

**CITY OF LEWES
BOARD OF PUBLIC WORKS
Board Meeting Minutes
October 28, 2021**

The Thursday, October 28, 2021, board meeting of the Lewes Board of Public Works was held at 4:00 P.M. at City Hall Council Chambers.

1. WELCOME, CALL MEETING TO ORDER AND 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.
A. Thomas Owen
Thomas Panetta
Earl Webb
Richard Nichols*

Ex-Officio Members

*Theodore Becker, Mayor
Austin Calaman, General Manager
Pete Yingst, Legal Counsel*

Others

*Kimberly Bellere, Finance Manager
Mike Wolgemuth, Inframark
Richard Plack, Inframark
Tim Ritzert, City Council Member
Laura Oakley, BPW
Josh Gritton, BPW
Charles O'Donnell, GMB
Elizabeth Owen
Doug Spelman
Kristina Keller, BPW
AnnMarie Townshend, CityManager*

3. REVISIONS AND/OR DELETIONS TO THE AGENDA

None

4. CONSENT AGENDA

- a. Receive Vice-President Report**
- b. Receive Secretary Report- Approval of minutes for August 19, 2021, regular board meeting, September 9, 2021 special meeting, September 21, 2021 workshop, and October 8, 2021 special meeting.**
- c. Receive Treasurer Report**
- d. Receive Asst. Treasurer Report**

ACTION: Mr. Nichols moved to approve the consent agenda. Mr. Owen seconded the motion,

which was unanimous.

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

Mike Wolgemuth reported:

- The malfunctioning bearing to the five-millimeter band screen in the headworks was replaced. Received two bearings, but only replaced one as the other was in good shape. Repair was done on September 15th.
- The five-millimeter screen is back online on September 24th.
- The EQ tank was cleaned on September 21st. President Lee questioned the condition of the EQ Tank. Mr. Wolgemuth stated that it was “pretty ragged up”.
- The Rupp pumps have not clogged since the EQ tank was cleaned.
- Train four of the upstream module was pulled the week of October 11th. Contractors are cleaning the membranes. They were not as bad as when they were in February. The diffusers were not clogged. Mr. Panetta questioned how many hours it will take to clean train four. Mr. Wolgemuth stated he does not have a guess, but it assumes it will be less than the 120 hours it took in February, because it is not as ragged up. Four has not been utilized as much as other filters.
- Proposal to replace the transfer switch at pump station eight was accepted from Curtis Power and was around \$3700. Received three proposals and this was the lowest price.
- There is a rental generator from United Rental hooked up at pump station four until a permanent solution is found. Working with GMB and Keystone. There is a question about transformers. Currently there is a step-up transformer there and may be a better solution to have a 480 transformer and step down. Currently the electric service is 240 volts and the VFDs and pumps are running off 480. GMB is assessing the sizing of the generator and the service will need to be upgraded with a new generator.
- The backup diesel pump is still hooked up at station four. The VFDs were replaced by Keystone on the 19th on pump one.
- VFD failed on pump two at station eight and the second VFD that was ordered was used there. Inframark is looking to obtain a spare that would service both station four and eight. Mr. Calaman stated that this was done today.
- Pump one, station four is still offline and is believed to be clogged. The BPW needs to get the vac truck out there to clean the station. The bypass is still in use.
- Hills was out to look at station three but has not received a proposal for the rebuild. Hills communicated those motors can be replaced but parts for the T8 are obsolete and will be looking at replacing both the pumps. GHD look at the station three and will give recommendation.
- There are now five full time employees at the plant. Newest addition is licensed in Pennsylvania and lives in Slaughter beach and has applied for reciprocity and hopefully will receive a level two or three license. Re-hired David Weed as a part-time operator to help with the weekends. Hired a maintenance tech that started two weeks ago. Mr. Webb questioned if anyone has an electrical license in Delaware. Mr. Wolgemuth stated no and that it would be very expensive. President Lee questioned if there was enough work for a full-time master electrician licensed person. Mr. Wolgemuth stated that the issue with a master electrician will not want to do the other wastewater tasks, such as going into a manhole.
- Mr. Panetta asked for an update on the screens at the wastewater treatment plant. Mr. Wolgemuth stated that both screens are online but discharging to the watering dumpster. Mr. Calaman stated that part of the scope of the headworks rebuild is to include the rebuilding of the two-millimeter and five-millimeter screens. GHD had mentioned redundancy and possibly adding an additional two-millimeter screen in case of a failure. Mr. Wolgemuth stated that he spoke with a plant on Worcester County that is a smaller

