

CAMDEN-WYOMING SEWER & WATER AUTHORITY

P.O. BOX 405, CAMDEN-WYOMING, DELAWARE 19934

*Minutes of the Camden-Wyoming
Sewer and Water Authority
Regular Session - Authority Meeting
Held on July 12, 2016*

Authority Members present: Mr. Jeffrey Connor
Mr. Larry Dougherty, Sr.
Mr. Michael Quinn, Chairperson
Mr. Daniel Ridgely, Vice Chairperson
Mr. James Winchell
Mr. Daniel Woodall

**Also in attendance representing
the CWS&WA:** Mr. Harold Scott, Authority Superintendent
Mr. Soheil Gharebaghi, P.E., Authority Engineer
Ms. Mary Sherlock, Esq., Authority Attorney

Public in Attendance: Meeting Attendance/Sign-in Sheet;
available at the CWS&WA Office

The Camden-Wyoming Sewer and Water Authority (CWS&WA) met at the CWS&WA Office on July 12, 2016. The meeting was called to order at 7:02 p.m. by the Chairperson, Mr. Quinn.

There were no items removed from the Consent Agenda.

Approval of the Consent Agenda:

Motion: Mr. Winchell made a motion to approve the Consent Agenda, seconded by Mr. Ridgely. Motion carried unanimously.

Maintenance & Operations Status (Superintendent Report):

Mr. Scott distributed the Operations and Maintenance Report for the period and discussed the same. Mr. Scott indicated that the Authority crews had spent 62 hours to mark out utilities. Mr. Scott attributed the increase in utility mark outs to good weather and increase in construction activities.

Mr. Scott indicated that the developer of Wynsome Knoll had been given an option to provide the Authority with a generator set or a by-pass pump for the development's sanitary sewer pump station. The developer had opted to provide the Authority with a by-pass pump, Mr. Scott added. Mr. Scott indicated that the Authority had received the by-pass pump.

Mr. Scott reported that the Authority crews had installed a blow off valve at the end of Cataldi Lane because the 2-inch water main there had been a dead end. The 2-inch water main could now be flushed through the blow off valve to minimize brown water at the old dead end 2-inch water main, Mr. Scott added.

Mr. Scott indicated that a sewer main blockage at Cambridge Road at Chapelcroft had been cleared by the Authority crews. Mr. Scott noted that the blockage had been caused by root intrusion into the sewer main. The remaining sanitary sewer mains at Chapelcroft would be CCTV video inspected and cleared of roots in the near future, Mr. Scott added.

Maintenance & Operations Status (Superintendent Report, cont.):

Mr. Scott indicated that the Authority crews had filled in two old septic tanks at E. Camden-Wyoming Avenue.

Mr. Scott reported that the Authority crews had pumped out the sewer holding tank at Southside Baptist Church. This item was billed to the Church, Mr. Scott noted.

Regarding water meter replacements, Mr. Scott indicated that 234 of 300 meters had been replaced. Mr. Scott noted that 19 meter replacements were remaining to be replaced in the first set of the series.

Mr. Scott indicated that the quarterly residential and monthly commercial billing had been completed. Approximately \$370,000 in residential billing, due on July 25, 2016, and approximately \$38,000 in commercial billing, due July 26, 2016, had been mailed to customers. Mr. Scott noted that four properties were scheduled for sheriff sale on which the Authority had placed liens. Mr. Scott also noted that accounts aging (AR) more than 180 days was approximately \$68,000. The amount currently due was approximately \$283,000, Mt. Scott added.

Mr. Scott reported that a preconstruction meeting had been held for the proposed Aldi supermarket at the Camden Town Center. The opening was anticipated by Thanksgiving, Mr. Scott added. Mr. Scott indicated that another proposed supermarket known as Lidl was also anticipated to be completed at the King commercial land development in late winter.

Engineering Report:

Regarding the Capacity Development Project, Gharebaghi indicated that he had spoken to Matt Menold of Corrosion Control Corporation about Corrosion Control's schedule for painting and sterilization of the 1 MG water tank. If hypothetically, the stop work order was lifted by the Town of Camden, Corrosion Control would schedule the Authority's elevated water storage tank for late August for painting and sterilization.

