hill's.
- Rebuild kits are order for the sludge pumps for the sludge drying beds in the digest blower room. Mr. Webb questioned if the drying beds are functional. The pumps are functional, but there are leaking seals.
- Mr. Webb questioned if the liquid that is hauled out is including what is coming out of pump station four when it is cleaned out. Mr. Wolgemuth stated that that statement is not accurate because they are not required to report that. Reported sewage sludge is tracked for DNREC. Mr. Plack stated that most of the liquid hauled is in regard to the dewatering dumpster. Mr. Webb questioned if the BPW is inline with all requirements. Mr. Wolgemuth and Mr. Plack confirmed. Mr. Austin stated that the county did come pick up belt filter press and that may be why numbers are higher. Before it was picked up, levels are of digesters were made as low as possible. Mr. Panetta questioned if the majority of the cake, or waste, was going to the county. Mr. Wolgemuth stated that it has been and may have to resume hauling as it gets colder. Both digesters are at very low levels and there are empty drying beds.
- Mr. Webb questioned the math on the sludge hauling. Mr. Calaman stated that it would not take long, plus the there is the heated power washer on the drying beds. The math is about a year's worth of sludge hauling to pay for it. Mr. Wolgemuth stated that running a belt filter would not be cost effective, fifteen thousand dollars a month, five thousand mobilization, and five thousand dollars pick up.
- Mr. Webb referred to page four of the Inframark report. The numbers of that plan are great: the operations as far as average minimum and maximum. The nitrogen can be 8%, the BPW averages 3.1%. The load can be at 100, the BPW is at 14. 8%. The phosphorus can be 2, the BPW is at .05. The total phosphorus can be 25, the BPW is at .28. Mr. Webb stated that the wastewater treatment plant efficiency is stellar. Mr. Wolgemuth agreed and stated that the main issue is the headworks. President Lee stated that the BPW has probably, if not the best effluent in the state, at least one of them.

## **6. RECEIVE THE PRESIDENT'S REPORT.**

None

## 7. RECEIVE THE GENERAL MANAGER'S REPORT.

Mr. Calaman presented:

- There are many projects going on. Pilottown Road is continuing services from Shipcarpenters pushing up to New Road and beyond. Savannah Road water service is being worked on by Mumford and Miller under the DeIDot contract. BPW is preparing to go out to bid for the Savannah Road Sewer extension project.
- Mr. Calaman attended the city council meeting, worked with Mr. Panetta and Scott Lynch on the battery bid, met with GHD on the headworks and pump station.
- Recruiting is continuing for the assistant general manager position and customer service position.
- Met with Paul Evalds on EV charging stations.
- Mr. Gritton and Ms. Sexton launched the new website today. There were a few technical difficulties, but it is up and running with link for today's meeting.
- Most customer complaints this past month pertained to the Pilottown Road project. Door hangers and calls were made, but some of the part-time residents do not receive that communication. Mr. Calaman is looking for a better way to communicate. President Lee stated that this should change this to comments, as the BPW receives a lot of positive feedback as well.
- DNREC did PFOAS and PFAS testing at the well field and the results were well below the average. The standard is 70, and the BPW is around 3. Mr. Calaman stated that the water is very safe. President Lee stated that a press release will be issued.
- Mr. Gritton spoke on IT and stated that Ms. Sexton headed up the website project and helped with the back end technical items. The BPW will be updating the Gasboy system and will be pushing reports to the cloud. The computers are archaic, and this pushed the BPW into an upgrade. Parts just arrived that were ordered in August. Install is expected next week. Mr. Gritton is setting up a direct purchase link with Apple through the Delaware's Government Purchase Program and will finalized this week. Firewalls are coming up for renewal. They will be renewed for three years and readdress the effective at the end of that period. The BPW averages five to eight serious attacks every month. The firewalls in place are very effective and are stopping them. Mr. Webb questioned if the BPW is where it needs to be from an insurance perspective. Mr. Calaman stated that updates were made to hold cyber security insurance including two-factor authentication. Mr. Gritton has been handling this from the beginning. Mr. Gritton also handles the GIS and the mapping. Plans for Harbor Point development are starting to come in and he wants to finalize for the water and electric departments and any inquiries that may arise. Mr. Gritton stated that he is also revisiting the .gov for the website. Mr. Gritton stated that the BPW is at the entry level at looking for customers the ability to text the primary number. There have been over 800 downloads of the BPW app since inception. This will be an additional convenience service. President Lee questioned who gets the text in the office. Mr. Gritton stated right now, it is going through a test group but will ultimately go to all the CSRs. The entire group can see the chain of events and can pick up where others leave off. President Lee questions if it

