

**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 January 9, 2024*

**Authority Members present:** Mr. Daniel Ridgely, Chairperson  
Mr. John Badger  
Mr. Thomas Ness  
Mr. Daniel Woodall

**Also in attendance representing  
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 Camden-Wyoming Sewer and Water Authority (CWS&WA) met at the CWS&WA Conference Room on January 9, 2024. The meeting was called to order at 7:00 p.m. by the Chairperson, Mr. Ridgely.

**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 for the past period, to the Board Members, and discussed the same. Mr. Scott indicated that a remarkable increase in the Authority crews' time had been necessitated by construction inspections. Among others, the inspections at the Wyoming Business Park and Sunset Village as well as 44 MISS Utility mark-outs had been carried out in the past period, Mr. Scott continued. Phase I of the Wyoming Business Park had been substantially completed and work on Phase II of the land development project was in progress, Mr. Scott added.

Mr. Scott indicated that one of the pumps at the Walmart Pump Station had failed resulting in a \$3,600 repair cost. Mr. Scott noted that a new pump would have costed about \$10,000.

Mr. Scott reported that water usage had been sporadic, but well below the maximum water usage during the high consumption summer months. A contractor had been found to have tapped the Authority's fire hydrant, Mr. Scott continued. The contractor had been contacted and advised that unauthorized water usage out of the Authority's fire hydrants was illegal, Mr. Scott added. The contractor halted the practice following the advisory from the Authority.

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

Mr. Scott indicated that a discolored water complaint had been received from an individual residential customer. The brown water had only impacted the single customer and nowhere else in the vicinity of the impacted customer's residence, Mr. Scott added. It was speculated that the cause of the brown water was inside of the house.

Mr. Scott indicated that a high water usage had been detected at one of the Authority's residential customers' residence. The detection of high water usage had been made possible by the Authority's new water meter readings and billing system, where the Authority was able to interrogate water meters for up to 90 days, allowing the Authority's personnel to contact impacted customers and to alert them about their high water consumption, greater than their average usage. In this regard, Mr. Scott indicated that monthly billing for residential customers had also been instrumental, giving the Authority's personnel the advantage of detecting and reporting unusually high water consumption, providing customers with more time to correct any leaks or sources of unwanted water usage. Mr. Scott also reported an instance of unusually high water usage at a Barclay Farms residence which was found to have been caused by a leaky toilet.

Mr. Scott noted that the first building of a total of ten apartment buildings at Sunset Village had been issued a Certificate of Occupancy (CO) by the Town of Camden. The occupancy of the 24 apartment units in the first building was anticipated in the very near future, followed by the occupancy of the remaining apartment units shortly thereafter, Mr. Scott added. It was also noted that Sunset Village consisted of 10 buildings, nine with 24 apartment units in each, and one with 22 units, for a total of 238-apartment units.

Concerning the Authority's finances, Mr. Scott reported that \$307,681 had been billed out in the current month. Mr. Scott also reported that approximately \$60,000 in accounts receivables (AR) aging longer than 180 days was substantially lower than previous months' AR's and credited the Authority's staff for their vigilance.

Regarding DelDOT's projects in the Camden area - East and West Camden Bypasses - Mr. Scott noted that, according to DelDOT, work on the Camden Bypass projects would commence by August 2024. DelDOT's construction of the East and West Camden Bypasses would begin simultaneously, according to DelDOT, Mr. Scott added.

### **Engineering Report:**

Gharebaghi referred to his Engineering Report for the month ended December 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.

**New Business**                    *2024 Calendar Year Reorganization*

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

Motion:            Mr. Ridgely made a motion nominating Mr. Winchell for the Chairperson of the Authority and Mr. Badger for the Vice Chairperson position, seconded by Mr. Woodall. Motion carried unanimously.

**New Business**                    *Authority's Financial Audit for the fiscal year ended September 30, 2023*

Motion:            Mr. Woodall made a motion to accept the Authority's Financial Audit for the fiscal year ended September 30, 2023, seconded by Mr. Ness. Motion carried unanimously.

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

Motion:            Mr. Woodall 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 unanimously.

**Visitors' Comments:**

There were no visitors' comments.

**Adjournment:**

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

The Camden-Wyoming Sewer and Water Authority Regular Session; Authority Meeting adjourned at 7:25 p.m. The next Regular Meeting will be held on April 9, 2024, at 7:00 p.m.

Respectfully Submitted,  
CAMDEN-WYOMING SEWER & WATER AUTHORITY

Harold L. Scott, Sr.  
CWS&WA Superintendent