plant with one-millimeter screens and a rotary drum, and they are pulled to be cleaned once in ten years. There was very little to clean. Mr. Wolgemuth stated that it would be a good idea to consider and explore the idea of a one-millimeter screen. Mr. Plack stated that Suez was under the impression that there was previously a one-millimeter screen here and was asked by the board to investigate the flow restrictions and was decided upon a two-millimeter screen. The one-millimeter screens were difficult to clean, and the spraying bars were being sprayed from the outside. The rotary drum has spray bars on the inside and outside.

- Mr. Panetta stated that the Suez letter to Inframark dated April 28th, stated that the stand design requires a fine screen with the following characteristics: two-millimeter maximum size not meshed or wedged and no mechanism for stream bypass. Suez has gone on record stated that two is the normal maximum opening size is standard design. Mr. Wolgemuth stated would like to see a cost comparison between a one-millimeter and two-millimeter screen. Mr. Panetta stated he is open to what GHD says but the BPW is in compliance with Suez's recommendations and design specs.
- President Lee is concerned that there is only one pump even though there is a backup. President Lee stated that he had a discussion with the engineers and sketched up a scheme to be able to clean that intake and thinks that it should be pursued with Inframark. Mr. Plack stated that he had a discussion with the engineer about how to modify the existing cast 90 that is placed in concrete and possibly replacing and how to improve it. President Lee stated that the study with GHD will take six months to complete and thinks that this should be pursued, as soon as possible.
- Mr. Wolgemuth stated that the pipes in pump station four in pretty good shape and are fairly new. President Lee questioned if pump station eight had the same configuration of intake. Eight has not had the clogging issues that four has however the way the intake enters the well is different. Mr. Wolgemuth stated that when eight was cleaned, it was not as dirty as it was thought it was going to be.
- Mr. Webb stated that the flow is pretty low in general and questioned if the county was sending us flow at this point. Mr. Plack stated that the county is sending just over 100,000 gallons a day and have not increases due to the limited capacity and to ensure no further issues due to the bypass and the regular pump. Mr. Plack stated that they are in the process of getting another pump cleaned out and staged for station four and removing the clog inside the wet well.
- Mr. Webb questioned if the amount the county pays the BPW correlates with usage. Mr. Calaman confirmed. Mr. Webb questioned what the revenue generated from them. Ms. Bellere stated that the Sussex County sewer is listed at the bottom of the financials.
- Mr. Calaman stated that BPW did shut the county down when the VFD went down for a period of time.
- Mr. Webb questioned the sludge operations in the report and if liquid was really zero. Mr. Wolgemuth stated that Inframark was using the belt filter press, in the summertime the drying beds work better, and lack of the rain contributed to this. Mr. Calaman stated that the belt filter press will be leaving sometime in November.
- Mr. Calaman stated that the cost of this technology is in the budget because it is expensive to pump and haul over the winter months. The manpower to clean with a hot power washer is consuming. Mr. Webb questioned if the technology is a press or heat or both. Mr. Calaman stated that it is the exact same as what the county had on the 54-foot trailer, and it would fit in that building. IT would be able to be used anytime, summer or winter. Mr. Plack stated that over 6–8-hour day, the press produces the same amount of sludge using four to five beds over the course of a 10-to-14-day period. Rain sets back the process three to six days depending on the volume.