identifies the person and Mr. Gritton confirmed that it does. Mr. Webb questioned if this creates cyber security challenges. Mr. Gritton stated that not at this time and it is still in early stages of testing. Mr. Webb suggested conferring with the insurance company.

**8. Open forum/general discussion regarding an update on Donovan Smith Mobile Home Park water and sewer project.**

Mr. Hoffman stated that this Board had approved a year ago and then reapproved the memorandum of understanding. The big hang-up has been the property owner securing lender approval to subordinate the MOU and associated documents and from the BPW perspective primarily over the easements. There has been traction over the past few months and narrowed down a final version of MOU. DNREC, DHSS, BPW, and owner is in agreement and that was sent to the owner's lender. The lender issued their approval last week. The caveat is that all the parties are in agreement in terms of the framework including the subordination of the MOU, the restrictions, and the easement. The next step is the loan goes back to the WIAC, Water Infrastructure Advisory Council on December 15<sup>th</sup>. Once approved, the parties will execute the memorandum, the easement, and associated documents. The goal is to have this place early January. From there bidding can start to be discussed. Approvals appear to be in place, assuming WIAC approves next week. Mr. Calaman and President thanked Mr. Hoffman for his work on this. Mayor Becker questioned if WIAC is anticipated any increasing amount. Mr. Hoffman confirmed that they have. Mayor Becker stated that these numbers were almost two years old, and it was a concern that with what is happening in the construction industry that those numbers have escalated. Mr. Hoffman stated that GMB ran through the numbers and provided those to the state.

Mr. Hoffman stated that there is one change, that the MOU is drafted to require pre-annexation agreement before it is effective. Mr. Hoffman's understanding is that the annexation is in progress and there is no longer a need for pre-annexation. This editorial change will need to be finalized.

**9. Open forum/general discussion of an update to the Lewes BPW policies.**

Mr. Hoffman stated that there has been a series of workshops and the ball is in his lap. The next step is to compile a document to present to the Board to review. This will allow for feedback, refining policies, updating policies, removing policies into a single document. Mr. Hoffman's goal is to have that document drafted so it is in the Board's hands by the January meeting. Once the Board has the document, the Board will decide if anything is to be pulled or revisions need to be made. Mr. Webb stated that he thought it was helpful that the Finance committee and Mitigation Committee was the same structure/framework. Mr. Hoffman stated that there are a couple resolutions, such as the Mitigation Committee is ready for discussion today, per the Board's request. The rest of the policies are targeted for January.

**10. Open forum/general discussion on disbursements of the Green Energy Fund to Lewes BPW pending payment applications.**

Mr. Panetta recused himself from the discussion.

