

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 March 10, 2020*

Authority Members present: Mr. Daniel Ridgely, Chairperson
Mr. Mark Girty
Mr. Thomas Ness
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: 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 March 10, 2020. The meeting was called to order at 7:03 p.m. by the Chairperson, Mr. Ridgely.

Agenda of the Special Meeting

Mr. Ridgely indicated that the purpose of the Special CWS&WA meeting was the discussion of sanitary sewer service connection for 121 Wilder Road, Tamarac.

Approval of the Agenda

Motion: Mr. Winchell made a motion to approve the Special Meeting Agenda, seconded by Mr. Girty. Motion carried unanimously.

Discussion regarding the Special Meeting Agenda

It was noted that the homeowner at 121 Wilder Road, Tamarac, had not filed an Application with the Authority for sanitary sewer services.

Gharebaghi explained the process through which the Authority's services were made available to applicants for CWS&WA's sewer and water utility services. Upon receipt of an Application, properly executed by the property owner of record, and filed with the Authority for the Authority's services, CWS&WA could investigate (on a case by case basis in Tamarac) whether the property of the homeowner / Applicant could physically, and at a reasonable cost, be connected to the CWS&WA's existing infrastructure, Gharebaghi added. In the case of Tamarac, the existing infrastructure at Barclay Farms sanitary sewer system, could potentially serve as a discharge at the existing manhole #1 at Barclay Farms, near the existing pond there, Gharebaghi continued.

At the request of a property owner, a Technical Feasibility Analysis (TFA) could be performed, identifying the ways and means of connection to the Authority's sewer and water infrastructure, advising the property owner regarding the TFA, Gharebaghi said.

Mr. Scott recommended the development of a sanitary sewer improvements project for the entire Tamarac subdivision.

Mr. Ridgely asked the five visitors, who were residents of Tamarac, to indicate their interest in such a project by show of hands. No one raised their hands.

After discussion of the matter, the Board decided the following:

Motion: Mr. Girty made a motion to authorize the Authority Operations to develop preliminary cost estimates for a potential sanitary sewer extension project for Tamarac, seconded by Mr. Winchell. Motion carried unanimously.

Adjournment:

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

The Regular Meeting adjourned at 8:25 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

CAMDEN-WYOMING SEWER & WATER AUTHORITY

P.O. BOX 405, Camden-Wyoming, DE 19934
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Summary of Projected Projects Sanitary Sewer and Water Distribution Systems

*Updated March 22, 2016, April 26, 2016, July 19, 2016,
July 19, 2017, July 26, 2017, May 8, 2018, March 26, 2019, January 28, 2020*

A Workshop Session convened at the CWS&WA Conference Room, on January 28, 2020. The Authority's sanitary sewer and water distribution system projected projects were prioritized and ranked. Priority 1 projects were discussed for implementation in FY 2020-21 as short term projects. Intermediate projects were identified to be implemented in 3 years and long range projects in 5 years, or longer, depending on development activities and circumstances.

Sanitary sewer system improvements

Estimated Probable Cost

Priority 1 (short term):

Rank 1:

A regional sanitary sewer pump station to serve the King Residential Development and the currently undeveloped land at the King Property, including but not limited to, the Design of the pump station, pump station construction and the construction of related appurtenances,

\$350,000

Rank 2:

Assessment of the existing manholes for rehabilitation, especially in flood prone areas,

\$25,000/Year

Assessment of the sewer system by the Authority's crews to include: Flushing, videotaping, and smoke testing of the sanitary sewer system,

\$8,000/Year

Rank 3:

Future Development of Leslie Drive

\$150,000

~~Rank 3:~~

~~Repairs to Manhole No. 104 at Old North Road gravity sanitary sewer system,~~

~~NOTE: DelDOT will be consulted regarding the timing of work on the recently Paved Old North Road~~

(Completed in November 2017)

Rank 4:

After the completion of the assessment noted above, identification of the scope of Rehabilitation of gravity sanitary sewer system,

\$50,000 /Year

Rank 5:

Following the assessment noted above, identification of the scope of Rehabilitation of existing gravity sanitary sewer vitrified clay pipe collection system, approx. 47,200 LF of 8" sanitary sewer main and approx. 130 manholes, projects phased on a per street / area basis beginning with the deepest system mains and mains in flood prone areas

\$100,000 /Year

Priority 2 (intermediate term / dependent upon development activities):

Rank 1:

Southside Sanitary sewer Pump Station, including Rt. 13 crossing to the Kent Co. Force Main median

\$450,000

**Summary of Projected Projects
Sanitary Sewer and Water Distribution Systems**

Updated March 22, 2016, April 26, 2016, July 19, 2016, July 19, 2017, July 26, 2017, May 8, 2018, March 26, 2019, January 28, 2020
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Sanitary sewer system improvements (cont.)

