

# 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 October 13, 2020*

**Authority Members present:** Mr. Daniel Ridgely, Chairperson  
Mr. Thomas Ness, Vice Chairperson  
Ms. Maryann Faust  
Mr. Michael Quinn (telephonically)  
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

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The meeting was called to order at 7:00 p.m. by the Chairperson, Mr. Ridgely. Mr. Ridgely indicated that the Meeting was held telephonically for the public 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 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: Mr. Woodall made a motion to approve the Consent Agenda, seconded by Mr. Ness. Motion carried unanimously.

## **Maintenance & Operations Status:**

Mr. Scott distributed the Operation and Maintenance Reports covering the period July through September 2020, to the Board Members, and discussed the same. Mr. Scott indicated that the Authority's crews had managed routine maintenance assignments. Mr. Scott also indicated that the 2<sup>nd</sup> and 3<sup>rd</sup> Streets construction - that replaced existing old 2-inch diameter water mains with 6-inch diameter PVC pipes - had been completed.

### **Maintenance & Operations Status (cont.):**

Mr. Scott also reported that the Cedar Lane water main up sizing had also been completed. A new fire hydrant had also been installed at the end of Cedar Lane, Mr. Scott added.

Mr. Scott indicated that the Authority's buildings and other assets had been secured by closed circuit television (CCTV) cameras.

including the installation of a fire hydrant. Mr. Scott indicated that the Authority crews' inspections at the Greens at Wyoming, Tidbury Crossing, and Wynsome Knoll, were suggestive of an accelerated pace of both, residential, and commercial land development activities within the Authority's service territory.

Regarding Tidbury Crossing, Mr. Scott indicated that the land development was in its final stages with about 12 houses remaining to be constructed. It was anticipated that the development would be built-out by the Spring of 2021.

Regarding the King Residential Development (Apartments), Mr. Scott indicated that the development's sewer and water infrastructure had been nearly completed, and 5 foundations for apartment buildings had already been constructed. All applicable Impact Fees for the King Residential Development (Apartments) had been paid up front, Mr. Scott added. Mr. Scott also noted that the approximately 10 Acre undeveloped areas at the King property, slated for future development, would also be contributing to the Impact Fees then in effect.

With respect to the Authority Operations, Mr. Scott indicated that, fortunately, none of the Authority's employees had been impacted by Covid-19. Mr. Scott also noted that the drive-up window as well as online payments for the Authority's water and sewer bills had greatly improved customer convenience - whether dropping off payments after business hours in the drop box, or using the drive-through window to make payments.

Mr. Scott indicated that the Authority staff were gathering the necessary documents for submission to the Authority's financial auditors.

### **Engineering Report:**

Gharebaghi referenced his Engineering Report for the period ended September 30, 2020, which had been emailed to the Board Members, along with other meeting documents, and discussed the same. Status updates were provided by Gharebaghi for the ongoing development activities - King Residential Development (Apartments), Sunset Village and Buckson Subdivision and 118 Main Street, Town of Camden, were among the development activities that were addressed in greater detail in his Engineering Report, Gharebaghi added.

**Comprehensive Planning Committee (CPC):**

Mr. Ridgely indicated that the CPC would be scheduling a Workshop in early 2021, as needed, for the identification of capital projects and their priorities.

**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:**

*The Camden-Wyoming Sewer & Water Authority Fiscal Year 2020-2021 Budget*

It was noted that, at the Budget Workshop on September 8, 2020, Mr. Luff had represented that the Authority's FY 2020-2021 Budget had not included any user rate increases in Calendar Year 2021.

After discussion of the matter the Authority Board of Directors decided the following:

Motion: Mr. Woodall made a motion to approve the Authority's FY 2020-2021 Budget, as was presented by Mr. Luff, the Authority Accountant, during a Budget Workshop held on September 8, 2020, seconded by Mr. Winchell. Motion carried unanimously.

*Pandemic Relief Incentive Pay*

Gharebaghi discussed his memorandum, dated October 6, 2020, addressed to the Board, concerning employee appreciation, especially considering the Authority's employees who, as Essential Staff, worked during the first phase of the declaration of a State of Emergency and stay-at-home orders by Governor Carney (Proclamation No. 17 - 3292, as amended). After discussion of the matter the Authority Board of Directors decided the following:

Motion: Mr. Winchell made a motion to approve the Pandemic Relief Incentive Pay for the Authority's employees, seconded by Mr. Ness. Motion carried unanimously.

**Visitors' Comments:**

There were no visitors' comments.

**Adjournment:**

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

The Camden-Wyoming Sewer and Water Authority Regular Session; Authority Meeting adjourned at 7:40 p.m. The next Regular Meeting will be held on January 12, 2021, at 7:00 p.m. The next 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

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