Mr. Calaman stated that this was a green energy program that certain projects. For example, installing solar or geothermal there was an opportunity to get reimbursed like a rebate. This dates back to when Mr. Mecham was here. The last person on the list will get paid out in 15.3 years. This is a long period of time in relation to when the project took place to when the payout is. In the green energy fund, the BPW has enough money to be able transfer it to the renewal energy fund and actually pay off the entirety of every project that is on this list. Mr. Owen questioned if the entire list would be paid plus more. Mr. Calaman stated that there would be some left over. Tracking down those who are owed reimbursement has not been an easy task. Mayor Becker stated that he may be able to help with that. Mr. Lynch stated that the only reason the payment has not been made is because the funds were separated into three different options. It is the Board's choice and is not bound by state law. President Lee stated that there is \$77,000 to pay off and \$10,000 to use for EV charging stations, etc. Mr. Calaman confirmed. Mayor Becker questioned what happens when an individual listed is deceased and that there are some on the list that are deceased. Mr. Calaman stated that is the reason the discussion is being had. Mayor Becker stated that some things need to be sorted. Mr. Lynch stated that if the money was to go to someone different on the list, it would need the Board's approval. Mr. Webb questioned how the document is written or structured, where the money is today, and is it earning any interest. Mr. Lynch questions which document. Mr. Webb stated that he assumes that there was some documentation with an agreement. Mr. Lynch stated that there was the application documentation but was not contemplated what to do is someone passes. This program was modeled after the State of Delaware's program for the Coop customers. That program did not contemplate because they were paying out a week to four weeks after the projects were complete. Mr. Nichols questioned if these programs are still in existence. Mr. Lynch stated those funds do currently exist in one account at DEMEC. There is approximately \$2300 in the renewable "bucket" and additional funds in the others. This is an option to move the funds from one "bucket" to another, to a source that could use them. Mr. Nichol questioned if these "buckets" are still be used and being refilled. Mr. Lynch confirmed this. Mr. Lynch stated other communities have chosen to only have one account and designate what the funds are used for. President Lee questioned if a motion was needed to do away with these accounts. Mr. Lynch stated the first question is does the Board want to approve the transfer of funds from the accounts to the renewable accounts to payoff the list. DEMEC cannot do that without the Board's permission. Mr. Lynch stated he did not bring a recommendation with him today to do away with additional accounts. President Lee questioned if it makes sense to transfer the funds into the renewable energy account and do away with the other two. MR. Calaman stated that when all the overhead streetlights were changed out, it was pulled from this fund. Mr. Lynch stated that the Board needs to empower a board member to give him direction. Mr. Webb questioned if this program was taking any new customers. Mr. Lynch stated that it currently is not but could decide to take new customers once this list is paid off or use the funds for community wide benefits. It is the Board's choice. Other communities have

taken the recommendation to use the funds for community wide benefits. Mr. Calaman stated that the list is order from when they would be reimbursed. Mr. Lynch confirmed and that the last person on the list, the project was completed in 2012.

Mr. Webb stated that he thinks it should be paid out. Mr. Owen agrees.

**ACTION:** *Mr. Webb motions to consolidate accounts and pay off the green energy projects. Mr. Owen seconded the motion.*

*President Lee- Aye*

*A. Thomas Owen- Aye*

*Earl Webb- Aye*

*Richard Nichols- Aye*

#### **11. Open forum/ general discussion of the annual donation to the Lewes Fire Department.**

Mr. Calaman stated that historically, the Fire Department is the one and only donation the BPW makes. In 2020, the BPW made a donation \$40,000 to the Lewes Fire Department with \$5000 going to the EMS. Mr. Calaman questioned how much the city is contributing. Mayor Becker state that the city is donating \$60,000 and does not specify between the fire department and EMS. President Lee stated that in the past few years there has been a discussion if the BPW should do the donation and last year it was decided to divide up the between the two. President Lee stated that the Lewes Fire Department was notified that this was happening.

Mr. Panetta stated that the BPW is reliant on the fire department and ambulances to support operations. The BPW does high risk operations with high water pressure and electric. The fire department protects the BPW assets. Mr. Panetta stated that the Lewes Fire Department had assessed their needs last year or the year before and felt they were underfunded and not just by the BPW. Mr. Panetta reminded the Board that this is the only donation that the BPW makes to a non-profit and the BPW has a direct benefit. Mr. Panetta recommends increasing donation especially as costs have gone up in the era of COVID. Mr. Nichols questions is there a reason to suggest a separate breakout for the EMS. Mr. Calaman stated that it was due to COVID, and that the money was spread throughout the departments. Mr. Owen stated that EMS had been overloaded because of COVID and the BPW wanted to recognize them. Mr. Nichols questioned if the EMS is part of the fire department. Mr. Owen confirmed that it is. Mayor Becker corrected his previous statement, and that the city is donating 75 not 60. Mayor Becker stated that the city has also added a file on taxes for anyone who wishes to make a separate donation in addition to their taxes. Residents/taxpayers have been contributing over and above the \$75,000 that the city gives. This also goes directly to the fire department without an administrative fee. President Lee stated that residents are solicited individually as well.

