

**CITY OF LEWES
BOARD OF PUBLIC WORKS
Regular Meeting Minutes
December 3, 2019**

The Wednesday, December 3, 2019 regular meeting of the Lewes Board of Public Works was held at 4:00 P.M. in Lewes City Hall, 114 E. Third Street, Lewes, Delaware.

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

President Lee called the meeting to order at 4:00 P.M. and led the Pledge of Allegiance. A moment of silence was observed.

President Lee stated Mr. Kennedy and Mr. Gordon would be absent today.

2. ROLL CALL

Board Members Present:

D. Preston Lee, P.E.
Jack Leshner
A. Thomas Owen
Thomas Panetta

Ex-Officio Members Present:

Theodore Becker, Mayor
Michael Hoffman, Legal Counsel

Others Present:

Austin Calaman, Assistant General Manager
Kristina Keller, BPW
City Manager Ann Marie Townshend
City Councilwoman Bonnie Osler
City Councilman Dennis Reardon
City Councilman Rob Morgan
Charlie O'Donnell of GMB
Vince Luciani of GMB
Jackie Doherty, Recording Secretary

3. REVISIONS AND/OR DELETIONS TO THE AGENDA

President Lee stated Agenda Item #9 is postponed.

4. CONSENT AGENDA

- a) **Receive the White Marsh Environmental Systems, Inc. Report**
- b) **Receive the Vice President Report**
- c) **Receive Secretary Report, approval of minutes dated October 23, 2019**

- d) **Receive Treasurer Report**
- e) **Receive Assistant Treasurer Report**

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

5. Receive the President's Report

President Lee stated he had nothing additional to report.

6. Receive the General Manager's Report

Mr. Calaman stated Mr. Gordon had nothing additional to report.

OLD BUSINESS

7. Open forum/general discussion of approval to donate to the Lewes Fire Department Annual "Fire" Department Fund Drive. INFORMATION/DISCUSSION/ACTION (D. Preston Lee, P.E.)

Mr. Calaman stated the annual BPW donation is \$25,000 and the only donation given to the community.

Mayor Becker stated the City has increased their annual donation to \$50,000 a year and requested the Board consider increasing the BPW donation this year. The City had been giving \$35,000 for the last 10 years.

Mr. Panetta stated the Fire Department provides a service directly to BPW with protection of assets and EMTs responding to the well-being of our employees and requested the donation be increased to \$40,000.

Mr. Leshar stated the BPW donation has been \$25,000 since before 2005. BPW employees also provide first response to emergencies including help to the Fire Department and requested the donation be increased to \$30,000.

Mr. Owen requested the amount be increased to \$30,000.

President Lee requested the donation be increased to \$40,000 and suggested a compromise in the amount of \$35,000.

ACTION: *Mr. Owen made a motion to increase the BPW donation to the Lewes Fire Department from \$25,000 to \$35,000; Mr. Leshar seconded the motion, which passed unanimously.*

NEW BUSINESS

8. Open forum/general discussion of approval to accept the lowest qualified bidder for the Pilottown Road Water and Sewer Renewal Project. INFORMATION/DISCUSSION/ACTION (D. Preston Lee, P.E.)

Mr. O'Donnell reviewed the process to receive the bids, results of the bids, and general purpose and goals for the project including discussion of the following:

- Opened bids at the BPW office on November 12, 2019 at 2:00 P.M. with bids received from Teal Construction, Inc. and JJID, Inc;
- GMB recommends the project be awarded to Teal Construction with the lowest responsible total-based bid of \$3,660,876 if approved by the Board; the bid from JJID was \$4,137,500;
- Goal of the project is to replace 85 lead water services to homes, which may be less when work begins if all are not lead water service and would reduce the cost of the project; lead service to be replaced with 1" plastic tubing to the curb stop;
- Existing 4" and 6" mains to be abandoned from Queen Anne to the Lewes Dairy; services will tie-in to 10" or 12" mains; cost may be lower if there are no lead joints to be replaced;
- List of four residents on Pilottown Road with complaints of iron in their water will be checked as part of the project; all utility issues will be addressed before paving;
- DelDOT permits will be received shortly and may be used to begin testing the four homes on Pilottown Road with complaints of iron in the water before the project begins; plan is to begin work in January and completed by May 1st;
- Project to also include sewer main and services relining up to property line from Queen Anne to the Lewes Dairy; cost may be lowered after assessment of the sewer linings.

President Lee stated additional information is needed regarding time concerns to check the homes for iron complaints to determine the lines of connection and what section of the street will need to be isolated and shutdown.

ACTION: *Mr. Panetta made a motion to delay the decision for approval of Agenda Item #8 until more information is reviewed; Mr. Owen seconded the motion, which passed unanimously.*

9. POSTPONED--Open forum/general discussion of an easement agreement with the Lewes Presbyterian Church to construct and share a parking lot. INFORMATION/DISCUSSION/ACTION (D. Preston Lee, P.E.)

10. MEETINGS ATTENDED BY BOARD MEMBERS OR STAFF

Mr. Panetta reported he attended meetings for the Planning Commission, Mayor and City Council, RASCL Summit, Water Workshop 2, and the Hazardous Waste Collection Day.

Mr. Owen reported he attended meetings for the Planning Commission, RASCL Summit, and Water Workshop 2.

President Lee reported he attended meetings for Mayor and City Council, RASCL Summit, Water Workshop 2, Tower Hill Project and the Hazardous Waste Collection Day.

Mayor Becker questioned the status of the work on the crosswalks for the bridge.

Mr. Luciani stated he spoke to DelDOT last week who asked for the detour plans for Front Street to be submitted in order to schedule. Weather permitting, the plan is to begin in mid-January for a two-week period to complete all four crosswalks with a detour and no closure. The approval from DelDOT has not been received.

Mayor Becker stated the Chamber of Commerce, merchants and residents need to be informed about the two-week intersection closure. This project also needs to be coordinated with the bridge work. A meeting is needed with the public to ask if they prefer the timeline to be six weeks, two weeks, with detours, lane closures, complete closure of the intersection.

President Lee stated a special meeting will be scheduled as soon as possible.

11. BOARD OR STAFF REQUEST FOR AGENDA ITEM(S)

Mr. Panetta requested agenda items to discuss the hanging cable and telephone wires on poles; emergency procedures regarding power outages and the wastewater treatment plant; emergency planning with the City and County.

Mr. Panetta questioned the status of the DEMEC energy rebate program.

Mr. Calaman stated he attended a meeting last week where discussion included plans to hold a public workshop and rebate programs available from Lowe's and Home Depot that include removal of the old appliances.

12. CALL TO THE PUBLIC

None

13. CALL TO THE PRESS

None

14. ADJOURNMENT

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

The meeting adjourned at 5:00 P.M.

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