

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 August 9, 2016*

Authority Members present: Mr. Larry Dougherty, Sr.
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
Mr. George Luff, Authority Accountant
Mr. Tyler Luff, Luff & Associates
Ms. Alicia Sumpter, CWS&WA Administration

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 August 9, 2016. In the absence of Mr. Quinn, the Authority Chairperson, The meeting was called to order at 7:00 p.m. by the Vice Chairperson, Mr. Ridgely.

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. Woodall. Motion carried unanimously.

The Meeting Agenda was reordered to consider the New Business first and Mr. Ridgely turned the floor over to Mr. Luff.

New Business: *FY 2016-2017 Budget Consideration*

Assisted by Mr. Tyler Luff, an overhead projection of the Authority's Draft FY 2016-2017 budget was presented by Mr. Luff. Mr. Luff distributed Draft FY 2016-2017 Budgets to the Board Members and explained the Authority's historic costs based on which the Draft Budget had been prepared. Mr. Luff explained the restricted nature of Impact Fee revenues, and in response to Mr. Woodall's inquiry, Mr. Luff explained the Debt Service Funds.

Mr. Luff discussed the Operating Budget line items and explained the reasons for variances from last year's budget. As an example, Mr. Luff explained fuel cost variations. Mr. Luff also explained that the Draft Budget included a 3% increase for labor costs and an additional employee if needed. Mr. Luff also discussed inventory control measures by the Authority personnel.

Mr. Luff talked about user rate increases of 2.7% and 3% ostensibly based on the Consumer Price Index (CPI) and explained a contingency fund.

New Business (cont.): *FY 2016-2017 Budget Consideration*

Following Mr. Luff's presentation of the Authority's FY 2016-2017 Draft Budget, a Budget Workshop was scheduled for August 23, 2016, at the Authority Conference room at 7:00 p.m.

Maintenance & Operations Status (Superintendent Report):

Mr. Scott distributed the Operations and Maintenance Report for the period and discussed the same. Mr. Scott indicated that utility mark outs had increased due to increased construction activities during the summer.

Mr. Scott noted that the Authority crews had performed the routine sanitary sewer pump station cleaning. Mr. Scott indicated that the Authority crews had also repaired water service leaks at East and West Camden Wyoming Avenue, Pine Street, Willow Avenue, Center Street, Southern Boulevard, and South Railroad Avenue. A sanitary sewer blockage, on the customer side, had also been cleared by the authority crews at East Street, Mr. Scott added. Mr. Scott also reported that root cutting and clearing at Chapelcroft sanitary sewer mains had been performed by the Authority crews and CCTV video inspected. Mr. Scott indicated that property owners at Chapelcroft with root intrusion observed during the video inspection had received notices from the Authority informing the property owners of the condition of their sanitary sewer service laterals.

Regarding the property owners who had refused to allow the Authority crews to change their water meters, Mr. Scott indicated that they had been sent registered letters, in response to which, ten property owners had contacted the Authority to schedule the changing of their water meters. Mr. Scott indicated that actual water usages at Chapelcroft would be monitored to evaluate the return on the water meter change outs there.

Mr. Scott indicated that the Authority's systems balance was approximately \$187,000, and approximately \$221,000 had been collected as of July 12, 2016. Mr. Scott noted that one property was up for sheriff sale at the Greens of Wyoming, and accounts aging (AR) longer than 180 days was approximately \$68,000. The currently due accounts comprised approximately \$70,000, Mr. Scott added.

Mr. Scott indicated that brown water complaints had been down compared to the past period. Mr. Scott also noted that the stop work order, which had been issued by the Town of Camden on the Capacity Development Project, had been lifted and the Authority crews had begun work on the piping associated with the project on Monday, August 8, 2016. Mr. Scott anticipated that the piping work would be completed on August 10, 2016. According to Corrosion Control, the tank painting would commence on or about August 15, 2016.

Engineering Report:

Gharebaghi indicated that estimates of probable cost for the prioritized projects on which the Comprehensive Planning Committee had been working were developed and incorporated into the Draft FY 2016-2017 Budget.

Engineering Report: (cont.):

Gharebaghi noted that a response letter had been sent to Mr. McCullough of 103 East Third Street regarding the sanitary sewer back up there.

Regarding the Capacity Development Project, Gharebaghi indicated that he had spoken to Mr. Matt Menold of Corrosion Control Corporation about Corrosion Control's schedule for painting and sterilization of the 1 MG water tank. As reported by Mr. Scott, according to Mr. Menold, the tank painting and sterilization work was anticipated to commence on or about August 15, 2016.

Legal Report:

There was no legal Report.

Correspondence:

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

Old Business:

Mr. Scott indicated that Verizon had withdrawn its offer for the rental of space atop the Authority's existing 300,000 gallon tank. According to Verizon the tank's location was not suitable for their purposes, Mr. Scott added.

New Business:

There was no new business.

Items to be placed on the next Regular Meeting Agenda:

Mr. Winchell added "Possible Name Change" on next Regular Meeting's Agenda.

Visitors' Comments:

Mr. McFann asked if the Town of Camden's building permit fee for the Capacity Development Project included the pump house. The Board Members indicated that the Town of Camden's asserted permit fee was for the entire project.

Adjournment:

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

The Regular Meeting adjourned at 8:15 p.m. The next Regular Meeting will be held on September 13, 2016, at 7:00 p.m.

Respectfully Submitted,
CAMDEN-WYOMING SEWER & WATER AUTHORITY

Harold L. Scott, Sr.
CWS&WA Superintendent