Mr. Webb stated that it was discussed in a prior meeting developing policy that would have visibility to the 990n that shows the amount of revenue and the amount of cost associated with the fire department. That is pending a vote in the January meeting. Mr. Webb questioned if the Board should give money now or wait to look at that form. Mr. Webb does have last year's

numbers but does not have current data. Mayor Becker stated that the banquet where the check is normally presented occurs at the end of January and it has always been well received. President Lee stated that last year was a strange year. President Lee questioned Mr. Webb if he had any specific concerns. Mr. Webb stated that the data from 2020 shows that there was revenue of 3.29 million and expenses of 2.75 million and was 16.4 % positive. The data may say the Board needs to give more or less; Mr. Webb is unsure. Mr. Nichols questioned the data Mr. Webb is using and if it showed a breakout of what was siphoned to the EMS. Mr. Webb stated that it does not differentiate from EMS, just states fire department.

Mayor Becker stated that Lewes and Rehoboth departments are hit hard because of the way the county disperses the money and is currently under review. The contributions that the county makes are equal across the county. Lewes and Rehoboth are the two most busy fire departments and there is no recognition of the disparity between the responsible numbers and the money that actually flows to them. It has been discussed but no resolution yet.

Mr. Panetta stated that the policy regarding the financial forms should be adopted for next year. President Lee stated that this will be a problem next year unless it is requested sooner. Mr. Webb stated the revenue and expenses are listed. Mayor Becker stated the fire department is anticipating a new truck and there is obviously a substantial increase in numbers right now.

**ACTION:** *Mr. Panetta motioned to increase the BPW donation to \$50,000 considering inflation and demand on services like this. Mr. Nichols seconded the motion.*

**DISCUSSION:** Mr. Webb stated that he voted to increase the donation last year as well. Mr. Webb referred to previous minutes and need for a water tower for fire flow. BPW pays for this and there are things that the BPW does to support the fire department. Mr. Webb stated that arguably the fire department has more money than the BPW according to the document. Mr. Panetta stated that the excess cash maybe allotted for a new truck, or something else. There are questions that do not have answers at this moment. Mayor Becker stated that the fire department will come and make a presentation, but it will not happen until February. President Lee questioned what the Rehoboth department gets in donation from the city, as the Lewes department receives two separate donations. Mr. Calaman stated that Rehoboth's received a donation of \$100,000. Mr. Panetta also stated that Rehoboth has more large businesses in comparison to Lewes.

Mr. Owen suggested an amendment to the motion for a 10% increase bringing the donation to \$44,000.

**ACTION:** *Motion to increase the BPW donation to \$50,000 passed with 3 votes in favor, 2 votes against, and 0 abstained.*

D. Preston Lee- yes  
A. Thomas Owen- no  
Thomas Panetta- yes

Earl Webb- no  
Richard Nichols- yes

## **12. Open forum/general discussion for the Wastewater Treatment Plant planning grant.**

President Lee stated that this topic started with conversations between himself, Mayor Becker, Khalil, and Representative Carper's office. The hope was to get federal money to have a study done at the wastewater treatment plant and find the best option moving forward. There has been talk of moving the plant, but President Lee does not think the BPW is at that point yet. President Lee stated that it makes sense to study the plant to see the options. Senator Lopez was onboard since the BPW was directed from Carper's office that it needed to come from the state. President Lee stated that the study will not be cheap, and he throw out \$100,000. Mr. Webb questioned who the money would go to. Mr. O'Donnell stated that the Board would hire an engineer. Planning grants are 50/50 matching. Mr. O'Donnell stated that for the resiliency part of it, the \$100,000 may cover it, but when looking to relocate, it is a big process. Mr. O'Donnell stated that the BPW looked into combining with the county 20 years ago with different outfalls and effluent. The more options, the more expensive the study will be.

