

Lewes Board of Public Works
Regular Meeting Minutes
October 25, 2023
4:00 p.m.
City Council Chambers

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

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

2. ROLL CALL

Board Members

Thomas Panetta, President

Earl Webb, Vice President

D. Preston Lee, P.E.- Virtual

Richard Nichols

Barbara Curtis

Ex-Officio Members

Andrew Williams, Mayor

Austin Calaman, BPW General Manager

Robin Davis, Assistant General Manager

Michael Hoffman, Legal Counsel

Others

Sharon Sexton, BPW Executive Assistant

Kimberly Bellere, BPW Finance Director

Bill Shull, Cape Gazette

Michael Wolgemuth, Inframark

Jeffrey Kerrin, Inframark

Ellen Loraine McCabe, Acting City Manager

Janet Reeves, Acting Assistant City Manager

3. CONSENT AGENDA

- a. Receive Vice-President Report
- b. Receive Secretary Report – approval of minutes from July 26, 2023, Regular Meeting minutes, August 22, 2023, Joint Meeting minutes.
- c. Receive Treasurer Report
 - September 2023 R&E
 - Q2 ending September 30, 2023
 - Year to Date R&E
 - Liquid Assets Graph
- d. Receive Asst. Treasurer Report

President Panetta pulled the treasurer report from the consent agenda.

ACTION: *Mr. Nichols motioned to approve the consent agenda without the treasurer report. Mr. Lee seconded the motion, which passed unanimously.*

Ms. Bellere presented financial statements.

President Panetta stated that Delaware Electric Cooperative is a one-time payment is for the split CPCN rights for Mitchell's Corner property. The funds are held in escrow until the rights are adjusted.

Mr. Webb is concerned with the investments. From January to September the S&P and the DOW were up. Ms. Bellere stated that the dividend income is positive but the adjustment for the market value is down. BPW is heavily invested in bonds. Ms. Bellere stated that investments are outside of the parameters of the BPW policy currently. Notified UBS and adjustments will be made at the end of the quarter.

Mr. Calaman stated that BPW has a short-term agreement with Clean Delaware to haul solids to Sussex County instead of Pennsylvania until pipe to digester is installed.

Ms. Bellere reviewed budget adjustments.

ACTION: *Mr. Nichols motioned to approve the treasurer report. Ms. Curtis seconded the motion, which passed unanimously.*

4. RECEIVE THE INFRAMARK REPORT

Mr. Wolgemuth presented the Inframark Report.

- Filters- De-ragging UF Train 4 was completed during the week of 4-24-2023. De-ragging UF Train 1 Completed during the week of July 3, 2023. A recovery clean was completed on UF Train 4 on 10-13-2023. The Account Manager for Veolia, Mathew Stapleford, was onsite 9-1-2023 to walk through and review UF operation. Manual cleaning of UF Train 3 to begin during the week of 10-16-2023. The 5-ton Hoist in the Process Building needs repaired due to the manual chain driven trolley that moves the hoist to the right and left gets extremely tight when moving over UF Trains 3 & 4 to the area where we clean the membranes. Crane 1, a manufacturer's service representative, was onsite and generated a proposal to address the issue. The proposal was forwarded to BPW, and a PO was issued. Crane 1 completed the proposed work but it did not completely resolve the issue. We are working with the vendor to resolve the issue.
- Solid Handling- A representative from Kubota was onsite 9-21-2023, to review solids thickener performance. We received directions for our next cleaning to pull several membranes out of the cassette and send them back to the manufacturer for testing. The manufacturer is to send us replacement membranes for the units being tested. We are trying to resolve the difference between design capacity vs actual performance.
- Pump Stations- A rental emergency generator is online at Pump Station 4 while plans for a permanent solution are being evaluated. The repair clamp to PS15 wet well discharge

piping failed. A proposal from Harry Caswell was accepted to replace wet well piping and valves. Caswell is scheduled to be completed before the end of the month.

