

BOARD OF PUBLIC WORKS

Vision

The Lewes Board of Public Works exists to improve the quality of life of the customers we serve by providing quality and reliable utility services.

Mission

We are dedicated to providing our customers with electric, water, wastewater, stormwater management, and other value-added services in a safe, reliable, and economic manner with sound business practices, sustainable growth, community engagement, economic development, and environmental stewardship.

Regular Meeting

December 12, 2024

4:00 p.m.

City Council Chambers

114 E. Third Street

ZOOM: <https://lewesbpw.zoom.us/j/86230104873>

Agenda

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

2. ROLL CALL

Board Members

Thomas Panetta

Barbara Curtis

D. Preston Lee, P.E.

Richard Nichols

Bob Heffernan

Ex-Officio Members

Andrew Williams, Mayor

Austin Calaman, General Manager

Robin Davis, Assistant General Manager

Michael Hoffman, Legal Counsel

3. CONSENT AGENDA

- a. Receive Vice-President Report
- b. Receive Secretary Report
 - Approval of minutes [May 22, 2024](#) regular minutes [August 28, 2024](#) regular minutes, and [October 23, 2024](#) regular minutes.
- c. Receive Treasurer Report
- d. Receive Asst. Treasurer Report

4. Receive the [Inframark Report](#).

5. Receive the President's Report.

6. Receive the [General Managers Report](#).
7. Receive Finance Managers Report.
 - [October 2024 Revenue and Expense Report](#)
 - [Year-to-date ending October 31, 2024](#)
 - [Cash Graphs](#)

Old Business

8. Open forum/general discussion on the [6-month review of impact fees](#).
INFORMATION/DISCUSSION/ACTION (Austin Calaman, Kimberly Bellere and Robin Davis)
9. Open forum/general discussion on the transfer of the Mitchells Corner Development Agreement to Tamarack. INFORMATION/DISCUSSION/ACTION (Austin Calaman and Mike Hoffman)
10. Open forum/general discussion on the WWTP long range plan update.
INFORMATION/DISCUSSION/ACTION (Thomas Panetta)

New Business

11. Open forum/general discussion on the BPW's annual donation to the Lewes Fire Department. INFORMATION/DISCUSSION/ACTION (Austin Calaman and Kimberly Bellere)
12. Open forum/general discussion on allocating additional ARPA funds received from the City of Lewes. INFORMATION/DISCUSSION/ACTION (Austin Calaman, Thomas Panetta and Mike Hoffman)
13. Open forum/general discussion on selecting a contractor to install electrical conduit on Ocean View Blvd from 4th Street to Canary Drive.
INFORMATION/DISCUSSION/ACTION (Austin Calaman and Robin Davis)
14. Open forum/general discussion on the BPW's participation in the State's mandated parental leave program. INFORMATION/DISCUSSION/ACTION (Austin Calaman and Kris Keller)
15. Open forum/general discussion on a [formal policy procedure](#).
INFORMATION/DISCUSSION/ACTION (Tom Panetta and Michael Hoffman)

16.Open forum/general discussion on the [appointment of Kimberly Bellere to DEMEC Board Director and Robin Davis as DEMEC Alternate Director](#).

INFORMATION/DISCUSSION/ACTION (Austin Calaman and Kimberly Bellere)

17.Open forum/general discussion on a post-employment consulting agreement.

INFORMATION/DISCUSSION/ACTION (Thomas Panetta and Michael Hoffman)

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

19.CALL TO THE PUBLIC:

Members of the public wishing to address the Board on matters not listed on the agenda should make their request known at this time. Time permitting, each presentation will be given approximately three (3) minutes. No action or Board discussion will result from public comments on matters not listed on the agenda; however, the Board President may ask staff to review a matter, and individual members of the Board may ask that a matter be put on a future agenda.

20.CALL TO THE PRESS

21.Executive Session- Discussion of an individual citizen's qualifications to hold a job or pursue training unless the citizen requests that such a meeting be open. This provision shall not apply to the discussion by a licensing board or commission which is subject to the provisions of § 8735 of this title, of an individual citizen's qualifications to pursue any profession or occupation for which a license must be issued by the public body in accordance with Delaware law; A strategy session including those involving legal advice or opinion from attorney-at-law where an open meeting could have adverse effect on the position of the public body with respect to pending or potential litigation; and discussion of the content of documents, excluded from the definition of "public record" in § 10002 of this title where such discussion may disclose the contents of such documents; Personnel matters in which names, competency and abilities of an individual employees or students are discussed, unless the employee or student requests that such a meeting be open ".29 Del C § 10004, (b)(1), (b)(4) (b)(6), (b)(9). Review executive minutes from September 20, 2024, September 25, 2024, October 1, 2024, October 23, 2024, November 7, 2024, November 19, 2024.

22.Return to open session.

23.Discussion and action on items from Executive Session, if applicable.

24.ADJOURNMENT

The items listed may not be considered in sequence. This agenda is subject to change to include additional items and Executive Sessions or the deletion of items including Executive Sessions that may arise prior to and at the time of the meeting.

THE BOARD RESERVES THE RIGHT TO TAKE ACTION ON ANY AGENDA ITEM.

Persons with disabilities requiring special accommodations, please contact the business office at 645-6228.

*Public comment during any agenda item is limited to a maximum of three minutes per person. Time cannot be transferred from one individual to another.

Posted: December 5, 2024- 4:00pm