Mr. Panetta stated looking at the resiliency part first will determine if the plant could be hardened and may negate the need to look at the second option. Mr. Panetta stated that doing a two-fold study is the best use of monies and energy. President Lee stated this is an unusual opportunity for grant funding and if it is available the BPW should do it. Mr. O'Donnell stated that the state will only reimburse the amount of money that GMB bills on a project. The funding expires over a certain period of time, usually a year. Mr. Panetta questioned if both could be done in a year. Mr. O'Donnell stated that it is a lot of work and phase two takes so much collaboration with other parties. Mr. Calaman stated that he made a presentation to council as far as projects that may qualify for ARPA and this may qualify. Mayor Becker stated that it may and that supposedly the final guidance on what the monies can be used for was issued last week. The Board will review this information. Mr. O'Donnell stated that Investments Innovation Act that recently passed is going to filter more money for grants on drinking water and wastewater side. President Lee stated that he was told that the planning money and capital money comes from two different pots. Mr. O'Donnell confirmed. Mr. O'Donnell stated that there is a Planning Advance grant where it awards funding for the study and the design, but forces to move forward with the construction of the project. Mr. Calaman stated that the BPW is currently utilizing the planning grant for the water study.

Mr. Webb questioned if the mitigation committee with the city and if it was funded in any way. Mayor Becker stated that it is strictly funded through the city unless DENREC awards a grant. Mayor Becker stated that the city has not done any study specifically recently. Mr. Webb stated that Scott, University of Delaware, has models that can give an idea of what it looks like over time. Mr. Webb referred to sea level rise. Mr. Panetta stated that the wheel

does not need to be reinvented. Other organizations, like FEMA, are holding meetings on exactly this topic bi-weekly. They are not updating the Atlas 14 for 5 years, but communities are looking at it on their own. Mr. Panetta stated that the Board needs to be proactive and not rely on historic methods like the firm maps.

President Lee stated that this motion is just to see if there is interest in contacting DENREC and put an idea out there for that planning. President Lee stated that it should be left open and not just for the plant. There is a lot of pressure to move the plant and the Board should stay open to that idea. President Lee stated he is looking for approval to apply for the grant and thinks that the \$100,000 would be close to the number.

Mr. Webb questioned if there are things that can be done right now and why the Board would wait. President Lee stated that this fits in with the mitigation committee. President Lee confirmed that the Board is not waiting until they get money. Mr. Webb is ok with this. Mr. Panetta stated that GHD has done a phenomenal job assess the needs at the plant. Mr. Panetta stated that the Board already started two years ago with the elevation study. Mr. Panetta stated that the Board needs to let the science determine the proper outcome is, moving the plant or mitigating until the end of its life. President Lee agrees. Mayor Becker stated that lacking the science information encourages speculation. Mayor Becker stated that applying for a grant and starting the mitigation team is spot on and will quell some of the speculation. Mayor Becker pointed out it is unknown what wastewater treatment is going to look like in 30 years.

***ACTION:*** *Mr. Panetta motioned to pursue applying for the grant from the State of Delaware for a hundred thousand dollars. Mr. Nichols seconded the motion, which passed unanimously.*

**13. Open forum/general discussion on a bylaw's amendment for the formation of a Lewes BPW Mitigation Committee and housekeeping revisions.**

Mr. Calaman state that originally the mitigation committee was discussed from the purview of the wastewater treatment plant but can be used to look at harden all utilities. This is similar to the city's committee but dedicated to look at BPW facilities and assets. Mr. Hoffman stated that his office was tasked with preparing a resolution and when the finance committee was formed, the Board revised the bylaws. This amendment allows the Board to formulate these committees. These committees are advisory and are not delegating authority. The resolution from the finance committee was used as the framework. In the mitigation committee draft there are blanks, notably who from the Board who is going to chair the committee and what is the committee's task. Mr. Hoffman recommends discussing and coming back to vote on final draft of the resolution at the next meeting or a voice vote can be done to enact immediately. Mayor Becker stated that he would like to see a member of the city council made a member of this committee in order to promote communication. President Lee questioned if the Board wants to discuss and have ready for the January meeting. Mr. Hoffman stated that the cleaner approach is discuss questions and Mr.

Hoffman can incorporate those into the resolution and the Board would vote on at the next meeting.

President Lee questioned how many board members are going on the committee and is the vision to have a quorum. Mr. Webb stated two. Mr. Panetta stated that the whole board cannot be on the committee. Mr. Hoffman clarified that meetings still have to be publicly notified and have public discussions but cannot act. On the finance committee the treasurer and assistant treasurer are co-chairs and at least 7 members, no more than nine. Mr. Panetta questioned what the value is in having co-chairs. Mr. Hoffman and Mr. Webb stated with co-chairs if one is unavailable the other is. Mr. Hoffman stated from a structural standpoint it is cleaner if there is one chair. The framework of the finance committee allows co-chairs to discuss and make recommendations in terms of membership. It does invite the potential for a deadlock.