Estimated Probable Cost

Priority 3 (long term; 5 years):

Rank 1:

Septic elimination (existing Tamarac/Burwood development) \$350,000

~~Priority Future Expansion \$300,000~~

~~- Office~~

~~- Land Acquisition~~

(Completed in January 2020)

Priority Upper King Road and Lochmeath Way area; sewer and water Services / CPCN issue Scope to be Determined

Water distribution system improvements

Estimated Probable Cost

~~The previously planned Priority 3, Rank 2, Project, **Future Railroad crossing of 12-inch water main, Sara Court at Camden Business Center to Citrus Drive at the Green at Wyoming** is re-prioritized to Priority 1, short term, Rank 1.~~

~~*(The reason for this adjustment: Construction of a Wawa at Camden Square, a prerequisite to the implementation of Priority 1, Rank 4 & 5 projects, has not yet begun)**~~ The proposed Wawa was built at the King Commercial Development *(Completed in December 2019)*

Priority 1 (short term):

Rank 1:

Water Wells' Rehabilitation and maintenance \$25,000 /Year

Rank 2:

Water meter change outs \$40,000

Rank 3:

Upsizing of water mains at 2nd, 3rd, and N. Railroad Ave. from exist. 4" to 6" PVC water mains, including restoration

NOTE: *The Town of Wyoming will be consulted to determine if any of the above streets were subject to pavement rehabilitation should be ranked higher*

\$250,000

Rank 4:

Installation of approx. 2,600 LF of 10" water main, along eastern side of Rt. 13, to Howell Street and Installation of appropriate valves and Fire Hydrants

\$250,000

Rank 5:

Installation of approx. 2,500 Linear Feet (LF) of 6" water main, at Stevens Street, Robert Street, Shamrock Avenue, and Carter Road, (CWS&WA has CPCN, but no services) and Installation of appropriate valves and Fire Hydrants

\$175,000

~~**NOTE:** **Implementation of projects listed under Rank 4, and 5 would depend upon completion of Camden Square (Wawa) water distribution system*~~

The proposed Wawa was built at the King Commercial Development

**Summary of Projected Projects
Sanitary Sewer and Water Distribution Systems**

Updated March 22, 2016, April 26, 2016, July 19, 2016, July 19, 2017, July 26, 2017, May 8, 2018, March 26, 2019, January 28, 2020
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<u>Water distribution system improvements (cont.)</u>	<u>Estimated Probable Cost</u>
Priority 2 (intermediate term):	
Rank 1:	
Upsizing water main at Cedar Lane, exist. 2" to 6" PVC, and Willow Ave., exist. 4" to 8" PVC water mains, including restoration	\$150,000
Priority 3 (long term; 5 years):	
Rank 1:	
Future Development of Leslie Drive	\$250,000

Notes: *Estimated probable costs are presented for budgeting purposes, only, in 2020 Dollars.*

The estimated probable costs presented here do not take any growth in the Authority's service area, through the annexation of land into the Towns of Camden and Wyoming, into account.

It is assumed that the Towns of Camden and Wyoming would coordinate their streets' pavement and rehabilitation projects with the Authority so as to facilitate the prioritization of capital projects by the Authority's crews.

CAMDEN-WYOMING SEWER & WATER AUTHORITY

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

*Minutes of the Camden-Wyoming
Sewer and Water Authority
Workshop Session - Authority Meeting
Held on January 28, 2020*

Authority Members present: Mr. Daniel Ridgely, Chairperson
Mr. Michael Quinn

**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 28, 2020 for a Workshop Session. The meeting was called to order at 7:00 p.m. by the Chairperson, Mr. Ridgely.

Mr. Ridgely indicated that the purpose of the Workshop Session was to consider and rank Projected Projects, as well as, befittingly fund Capital Projects; reflected in the Authority's Fiscal Year Budget.

Gharebaghi provided an overview of current projects and issues on which the Authority Operations was working:

1. 1 MG elevated water storage tank - at the Upper King Road facilities - paint failure. In this regard, Gharebaghi indicated that representatives of the paint manufacturer, Enduron, and the Authority's tank maintenance contractor, Corrosion Control Corporation (CCC) had met at the site. Enduron assured the Authority, in writing, that they were aware of the incompatibility of the paint and its sublayer in the paint system, and Enduron would work with CCC to present the Authority a proposed fix for the 1 MG tank. After the review and approval of the Authority's Operations, work to correct the paint failure would begin some time after April of 2020, weather permitting. Enduron has accepted full responsibility for the failure and the proposed fix.
2. King Residential Development,

Gharebaghi indicated that he had met the Director of Kent County Department of Public Works (KC DPW) and her assistants. He said that the KC DPW had agreed to take the entire King Residential Development out of the County's Sewer District One (1) since the property was within the incorporated limits of the Town of Camden. As such, the Authority would be the sewer and water services provider. KC DPW has also revised the County's Technical Feasibility Study (TFS) to reflect the above. The County's revised TFS was transmitted to Davis, Bowen and Friedel (DB&F) - engineers of record for the proposed development activities.

3. Kent County Billing Issue Update,

Gharebaghi indicated that he had been working with KC DPW Director toward reaching an amicable and fair solution to the County's billing practices as relates to the County's metering Station #14B.

4. Certificate of Public Convenience and Necessity (CPCN) Matter,

Gharebaghi presented sensible arguments with respect to the Authority's Service Territory. The health, safety and welfare of the public should be included in the Public Service Commission's (PSC) considerations when granting CPCN's, he continued. Gharebaghi indicated that he would work with the Authority's Attorney, if necessary, to bring to light the fact that CPCN's were licenses to serve water utility services, not ones to be held as though assets. While no improvements have ever been made in the CPCN area of the water purveyor who holds the area's CPCN's. Again, the health, safety and welfare of the public should trump any impact CPCN's might have on the stock value of a for-profit water purveyor. The issue of the safety of the Nellie Stoke's Elementary School was also discussed.

After discussion surrounding the above, the Summary of Projected Projects, Sanitary Sewer and Water Distribution Systems was considered. The revisions to the ranking of the projects since the document's last update were considered and are shown on the attached Summary of Projected Projects, Sanitary Sewer and Water Distribution Systems, last updated on March 26, 2020.

Mr. Kenley indicated that the Town of Wyoming's Second and Third Streets had not yet been overlaid. Mr. Kenley also indicated that he would advise the Authority when pavement overlay was scheduled.

The Workshop Session adjourned at 8:15 p.m.

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