- Plant Electrical- Building Power Feeds were meggered, during the week of July 24th. Power cables to the Process Building, Chemical Building and Control Building passed. The yellow leg to the Digester Building failed. During the first two weeks of August, the main breaker to the digester had been tripping. The breaker trips after an extended period of time and we cannot determine that the potentially compromised power leg is Monthly O&M Report Page 3 the cause. After several days of troubleshooting, we brought in Nickle Electric to install a monitor onto the power lines to the digester building. The monitor was online for four days but the breaker did not trip over that time period. The report from the monitor shows no anomalies. Nickle Electric returned and reinstalled the monitor for a 24-hour period during which the breaker tripped but the monitor did not catch the event as it likely fell between the three second recording interval. After discussing the issue with staff and Nickle electric, we changed the Digester Blower control to manual rather than automatic and the breaker has not tripped since that time. Staff continue to determine the cause of the issue. (no update)
- Personnel- As of 10-17-2023, Andrew Courtney and Michael Mazzetti are no longer working for Inframark. Inframark staff currently includes five full-time operators. Inframark has interviewed several qualified electricians and will be making an offer within the week of 10-16-2023. Most electricians applying do not have a master license or industrial experience. A Maintenance-Operator position has been posted.
- Inflow and Infiltration-I&I-Based on Point Watch runtimes vs precipitation records (9-12022-8-31-2023), PS1,PS2,PS3,PS5, PS6 and PS10 collection system basins have the most significant I&I. (no update)
- After the power outage, all pump stations came on at the same time and there was a backup and spill of 750 gallons. No sewage made it to any waterways. Inframark will gather information on the capacity of the wet wells.
- Ms. Curtis questioned the maintenance costs for pump 16 and what material was used for. Inframark changed out the control panel and the credit card expense and statement were recently received.
- President Panetta would like to breaker testing done more regularly.
- Inframark will follow up on the Violi report.

5. RECEIVE THE PRESIDENT'S REPORT

President Panetta stated that attended Mayor and City Council meeting, strategic planning prep meeting, tabletop exercise. The strategic plan will be an update. Mr. Lee would like to see the same team from Spot, Stevens, and McCoy work on the strategic plan. President Panetta attended the farewell breakfast for Ann Marie Townshend. President Panetta met with Sarah McCabe, who is running for Congress. There will be a GHD update regarding Sussex County wastewater treatment facility, possibly before the holidays. President Panetta and staff discussed building and air conditioning issues with the city.

6. RECEIVE THE GENERAL MANAGER'S REPORT

Austin Calaman presented the general manager's report.

- Received the After Action Report and both the city and BPW are working to update the Emergency Operations Plan.
- Working with EPA on a regional assessment.
- Applied for the water CPCN's for five properties.
- Met with the city, DHSS, and DNREC on Hornkill project.
- Looking to award the wellfield header project in November.
- Mr. Calaman and Mr. Davis attended an EPA tabletop.
- No update on the wellhead protection area study. Mr. Calaman assumes that will take the full 16-24 months to complete the study.
- Mr. O'Donnell stated that GMB ran into a lot of DelDot infrastructure with the Lewes Beach stormwater assessment, slowing down the process.

7. Open forum/general discussion on a presentation from GMB regarding Stormwater Infrastructure in the City of Lewes.

Charlie O'Donnell, GMB, presented the slide show on Lewes Stormwater Infrastructure. Refer to the presentation.

Mr. Hoffman questioned if the BPW has any easements for the Washington Avenue Outfall? Mr. O'Donnell stated that the outfall is mostly ditch, and a small section that the BPW probably does not have an easement for. Mr. Calaman stated the outfall is involved with DRBA right-of-way.

Mr. Hoffman recommends tracking where easements exist and where there are not easements for maintenance responsibility purposes. Mr. O'Donnell agrees but may need a more in-depth study. GMB can piece together as studies progress.

Mr. Lee was concerned that during the yacht club renovation, the dewatering was pumped into a storm drain and did not notice discharge into the canal. Mr. O'Donnell will look at this area.

GMB is currently doing a drainage study on school lane.

Mr. Lee stated that the area at Harborview has been problematic at end of Great Marsh Park. Mr. O'Donnell and Mr. Davis are working looking into the ownership and maintenance of the system. Intent is to look at things from holistic perspective.

Mr. Curtis questioned how difficult it will be to discover easement ownership. Mr. Hoffman stated that it is a long process.

8. Open forum/general discussion on an extension proposal for Auditing Services from Z + A.

Zelenoskfe and Axelrod (Z&A) have provided auditing services for the last five years for the BPW. Z&A submitted two proposals: a 3-year extension and a 5-year extension. Staff recommend that 5-year extension. The 5-year proposal waives the increase for the first year. Mr. Webb stated that having a relationship with the auditor is helpful.

Mr. Nichols questioned if there is the ability to disengage. The proposal does not include a clause to disengage before the end of the term. The Board will defer to the next meeting and staff will gather clarification on disengagement of services.

