

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 January 14, 2020*

Authority Members present: Mr. Daniel Ridgely, Chairperson
Mr. Thomas Ness, Vice Chairperson
Mr. Mark Girty
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

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 Conference Room on January 14, 2020. The meeting was called to order at 7:10 p.m. by the Chairperson, Mr. Ridgely.

Approval of the Consent Agenda:

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

Maintenance & Operations Status (Superintendent Report):

Mr. Scott indicated that the Operation and Maintenance Reports for October, November, and December of 2019, had been emailed to the Board Members and discussed the Reports. Mr. Scott indicated that the CWS&WA Office Renovation Project had been substantially completed - about 90% he estimated. Mr. Scott also indicated that the drive through window - for receipt of payments, and the like - was open for business. A night drop box was also in operation, adjacent to the drive through window, Mr. Scott added.

Mr. Scott anticipated that site work would be performed by the Authority's crews at 12 S. West Street, property adjacent to the Authority's Office, weather permitting.

Mr. Scott indicated that, in addition to routine pump stations' wet well cleaning, the Authority's crews had removed the pumps from the Tamarac pump station. The pair of pumps had been pulled out of the wet well to be sent away to Deckman Electric in Pennsylvania for repairs. While the Tamarac pump station's pumps had been removed for repairs, the Authority's crews had set up a by-pass pump, Mr. Scott added. Mr. Scott noted that the by-pass pump would be disassembled and the repaired pumps reinstalled in the very near future.

Regarding Tidbury Crossing, the residential land development between Lowe's and Upper King Road - along Lochmeath Way, Mr. Scott indicated that 17 additional building permits had been issued by the Town of Camden there. Mr. Scott noted that the new homes' construction would have a positive effect on the Authority's impact fees' accounts.

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

Mr. Scott indicated that the Town of Camden had approved a 192-unit apartment complex within the King Residential Development, between Town Hall and the King Commercial Development.

Mr. Scott indicated that the Authority's current system balance was \$377,626. Mr. Scott indicated that the Authority's bills, through the end of December of 2019, had been sent to CWS&WA Customers. He also said that \$191,760 had been collected and \$39,000 in commercial billing had been sent out to CWS&WA's commercial account holders. Mr. Scott indicated that the Authority would not be shutting off water services to delinquent account holders' houses in consideration of winter weather conditions.

The Authority's accounts receivables (AR), aging longer than 180 days, were approximately \$55,229, Mr. Scott added.

Mr. Scott presented the Authority's financial audit to the Board Members and indicated that, according to the Authority's financial auditors, Dingle and Kane, the audit had been "clean" and there had not been any "red flags."

Motion: Mr. Ness made a motion to confirm the Board's acceptance of the Authority's Financial Audit Report, prepared by Dingle and Kane, as presented, seconded by Mr. Winchell. Motion carried unanimously.

Engineering Report:

[Author's note: Gharebaghi transmitted a comprehensive Engineering Report - for the period ended March 31, 2020 - to the Authority Board Members on April 2, 2020, after the January 14, 2020, Regular Meeting. As such, please refer to Gharebaghi's email and its attachments for the April 14, 2020, Regular Meeting's Engineering Report. Paper copies will be available at the Authority Office]

Comprehensive Planning Committee (CPC):

Mr. Ridgely indicated that a Workshop Session would be scheduled for January 28, 2020, at 7:00 p.m. to in part, update the *Summary of Projected Projects, Sanitary Sewer and Water Distribution Systems*, last updated on March 26, 2019.

Correspondence:

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

Old Business:

There was no old business for the Board's consideration.

New Business: *Reorganization*

Election of the Authority's Board of Directors for Officers:

Motion: Mr. Winchell made a motion to nominate Mr. Ridgely to continue as Chairperson of the Authority for calendar year 2020, and become, if so voted and accepted by the nominee, the Chair of the Authority beginning this January 14, 2020, Regular Meeting, seconded by Mr. Girty. Following Mr. Ridgely's acceptance of the nomination, Motion carried unanimously.

Motion: Mr. Ridgely nominated Mr. Ness for Vice-Chairperson of the Authority for calendar year 2020, and become, if so voted and accepted by the nominee, the Vice-Chair of the Authority beginning this January 14, 2020, Regular Meeting, seconded by Mr. Woodall. Following Mr. Ness's acceptance of the nomination, Motion carried unanimously.

The Authority's Officers for calendar year 2020: Mr. Ridgely, Chairman, and Mr. Ness, Vice-Chairman.

Visitors' Comments:

There were no visitors' comments.

Adjournment:

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

The Regular Meeting adjourned at 7:45 p.m. The next Regular Meeting will be held on April 14, 2020, at 7:00 p.m. at the Authority's Conference Room.

Respectfully Submitted,
CAMDEN-WYOMING SEWER & WATER AUTHORITY

Harold L. Scott, Sr.
CWS&WA Superintendent