President Lee questioned if there was any one office that would be obvious and suggested the Vice President. Mr. Owen stated that he would be happy to do it and questioned since Mr. Panetta was on the city mitigation committee would he be interested. President Lee stated that he thinks the Board is looking for an office. Mr. Panetta stated that in the draft resolution, it states that every year the board member is voted on.

Mr. Hoffman stated that it must be decided how many members will be on the committee. Then what positions must be a part of that set number, possibly the general manager? Mr. Hoffman recommends one chair that is a Board member. That chair is responsible for nominating members. The reason for the one-year term is allowing for elections and re-evaluation of membership of the committee.

President Lee stated that with the finance committee it was obvious, but there is not a specialist by title for the mitigation committee. Mr. Hoffman stated the resolution can state that the chair shall be board member selected from among the Board on specified date. Think structurally, not individual. Mr. Panetta stated that opposed to by title, this would be by name. Mayor Becker stated that the anniversary should be considered and believes that one year is too short. Mayor Becker suggested staggered terms and look at June, that would recognize that an election might change some of the titles. Mayor Becker stated that he feels very strong that a mitigation team with only one-year service will is never going to get invested. Mr. Panetta and President Lee agreed.

Mr. Hoffman confirmed that a position for a liaison between the city and the Board, instead of four, one of whom it should one of whom shall be the general manager, set the terms to stagger, and that the chair shall be a member of the board selected by the board in the meeting in June.

Mr. Hoffman stated that the resolution will identify what the mitigation committee is supposed to do. This task can be amended. Mayor Becker confirmed that section five is a charge. What is the committee supposed to issue recommendations on? Mr. Nichols stated

that it should include resiliency on all BPW facilities and assets or at least be the framework. Mr. Panetta stated that it is the pre-planning, the event, and the event recovery.

The Board will review ideas and suggestions next month.

Mr. Nichols requested the board members come up with a list of candidates for the Finance Committee over the next 7-10 days and be sent to Mr. Calaman. It is not to ask anyone if they are willing or interested, as it is the Boards decision.

**14. Open forum/general discussion on a policy for Lewes BPW staff to not accept payments over the phone.**

President Lee stated that it was discussed in detail last meeting and the Board understands the request. Mr. Gritton clarified that it is not that the BPW does not accept payments over the phone, but there are proper methods to do so. Payments are accepted through an automated system. Mr. Hoffman stated that the resolution is consistent with this. Mr. Calaman stated that it was asked how often payments were made via the automated system and the last billing cycle was 73. Mayor Becker questioned if a customer was speaking with a live representative, do they have the ability to transfer them to the automated system. Mr. Gritton confirmed and stated that employees are encouraged to answer all questions prior to transfer. Mr. Calaman stated that there is the ability to set up smart hub, the ability to add credit card information and store the information, and ability to set up an automatic payment.

**ACTION:** *Mr. Owen moved to read the resolution by title only. Motion passed unanimously.*

Mr. Hoffman read Resolution: A RESOLUTION OF THE BOARD OF DIRECTORS OF THE BOARD OF PUBLIC WORKS OF THE CITY OF LEWES PROHIBITING STAFF FROM ACCEPTING PAYMENT BY CERTAIN TELECOMMUNICATIONS TECHNOLOGY. This resolution has been read by title only and placed before the Board for consideration.

**ACTION:** *Mr. Owen motioned to accept the resolution. Mr. Nichols seconded the resolution, which passed unanimously.*

**15. Open frum/general discussion on EV charging stations.**

Mr. Calaman stated that there was a meeting with Paul Evalds to gather knowledge of EVs. DNREC has a program that can apply for 90% of the costs of EV charging stations. The current EV stations were donated by Mr. Evalds. The Board has been questioning expanding the number EV stations. The BPW and the city are two separate entities so both can apply for six chargers a piece up to 90% funding. Still questions up in the air: Who will monitor? Who will park there? Violation for a gas vehicle to park there? How to charge?