9. Open forum/general discussion on proposals for lease to own options for upcoming delivery of our TEREX bucket truck.

Ms. Bellere stated that the bucket truck that is on order was expected in November has now pushed the delivery back to March 2024. BPW has a proposal for a lease from Terex that is expired and will not lock in rates. First American will lock in rates. Staff recommends a two-year lease.

President Panetta is concerned with the uncertainty of the market. Mr. Lee recommends letting the finance committee digest the proposals. Mr. Nichols questioned if the two companies are comparable. Mr. Calaman stated that First American gives a better price based on larger purchases. Terex prices per equipment. Terex is the manufacturer.

Staff will work internally and with the Finance Committee.

10. Open forum/general discussion on resolution for supplemental funding for the WWTP Headworks/Pump Station project from DNREC.

Resolution 23-012 is for supplemental funding for the headworks/pump station project, due to the bids coming in higher than expected. The resolution has been reviewed by the bond council.

ACTION: *Mr. Nichols motioned to read resolution 23-012 by title only. Ms. Curtis seconded the motion which passed unanimously.*

ACTION: *Mr. Lee motioned to approve resolution 23-012 with the contingency of mayor and city council approval. Ms. Nichols seconded the motion which passed unanimously.*

11. Open forum/general discussion on a selection of a date for our Nov/Dec combined meeting.

The combined meeting was set for December 7, 2023, at 4:00pm.

12. Open forum/general discussion on updating section 4.3.4 Water Meters policy.

Staff recommend updating the Water meter policy to include strict trigger points. The goal is to have all water meters in meter pits in front of the property. Existing policy does not have what triggers the movement of the meter if found to be in the improper location (basement, crawlspaces, etc.).

Ms. Curtis questioned moving to exhibit K and if it is easier to change. Mr. Hoffman stated that the policy can be set up so that it is easier to change. Ms. Curtis would like to clarify the

wording on relocation of the meter, if required. Ms. Curtis would like to clarify who pays for the meter if found to be defective. BPW owns the meter and is responsible for the meter.

Mr. Lee would like to make sure the ERT is defined. Mr. Lee would like to add clarification to “if obtainable” and add unless otherwise approved by the BPW.

Counsel will review before the policy workshop.

13. Open forum/general discussion on BPW policies and possibly set a workshop date.

The Board would like to set up a workshop to discuss updating and adding policies.

The Policy Workshop will be held Thursday, November 30, 2023, at 2:00pm in Council Chambers.

14. Open forum/general discussion on the water tower logo(s) and design(s) with viewpoints.

There was concern for the viewpoints of the water tower logo. Drone footage showed view from the approximate of the middle of the logo. The water tower is visible from Cape Henlopen High school, Kings Highway, and Clay Road. The water tower will not be seen from Savannah Road.

The school district will submit their preferred logo. In discussions with the school district if they will be willing to contribute to the cost of their logo.

15. Open forum/general discussion on the cross-connection control plan.

Mr. Davis stated provided a draft with suggested revisions. Bill Hague from Rural Water made some suggestions. Most changes are minor grammar, spelling, and definitions to be added. Counsel has reviewed.

Mr. Lee questioned reclaimed water and reused water systems. Mr. Davis stated that was included as part of the plan. Does not pertain to the BPW. Recommend leaving, so that if BPW begins using reclaimed water in the future, there is no need to make changes in the future.

Recommendation is to accept the edits and present a clean version at the December meeting to adopt.

16. Open forum/general discussion on the WWTP long range plan.

The WWTF long range plan is in a holding pattern to mid-November until receive the GHD report. Received one comment from the public and will be addressed at the next WWTF workshop.

17. Call to the public.

None.

18. Call to the press.

None.

19. Executive Session.

ACTION: *Mr. Nichols motioned to move to executive session. Ms. Curtis seconded the motion which passed unanimously.*

President Panetta moved to executive session at 6:49pm.

20. Return to Open Session.

ACTION: *Mr. Nichols motioned to return to open session. Ms. Curtis seconded the motion, which passed unanimously.*

Returned to open session at 8:10 pm.

21. Discussion and action on items from Executive Session, if necessary.

None.

22. Adjournment

ACTION: *Mr. Nichols motioned to adjourn the meeting. Ms. Curtis seconded the motion, which passed unanimously.*

President Panetta adjourned the meeting at 8:10pm.

Respectfully Submitted
Sharon Sexton
Executive Assistant