6. RECEIVE PRESIDENT'S REPORT.

President Lee stated that Mayor Becker, Councilman Khalid, and himself had a meeting with Carper's office on Tuesday and discussed the disposition of the treatment plant. The

BPW was asking for the funds to evaluate what is best for the long-term treatment plant's location, as far as sea-level rise and disaster. Their response was that they could not help and did not see it coming through them. Mayor Becker stated that the BPW is also interested in the reserve unit should it become available, but they were unable to provide an update. Mayor Becker stated that we know that when the unit deploys in a week and a half, they will leave all their vehicles behind and may slow down the process of relocating to Newark. Mayor Becker stated that the other topic had to do with Beebe's request for a mobile unit to be funded for opioid and other issues.

7. RECEIVE GENERAL MANAGER'S REPORT.

Mr. Calaman introduced Kimberly Bellere, Finance Manager, to review financials. Ms. Bellere stated that quarter two started in July and ended September 30th.

- The operating revenues are up 1.2 million dollars compared to quarter one.
- The operating expenses are up 347,000 dollars.
- The non-operating revenues are down 378,000 dollars, this cannot be controlled as much.
- The total operating income has increased by 827,000 dollars.
- The total income is up 449,000 dollars compared to quarter one.
- Overall, from last year's quarter two, revenues are up 360,000 and expenses are up 180,000. This means the operating income is up 180,000. The non-operating revenues are down and is due to interest income is lower, losing money in the change in market value, and losing money in our investments as opposed to gains last year.
- The total columns, to the right, the large variances in revenue were noted. These are accounting for apple electric transformers purchase on their behalf, plumbing permits from Vantage Point Retirement, water tower rental with AT&T and Verizon, and the developments.
- Line 13: Professional and contractual services, attorney fees are very high, and the water main assessment is starting to pick up. Mr. Webb questioned the \$23,000 the BPW paid this month in fees. Mr. Calaman stated that the BPW has a lot of projects going on right now that accounts for the increase. President Lee questions if the BPW would recoup most of that billing to the developer. Mr. Calaman stated yes.
- Line 14 other supplies and expenses, dues and subscriptions are high.
- Line 16: Rentals from Clean Delaware. only had to write off \$359 bad debt this quarter.
- Line 25 Gain/Loss on assets: BPW sold the old bucket truck and the skid steer.
- Line 26: BPW was paid grant revenue for asset management and water main assessment.
- Line 27 Change in market value: The BPW lost almost \$124,000 on investments. Mr. Webb questioned how does the BPW get grants? Mr. Calaman stated that GMB applies on almost every project. For the water assessment, it was a matching planning grant. For example, if the project cost \$120,000 then the grant would pay for \$60,000 and BPW would pay \$60,000. The BPW takes advantage anytime its available. Mr. Webb questioned Mayor Becker if GMB does the write up for the city as well. Mayor Becker stated that depending on what the grant is, then yes.
- President Lee questioned the water sales and that SBI is \$140,000 and already over budget. Ms. Bellere stated that the current budget was only set up \$128,000 in revenue. Just counting SBI Pharma, is already over that and doesn't include the hospital or the school. President Lee questioned what is going on there. Mr. Calaman stated that there is just more usage especially in the medical field. Mr. Webb questioned if this is sustainable. Ms. Bellere stated that it has so far this year. Mayor Becker stated that there may be a decrease with the relocation.
- Mr. Calaman stated that expenses for wastewater treatment are up because to clean the

membranes, there needs to be constant flow of water.

- Salaries are \$32,000 lower than quarter one in part to not having an assistant general manager.
- Administrative is down \$220,000 compared to quarter one due to retirement contribution. Administration is holding steady.
- Mr. Webb stated that the BPW needs to figure out whether this is sustainable for the rest of the year or to build out the budget appropriately. Mr. Calaman stated that the next budget season will be even harder. Mr. Panetta agreed that knowing what the norm is difficult at this point.
- Mr. Panetta stated that he appreciates the notes and that it is beneficial to get through questions.

