

CAMDEN-WYOMING SEWER & WATER AUTHORITY

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

*Minutes of the Camden-Wyoming
Sewer and Water Authority
Special Session - Authority Meeting
Held on June 9, 2020*

Authority Members present: Mr. Daniel Ridgely, Chairperson
Mr. Thomas Ness, Vice Chairperson
Ms. Maryann Faust
Mr. Michael Quinn
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: One anonymous caller joined the Meeting telephonically

The Chairperson, Mr. Ridgely, was joined by other Board Members in welcoming Ms. Faust to the Authority. Ms. Faust was appointed by the Town of Camden Mayor and Council to serve on the Camden-Wyoming Sewer and Water Authority (CWS&WA) Board of Directors for a three-year term ending December 31, 2022. Ms. Faust shared that she had worked with physicians and nurses in central Pennsylvania for a long time. She also indicated that she had retired and moved to Barclay Farms in 2015.

The meeting was called to order at 7:05 p.m. by the Chairperson, Mr. Ridgely. Mr. Ridgely indicated that the Meeting was held telephonically and would be recorded in its entirety. Mr. Ridgely explained the information that had been provided to the public in advance of the Meeting as well as the rationale and process incidental to teleconferences as follows:

In accordance with Governor Carney's Proclamation No. 17-3292 and Declaration of a State of Emergency, as amended, the Camden Wyoming Sewer & Water Authority is holding all public meetings as telephone conferences until further notice.

The public may use telephones to dial into the meeting by calling the following number and using the Access Code as follows:

Telephone number: +1 (866) 899 - 4679, Access Code: 703 - 730 - 053

Mr. Ridgely noted that, throughout this Meeting, all Board Members were required to identify themselves before speaking and members of the public might only address the Board during the Public Comment period or if called upon. As a courtesy to others and to prevent unnecessary disruption, telephone lines were to be muted when the caller was not speaking, Mr. Ridgely added.

Approval of the Consent Agenda:

Motion: Ms. Faust made a motion to approve the Consent Agenda, seconded by Mr. Woodall. Motion carried unanimously.

Maintenance & Operations Status:

Mr. Scott indicated that the Operation and Maintenance Reports for the first quarter of 2020 had been emailed to the Board Members and discussed the Reports. Mr. Scott indicated that the Authority's accounts receivables (AR), aging longer than 180 days, were approximately \$58,900, approximately \$5,000 more than usual. Mr. Scott indicated that due the Corona virus pandemic, the Authority could neither shut water services off on account of delinquency, nor collect on liens against delinquent account holders because there had been no Sheriff Sales. Mr. Scott indicated that approximately \$409,000 had been billed out for both, residential, and commercial accounts. Mr. Scott noted that monthly billing for residential accounts had just commenced in 2020.

Regarding the Authority's finances, Mr. Scott indicated that six months into CWS&WA budget, the Authority's revenues were at 50% of budget and expenses were at only 40% of the budget. With respect to the impact of the pandemic on the Authority's revenues, Mr. Scott explained that revenue generated from commercial accounts' demand for water had dropped off by about 8% and had increased about 2% for residential accounts. As such, Mr. Scott anticipated a drop of about 6% in the Authority's revenues due to the decrease in overall water demand. The closure of schools for example, Mr. Scott continued, have contributed a substantial drop in water consumption, therefore, drop in CWS&WA's revenues for both, water, and sewer which were also based on water consumption.

Regarding land development activities, Mr. Scott indicated that home building activities at Tidbury Crossing, School View Crossing, Wynsome Knoll and the Greens at Wyoming had all been in progress. Mr. Scott noted that the construction of the apartment complex at the King Residential Development was anticipated to commence in the near future. Mr. Scott also indicated that a McDonald's restaurant - proposed near the Shore Stop at the intersection of Route 13 and Voshells Mill Road - had been approved by the Town of Camden, with construction anticipated to begin in about a year.

Mr. Scott reported that the Authority had been advised by the Administration of the Town of Wyoming that 2nd Street had been scheduled to be overlaid. Mr. Scott indicated that the Authority's budget had anticipated the Authority's work if 2nd Street needed to be repaved. Mr. Scott indicated that, using the opportunity to reduce the Authority's construction costs by minimizing restoration expenses, the Authority had replaced the old 4-inch diameter water main with a 6-inch diameter PVC water pipe and renewed all service laterals to serve the existing homes there. Mr. Scott indicated that the Authority had planned to do the same on 3rd Street upon completion of 2nd Street.

Engineering Report:

[Author's note: Gharebaghi transmitted a comprehensive Engineering Report - for the period ended March 31, 2020 - to the Authority Board Members in preparation for the April Regular Meeting which had been cancelled. 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]

Engineering Report (cont.):

In addition to the Engineering Report referenced above, Gharebaghi indicated that Mr. Scott had approved the proposal submitted by Davis, Bowen & Friedel (DB&F), engineers of record for the King Residential Development, for the design of a regional sanitary sewer pump station to initially serve the proposed 192 apartment units and to ultimately serve 500 Equivalent Dwelling Units (EDU's) at the King property.

Regarding the Certificate of Public Convenience and Necessity (CPCN) discussed during the CWS&WA Workshop Session on January 28, 2020, for the area of Upper King Road (between Nellie Stokes Elementary School and State Police Troop 3), and south side of Lochmeath Way, (between Upper King Road and Route 13), Gharebaghi announced that Tidewater Utilities Inc. (TUI) had engaged the services of Teal Construction to extend a TUI water main from the east side of Route 13 - along Lochmeath Way to Upper King Road - to bolster TUI's existing 6-inch diameter water main beginning at an at-grade water storage tank next to Chick-fil-A; Route 13 - along Voshells Mill Road and Upper King Road serving Briar Park, Nellie Stokes Elementary School and Tamarac. Gharebaghi was joined by Mr. Ridgely in viewing this matter a "win" for the people residing in the area - from a public health viewpoint.

Comprehensive Planning Committee (CPC):

Mr. Ridgely indicated that a Workshop Session had been held on January 28, 2020, to in part, update the *Summary of Projected Projects, Sanitary Sewer and Water Distribution Systems*. Mr. Ridgely briefly discussed the prioritized projects.

In response to Mr. Winchell's inquiry, Mr. Scott indicated that following the completion of water main up-sizing at 2nd and 3rd Streets, the water main up-sizing work would continue on Cedar Lane.

Regarding water meter change-outs, Mr. Scott indicated that commercial water meters would be next to be removed and replaced.

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:

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

Visitors' Comments:

There were no visitors' comments.

Adjournment:

Motion: Mr. Quinn made a motion to adjourn the Meeting, seconded by Ms. Faust. Motion carried unanimously.

The Regular Meeting adjourned at 7:28 p.m. The next Regular Meeting will be held on July 14, 2020, at 7:00 p.m. The July Meeting might need to be convened telephonically depending on the status of Governor Carney's Declaration of a State of Emergency.

Respectfully Submitted,
CAMDEN-WYOMING SEWER & WATER AUTHORITY

Harold L. Scott, Sr.
CWS&WA Superintendent