President Lee stated that the six that are obtained by the BPW would be owned by the BPW. Mayor Becker stated that he recommends three tandem stations as opposed to six stations. President Lee agreed. Mayor Becker stated that the 90% reimbursement is for the equipment only and not the installation or pedestal/pads. Mayor Becker stated that the city is looking into metered lots. There are location options. It will also need to be decided what to do with the four the city currently has. Should one be dedicated to City Hall or one of the Schley Avenue facilities for exclusive use of BPW and the city? Mayor Becker stated that the library is looking at EVs. President Lee questioned if they would be obtaining some as well. Mayor Becker stated that they are considering it and are having a meeting next week for initial discussions. Beebe is considering it as well. President Lee stated that a question for the city is how many parking spaces are to be taken up by EV dedicated. Mayor Becker stated that they will be filtered around and not in one spot. Mayor Becker stated as a hospitality provider, he is getting inquiries if EV chargers are available. Mayor Becker suspects that Lewes will see more EVs rapidly. Mr. Panetta questioned if the new chargers have any restrictions for the electric. Mayor Becker stated no, and they can be metered. Mayor Becker stated he is looking to purchase some for the Inn and the ones he purchases will be metered or have the ability to lock or have a security code for access.

Mr. Calaman stated that this could be put on the agenda for the joint BPW and city council meeting in January. Mayor Becker stated that it is important to put it on that agenda because the funding expires on June 30<sup>th</sup>, and it is unsure how much the state has allocated for this. Time is of the essence.

Mr. Webb questioned why both entities would not just order their respective amounts. President Lee stated that the question is, is there enough space to put them? Mr. Owen agrees that it must be decided where to put them and that will signify how many are needed. Mr. Panetta and Mr. Webb disagree. Mr. Panetta stated that it is going to happen, and the space will need to be found. Mayor Becker stated that the where is important because you cannot apply for reimbursement until they are installed. Mr. Calaman stated that the BPW would be laying out capital and waiting on reimbursement. Mayor Becker stated that the conversation should be pursued further at the January meeting. This is a good program for municipalities and this same program is not happening for private entities. Mr. Panetta questioned what the cost is for a EV charger. Mayor Becker stated that a double headed charger is about \$6500. Mr. Calaman stated that the three phase one is about \$40,000. Mayor Becker stated that this is just the equipment and does not include the installation. Metering needs to be worked out and how to use credit cards and other things. An option may be two different rates, a regular parking rate and a higher rate for those spots with a charging station. Mr. Webb questioned if a gas vehicle could park at the charging station spot and pay the higher rate. Mayor Becker stated that the spots would be marked EV only and those who park there without an EV would be ticketed. President Lee stated there needs to be a way to control how long someone stays there. Mr. Calaman stated that some have developed a rate that covers the cost of the electricity and the cost of the parking.

Mr. Ritzert is the liaison for the city council regarding this project. Mr. Ritzert would like to members of the BPW staff and himself and possibly another council member to spend time in the field to identify locations for these chargers to prepare for the discussion in January. President Lee agrees.

Mr. Calaman stated that the charging stations would need to be purchased and installed before reimbursement. President Lee stated that if the BPW is too late, then the BPW will be paying. Mayor Becker stated that this is why it is important not to drag your feet.

**ACTION:** *Mr. Panetta motioned to purchase six EV charging stations or the equivalent through the state program and work collectively with the city to determine location and billing. Mr. Nichols seconded the motion, which passed unanimously.*

**16. CALL TO THE PUBLIC**

None

**17. CALL TO THE PRESS**

None

**18. EXECUTIVE SESSION**

**ACTION:** *Mr. Owen motioned to enter executive session. Mr. Nichols seconded, which passed unanimously.*

President Lee adjourned to executive session at 5:56 pm.

**19. RETURN TO OPEN SESSION**

**ACTION:** *Mr. Owen motioned to return to open session. Mr. Nichols seconded, which passed unanimously.*

Returned to open session at 7:17 pm.

**20. DISCUSSION AND ACTION ITEMS FROM EXECUTIVE SESSION IF APPLICABLE.**

None

**21. ADJOURNMENT**

President Lee adjourned the meeting at 7:17 pm.

Respectfully Submitted  
Sharon Sexton  
Executive Assistant