Mr. Calaman continued the General Managers Report.

- Mr. Calaman stated that there are many projects going on: construction on New Road is going to pick up. The first leg coming from Towerhill down to Canary Creek and will start in a couple of weeks. Mr. Calaman stated that DelDOT will close New Road completely and traffic will be detoured. Mayor Becker stated that it has not been announced yet. Mr. Calaman stated that this has nothing to do with our portion of the project. Mayor Becker stated that usually the city receives an announcement from DelDOT like the construction on the sidewalks on Savannah Road. Mr. Calaman stated that he believes that it will be in November.
- Pilottown Road Project is starting about up, weather depending.
- BPW just completed hydrant flushing with no issues.
- BPW held household hazardous waste this month. President Lee handed out notecards and magnets for public outreach regarding wipes in the pipes. Mayor Becker suggested that some be placed at the library.
- Mr. Calaman stated that the BPW would like to work with the city to get placards into the public restrooms. Mayor Becker stated that this could be done.
- Mr. Calaman turned over the discussion to Mr. Panetta and Mr. Nichols to discuss the Schley Avenue master plan:
 - Mr. Panetta stated that the BPW is working with Mr. Calaman and the city and have laid out what they believe are the needs, such as space requirements. Constraints were discussed and the issue of where the real property boundaries were. GMB helping with this. Mr. Nichols stated that the difficulty going further is the lack of input of what city council's ideas are on location, quantity, and programming that would affect decisions. Mayor Becker stated that he was unaware where the BPW was at and is happy to schedule a meeting.
 - President Lee stated that he does not believe the BPW should not go much further than sitting down and combining the lists due to the reserve. No sense in moving things around and spending money because it may change. Mayor Becker stated that it is all paperwork, nothing is being implemented.
 - Mr. Panetta stated that the location of the battery in the building may not be the right place for it, relative to the other side of Schley behind the substation.
 - President Lee questioned if the proposals were due tomorrow. Mr. Panetta stated that the date was extended to 12th.
 - Mr. Webb questioned the process and if it was that the BPW would meet with the city, the city will relay their thoughts and BPW representatives would convey theirs and return to respective boards. Mr. Panetta confirmed this process. President Lee would like to see the BPW list before it goes to city council.
- Mr. Calaman met with GHD and the onsite at wastewater treatment plant along with President Lee. Pumps three, four, eight, and five, were looked at, which is the scope of phase one. GHD will return to gather more finite details. President Lee stated he was impressed with GHD. GHD was well informed of project.
- Mr. Calaman suggested having quarterly BPW and city council meetings and that both

- parties would benefit. Circle back to this idea after the first of the year.
- Mr. Panetta stated that Mr. Calaman and staff are out on Pilottown Road responding to the puncture of waterline. Could have been a major disaster, but staff were able to get it under control. Mr. Panetta stated that it was at the fault of DelDot's contractor.
 - Mr. Panetta reported comments he made to the PLUS committee about the development on Kings Highway:
 - The BPW had objected to the prior development due to the location near the wellfields
 - The majority of the land that is under rezoning is within our wellhead protection area.
 - The county, the city, and the BPW purchased the Jones farm property, and this development is done incrementally.
 - The approved the shopping center and now asking for approval of another 11 acres, but there is still over 50% of the property that has not been before PLUS.
 - Mr. Panetta stated that he was the first non-state employee to attend since they shut down the PLUS process for COVID.

OLD BUSINESS

8. OPEN FORUM/GENERAL DISCUSSION REGARDING THE ACCEPTANCE OF THE REVISED LEWES BPW HANDBOOK PRESENTED AT THE SEPTEMBER 22, 2021, BPW BOARD MEETING BY RKL. INFORMATION/DISCUSSION/ACTION (AUSTIN CALAMAN)

Mr. Calaman stated that there were no additional comments on the handbook. The BPW did ask to incorporate the COVID policy, and it was added as an addendum, so when the pandemic ends it can be removed.

