

CAMDEN-WYOMING SEWER & WATER AUTHORITY

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

*Minutes of the Camden-Wyoming
Sewer and Water Authority (CWS&WA)
Regular Session - Authority Meeting
Held on April 11, 2023*

Authority Members present: Mr. James Winchell, Vice Chairperson
Mr. Thomas Ness
Mr. Michael Quinn
Mr. Daniel Ridgely
Mr. Daniel Woodall

**Also in attendance representing
CWS&WA:**

Mr. Harold Scott, Authority Superintendent
Mr. Soheil Gharebaghi, P.E., Authority Engineer
Ms. Kathy Andrews, Authority Administration
Ms. Holly Vigilante, Authority 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 Conference Room on April 11, 2023. The meeting was called to order at 7:00 p.m. by the Vice Chairperson, Mr. Winchell, who welcomed the Meeting attendees. It was noted that Mrs. Faust had resigned her position - Chairperson of the Camden Wyoming Sewer and Water Authority Board of Directors - for personal reasons.

Approval of the Consent Agenda:

Motion: Mr. Ridgely made a motion to approve the Consent Agenda, seconded by Mr. Woodall. Motion carried with a majority vote; Mr. Winchell abstained from voting.

Maintenance & Operations Status:

Mr. Scott distributed the Operation and Maintenance Reports for the past period, to the Board Members, and discussed the same.

Mr. Scott indicated that the staff's hard work and diligence had resulted in a reduction in the Authority's accounts receivables (AR) aging, longer than 180 days, down to \$38,000 from about \$60,000 a short time ago. A single delinquent account was responsible for approximately \$10,000 of the total AR - and on that property, the Authority held a lien, Mr. Scott noted. Regarding other financial matters, Mr. Scott indicated that the billing for the past period had been completed. Approximately \$338,000 had been billed to the Authority's residential and commercial customers, Mr. Scott continued.

Mr. Scott indicated that low interest loans were available to low income households for the payment of their sewer and water bills. The Authority had three such property owners among its customers. The Authority's administrative staff provides guidance to low income families toward the resources that were available to help pay their sewer and water bills, Mr. Scott added.

Maintenance & Operations Status (cont.):

Regarding land development activities in the Authority's service area, Mr. Scott indicated that the construction of Sunset Village had progressed to the stage where two out of the ten proposed buildings, two were out-of-the-ground and under-roof. According to the property developers, Mr. Scott added, the occupancy of the first unit had been scheduled for October of 2023. Mr. Scott also noted that the Authority was working with the developer toward the finalization of the construction of the regional sanitary sewer pump station there.

Concerning Savannah Farms, Mr. Scott indicated that at a joint meeting of the administrations of the Towns of Camden and Wyoming, with Senator Buckson and others in attendance, the impact of the development of Savannah Farms - with more than 1,100 Equivalent Dwelling Units (EDU's) proposed - on the Towns of Camden and Wyoming, had been considered. Formal Preliminary Plans for the development had not been received yet, but anticipated in the near future.

Mr. Scott discussed DelDOT's East Camden and West Camden Bypass Projects. Mr. Scott indicated that the Authority Engineer and he had reviewed DelDOT's plans for utility relocations in the areas of road work. Mr. Scott also noted that all of the utilities' relocations would be at the State's expense. According to DelDOT's consulting design engineers, Century Engineering, the project's construction would begin in the very near future, Mr. Scott added.

Mr. Scott discussed the Authority's efforts toward investigating lead and copper contact with drinking water as well as cross connections. Mr. Scott asked Ms. Andrews to brief the Board on lead and copper.

Ms. Andrews indicated that work had been in progress toward the development of an inventory identifying the material from which each and every service line in the Authority's service area was made. The service line inventory must be completed by October 16, 2024. This dead line was imposed by the US EPA, she continued. Ms. Andrews distributed a draft service line inventory, a spreadsheet, that had been completed to date and discussed the same. She also expressed concern about the cost associated with the elimination of lead goose-necks (made of lead for flexibility; about 18-inches in length at the water main) and the remaining service line, from the street to customers' homes. In particular, the consent of property owners and the cost of service lines' complete removal and replacement were of special concern, Ms. Andrews said. She justified the Authority's specific concerns because they had not been addressed, the responsibility for payment of costs, and the matter of affected homeowners' consent, had not been adequately evaluated. Ms. Andrews indicated that about 600 accounts needed to be researched, beginning with a desktop research of customers' files followed by field investigation and test pitting to identify service lines and the materials out of which they were made.

Mr. Scott asked Ms. Vigilante to discuss cross connections. Miss vigilante explained the function of check valves and back flow prevention devices on service lines or at property lines/water meters. She indicated that these devices prevented the contamination of the water mains by external stimuli/pressurized water sources such as water heaters' malfunction.

Engineering Report:

Gharebaghi referred to his Engineering Report for the period ended March 31, 2023, which was distributed to the Board Members, along with other meeting documents, and offered to address any questions the Board might have had on his report.

Correspondence:

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

Old Business: *Authority Action with Respect to Resolution No. 2000-03*

Motion: Mr. Ridgely made a motion to suspend the automatic annual user rate escalation of 5% - as provided by CWS&WA Resolution No. 2000-03 - seconded by Mr. Ness. Motion carried with a majority vote; Mr. Winchell abstained from voting.

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

Motion: Mr. Woodall made a motion to nominate Mr. Ridgely for the position of Chairperson and Mr. Ness for the position of Vice Chairperson of the CWS&WA for the remainder of calendar year 2023, and become, if so voted and accepted by the nominees, the Chairperson and Vice-Chairperson of the Authority, seconded by Mr. Quinn. Following acceptance of the nominations by Mr. Ridgely and Mr. Ness, Motion carried with a majority vote; Mr. Winchell abstained from voting.

The Elected Officers of the Authority for the remainder of calendar year 2023 are Mr. Ridgely, Chairperson, and Mr. Ness, Vice-Chairperson.

Visitors' Comments:

There were no visitors' comments.

Adjournment:

Motion: Mr. Quinn made a motion to adjourn the Authority's Regular Meeting, seconded by Mr. Ness. Motion carried unanimously.

The Camden-Wyoming Sewer and Water Authority Regular Session; Authority Meeting adjourned at 8:05 p.m. The next Regular Meeting will be held on July 11, 2023, at 7:00 p.m.

Respectfully Submitted,
CAMDEN-WYOMING SEWER & WATER AUTHORITY

Harold L. Scott, Sr.
CWS&WA Superintendent