Gharebaghi also reported that an open letter to the customers of the Authority had been signed by the Chairman, Mr. Quinn, regarding brown water. The open letter was drafted at the request of the Honorable Representative Yearick and the Honorable Senator Bushweller. The letter was made available to the administrations of the Towns of Camden and Wyoming and on the Authority's web site.

Legal Report:

Ms. Sherlock indicated that Ms. Mary Devlin, who had proposed a lease agreement for space on the Authority's existing 300,000 Gal. tank for a Verizon antenna, had reached out to Ms. Sherlock. Ms. Devlin had indicated that Verizon had not yet decided on the proposed lease agreement, Ms. Sherlock added.

Correspondence:

With the exception of those referenced above, there was no other correspondence.

Comprehensive Planning and Rate structure review committees:

Mr. Ridgely indicated that the Comprehensive Planning Committee (CPC) had met on June 28, 2016. Mr. Ridgely explained that the committee had explored the possibility of a rate increase equivalent to the Consumer Price Index (CPI) for funding a contingency fund for future goal projects. The CPI would supercede the automatic rate increase of 5% and replace the same with the CPI, Mr. Ridgely continued. Mr. Ridgely suggested that the concept be discussed with the Authority's Accountant, and if viable, present the idea to the Board prior to the Authority's budget review.

Mr. Winchell indicated that he supported the automatic 5% rate increase. Mr. Scott noted that the Authority's Accountant was putting together a proposed budget with a rate increase of approximately 2.8% which is about the CPI and would generate approximately \$60,000 in additional revenue. Mr. Dougherty indicated that he would support the CPI rate increase and oppose the 5% rate increase. Mr. Ridgely indicated that the CPC was also investigating the impact fees to partially fund the proposed contingency fund.

Summary Report; 103 E. Third Street

Mr. Scott distributed a Summary Report concerning the sewer back up issue, about which Mr. McCullogh had addressed the Board during a previous Regular Meeting. Mr. Scott indicated that he was not recommending any adjustments to Mr. McCullogh's account. Mr. Scott explained that the Authority's answering service would have contacted the Authority's on call personnel to investigate sanitary sewer problems that were reported, even after business hours. In this case, Mr. McCullogh had not contacted the Authority prior to engaging the services of a plumbing company, Mr. Scott added. Mr. Scott indicated that Mr. McCullogh had contacted the Authority for several sewer back up problems in the past.

Mr. Scott would respond to Mr. McCullogh's request for reimbursement of his Plumbing company's invoice.

Old Business:

It was noted that a link had been added to the Authority's web site regarding financial assistance to low income households.

Regarding the water meter replacements that were discussed during the Authority's last Regular Meeting, Mr. Winchell recommended sending water shut off notices to customers who had not responded to the Authority's request for a scheduled water meter replacement.

Visitors' Comments:

Mr. McFann asked about the location of the proposed Aldi super market. It was noted that the store would be at the Shoppes at Camden.

A motion was made to convene an Executive Session for discussion of legal matters.

Motion: Mr. Winchell made a motion at 7:42 p.m. to convene an Executive Session, seconded by Mr. Ridgely. Motion carried unanimously.

The Regular Meeting reconvened at 8:00 p.m.

Motion: Mr. Winchell made a motion to authorize the Authority's Chairperson to direct the Authority's Attorney to communicate with Mr. Eliasson and agree with the first option in the Town of Camden Attorney's correspondence regarding the Town of Camden permit issue for the Authority's Capacity Development Project, seconded by Mr. Woodall. The motion carried by a majority vote with Mr. Dougherty abstaining.

Adjournment:

Motion: Mr. Winchell made a motion to adjourn the Regular Meeting, seconded by Mr. Dougherty. Motion carried unanimously.

The Regular Meeting adjourned at 8:05 p.m. The next Regular Meeting will be held on August 9, 2016, at 7:00 p.m.

Respectfully Submitted,
CAMDEN-WYOMING SEWER & WATER AUTHORITY

Harold L. Scott, Sr.
CWS&WA Superintendent