ACTION: Mr. Panetta made a motion to accept the handbook as prepared. Mr. Webb seconded the motion, which passed unanimously.

President Lee questioned if items nine and ten were to be approved then should item eleven be discussed first. Mr. Yingst stated that items are in correct order.

9. OPEN FORUM/GENERAL DISCUSSION TO AMEND THE BYLAWS FOR VIDEOCONFERENCING AND COMMITTEES. INFORMATION/DISCUSSION/ACTION (MIKE HOFFMAN)

Mr. Panetta stated there were a few things in the bylaws that need to be revised and questioned if that should be done at another time. Mr. Yingst stated that it is not listed on the agenda. President Lee stated it can be discussed at a later date. Mr. Webb agreed.

Mr. Panetta stated that the first item would be that the bylaws states that the name shall be the board of public works of the city of Lewes, yet everything including letterhead, logos, etc. says Lewes BPW. Mr. Calaman suggested discussing at next board meeting.

ACTION: Mr. Nichols made a motion to amend the bylaws as they stand. Mr. Panetta seconded the motion, which passed unanimously.

10. OPEN FORUM/GENERAL DISCUSSION REGARDING A RESOLUTION TO ESTABLISH OF A LEWES BPW FINANCE COMMITTEE. INFORMATION/DISCUSSION/ACTION (EARL WEBB AND MIKE HOFFMAN)

ACTION: Mr. Owen made a motion to read resolution by title. Mr. Webb seconded, which passed unanimously.

Mr. Yingst read: The Resolution of the Board of Directors of the Board of Public Works in the city of Lewes regarding the creation of a finance committee. It was read by title only and presented for adoption in vote.

ACTION: Mr. Owen made a motion to accept the resolution to create BPW finance committee. Mr. Webb seconded, which passed unanimously.

11. OPEN FORUM/GENERAL DISCUSSION REGARDING AN UPDATE OF BPW POLICIES. (POLICY WORKSHOP SCHEDULED FOR NOV 2ND) INFORMATION/DISCUSSION/ACTION (EARL WEBB AND THOMAS OWEN)

Mr. Owen stated that a document was compiled of thoughts on active policies and potential policies. Mr. Owen and Mr. Webb would like to schedule a workshop to discuss the additions or removal of items. Mr. Hoffman had suggested having policies all in one place. Mr. Owen stated that the website shows 132 policies/resolutions, and many have been replaced or are outdated. Mr. Owen suggested that categories, like finance and governance may be needed to better organize the policies/resolutions. Mr. Webb stated that those policies in blue that are hyperlinked are live policies. The difference between a policy and resolution is not for the board to figure out. The document included those opinions. Mr. Webb stated that nothing happens without the will of the board. Mr. Webb stated that it needs to be determined first if they should be live policies and if new policies should be considered and then vote on that from there. Mr. Webb stated that Mr. Hoffman will address the details of the policies.

President Lee agrees that this needs to be organized in a way that will be easy to find. Mr. Panetta stated that the one he does not agree to is the treasurer and bad intent. Mr. Webb stated that can be dropped off and what is on the list is what is live. President Lee requested that Mr. Hoffman add his input as well. Mr. Nichols questioned if these policies/resolutions could be decided on yes or no first and then later put them in a category. To do both at once may be confusing. President Lee suggested that Mr. Hoffman organize the policies/resolutions. The consensus is to look at the categories later. No action needed tonight, there is a workshop for next week. President Lee is looking forward to finalizing this and a good job was done compiling information.

NEW BUSINESS

12. OPEN FORUM/GENERAL DISCUSSION TO PICK A DATE FOR OUR COMBINED NOVEMBER/DECEMBER BOARD MEETING. INFORMATION/DISCUSSION/ACTION (AUSTIN CALAMAN)

President Lee questioned if Mr. Calaman had a date in mind for the board meeting. Mr. Calaman stated that he would like the week of the 6th but open to suggestions. Mr. Webb questioned if an extra one should be scheduled in case a report comes back and discussion is needed. Mr. Panetta stated that a meeting can be scheduled 7 days in advance if needed. President Lee suggested to hold the board meeting on December 8th. Mr. Calaman stated a workshop may be needed if RFPs come in.

The board meeting was set for December 8, 2021, at 4:00pm.

13. OPEN FORUM/GENERAL DISCUSSION ON THE PLACEMENT OF THE LEWES BPW 2022 PUBLIC POWER BILLBOARD PLACEMENT. INFORMATION/DISCUSSION/ACTION (AUSTIN CALAMAN)

President Lee stated that he would like to turn it over to Mr. Calaman. Mr. Calaman stated that it was just a placement and preference to have it on Route 1 or closer to town. Mr. Calaman is willing to designate a location. Mr. Webb questioned if there were billboards closer to town. There is one on Savannah Road outside city limits. DEMEC communities will put up a billboard with BPW staff and promotes public power awareness. This would be for Public Power Week in October 2022. Mr. Calaman and Ms. Sexton will decide on location of billboard. Mr. Nichols questioned the army reserve site and being abandoned. President Lee stated it was discussed on the call to Carper's office. The office is unsure and the fact that they are being deployed to Wisconsin for a while, leaving vehicles here makes it sound as if they will be here longer than anticipated. Mr. Nichols questioned if the schools display banners temporarily. President Lee states that the BPW does display a banner, but DEMEC will be providing a regular billboard. Mr. Panetta agreed that Mr. Calaman and staff can decide on location.

Councilman Ritzert commented that there are two poles at the old Shields driveway entrance that they frequently display banners. President Lee stated that the BPW does use this location and just used it for the Hazardous waste drop-off. President Lee reiterated that this is for funding for a highway sign.

14. CALL TO THE PUBLIC:

Councilman Ritzert spoke as a council member and a BPW customer to share an idea with the board that has already been shared with the city manager. The city manager felt as it was viable. There are many empty seats in the room and only a few attending virtually. Mr. Ritzert stated that he finds the BPW meetings very useful to attend and learned what was happening in the city by attending. Mr. Ritzert suggest that to drive interest to the BPW and the issues the BPW is dealing with, the city would begin to post the BPW meeting schedules on the city website. Mr. Ritzert stated that in most people's minds, the BPW is part of the city. Mr. Ritzert believes this would result in more participation in the BPW meetings. Mr. Panetta and President Lee stated that this is a great idea.

Mr. Ritzert questioned if the BPW has an update on the Donovan Smith property. MR. Yingst stated that he does not have an update. Mr. Calaman stated that conversations are continuing to happen between all parties, and everyone is actively working. Mr. Ritzert questioned what is holding up the process. Mr. Calaman stated that the BPW supports the project, helping to administrate the funds, and coordinating the engineering work. However, there are discussions and obligations that extend past the BPW between park owner, DNREC, etc. The last issue that was raised at the last meeting is still unresolved.

15. CALL TO THE PRESS

None

ACTION: Mr. Owen motioned to move to executive session. Mr. Panetta seconded, which passed unanimously.

Adjourned to executive session at 5:16 pm.

16. EXECUTIVE SESSION

17. RETURN TO OPEN SESSION

Returned to opens session at 6:08 pm.

18. OPEN FORUM/GENERAL DISCUSSION TO APPROVE REVIEWED EXECUTIVE MINUTES. INFORMATION/DISCUSSION/ACTION (D. PRESTON LEE, P.E.)

No minutes were approved.

19. DISCUSSION AND ACTION ON ITEMS FROM EXECUTIVE SESSION, IF APPLICABLE.

None

20. ADJOURNMENT

President Lee adjourned the meeting at 6:09 pm.

Respectfully submitted,
Sharon Sexton, Executive Assistant
Lewes Board of Public Works

