

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 April 10, 2007*

Authority Members present:

Mr. Michael Quinn
Mr. Mark Dyer
Mr. Gregory Harthausen
Mr. Lester Stillson
Ms. Jennifer Spence
Mr. Paolo Dellasandro

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

Mr. Harold Scott, Authority Superintendent
Mr. Soheil Gharebaghi, P.E., Authority Engineer
Ms. Mary Sherlock, Esq., Authority Attorney

Public in Attendance:

The Honorable Mayor Mooney, Town of Camden
Mr. Mulrine, Camden Town Manager
Mr. Burke
Mr. Maly

The Camden-Wyoming Sewer and Water Authority (CWS&WA) met at the CWS&WA's office on April 10, 2007. The meeting was called to order at 7:30 p.m. by the Chairperson, Mr. Quinn. Mr. Quinn welcomed Ms. Spence and Mr. Dellasandro to the CWS&WA Board of Directors.

Approval of Agenda: (April 10, 2007)

Motion: Mr. Stillson made a motion to approve the Agenda, seconded by Mr. Harthausen. Motion carried unanimously.

Approval of Minutes: (March 13, 2007)

Mr. Harthausen noted that neither of the first two Motions, under the Reorganization item of the March 13, 2007 Regular Meeting minutes, had carried. Mr. Dyer noted that in both instances three votes had been cast by the Wyoming representatives and three by Camden's. The spelling of Mr. Harthausen's name, which had been incorrectly spelled in the third Motion, under the Reorganization item of the March 13, 2007, Regular Meeting minutes, was also [with the Secretary's expression of regret] corrected.

Motion: Mr. Harthausen made a motion to approve the minutes of the Authority's March 13, 2007, Regular Meeting, as amended, seconded by Mr. Stillson. Motion carried unanimously.

Approval of Financial Statements:

Motion: Mr. Dyer made a motion to approve the Authority's Financial Statements as presented for the period ended February 28, 2007, subject to audit, seconded by Mr. Harthausen. Motion carried unanimously. Copies of the Financial Statements are available at the CWS&WA Office.

Committee Reports:

o Public Relations Committee (PRC) Report:

There was no PRC report.

o Storm Water Management Action Committee (SWMAC) Report:

There was no SWMAC report.

Maintenance & Operations Status (Superintendent's Report):

Mr. Scott cited records of the water sold to B&F Farms out of the hydrant in front of the Authority's South West Street Office and indicated that the Authority's Staff was notified when each truck pulled water from the hydrant.

Mr. Scott reported that the quarterly billing activities had been completed. The anticipated revenue from the residential customers was approximately \$311,000 for the quarter. The commercial customers accounted for about \$31,000 in monthly billings, Mr. Scott added.

Mr. Scott indicated that the CWS&WA submitted reports to the Delaware Department of Natural Resources & Environmental Control (DNREC) each year regarding the volume of water extracted from of the Authority's two supply wells. For the calendar year 2006, the CWS&WA had pumped approximately 164 MG of water out of the Piney Point and Cheswold aquifers, Mr. Scott noted. Mr. Scott indicated that the peak month demand had been about 11 MG during July/August of 2006. Mr. Scott estimated that about 2.5 MG had been lost last year due to the catastrophic failure of the then newly installed 10 inch water main at the Camden Business Center.

Mr. Scott indicated that the Authority's Well #2 (which draws water from the Cheswold aquifer) would be fitted with fluoridation equipment in the near future in order that it could be placed in continuous service. Mr. Scott explained that the Authority's primary well #4 (which draws from the Piney Point aquifer) was naturally fluoridated and since well #2 had only been used to meet peak demands, fluoridation had not been required in the past. Mr. Scott indicated that, owing to increased demand, Well #2 would be brought into automatic continuous service by the summer.

Maintenance & Operations Status (Superintendent's Report, cont.):

Mr. Scott reported that a preconstructing meeting had been held for the proposed Tidbury Crossing residential subdivision and the Flex Retail Shops at the Camden Town Center commercial land development. Mr. Scott indicated that 245 residential Equivalent Dwelling Units (EDU's) were planned for Tidbury Crossing at the Mardella Farm and 240 were proposed at the Sunset Village/Tallman property. Construction of sites for about 500 EDU's would commence within the next 12 months, Mr. Scott anticipated.

Mr. Scott discussed a maintenance issue at the Tamarac pump station. He explained that adult sanitary wipes had been found clogging the pumps at the station. Mr. Scott distributed copies of a draft letter, addressed to the Authority's customers, regarding this matter and requested the Board's review comments.

Mr. Scott reported that a flow meter at the Nellie Stokes pump station had been replaced since it had been struck by lightening and rendered inoperable. Mr. Scott anticipated that this item had cost approximately \$5,000.

Mr. Scott discussed the need for pump station maintenance equipment. He indicated that the number of pump stations in the Authority's service area had increased from one, at Chapelcroft, to a current total of six in recent years necessitating additional maintenance equipment. Mr. Scott explained that grease built-up at various pump station wet wells, including the Wal-Mart station, needed to be vacuumed out every six weeks. The Kent County sewer vacuum trucks were hired - at the rate of \$100 to \$150 per hour - to help the Authority maintain its pump stations, Mr. Scott said. Mr. Scott recommended that, since the capital expenditure estimated to be \$250,000, had been necessitated by the growth in the Authority's service area, the proposed purchase of a sewer vacuum truck ought to be funded out of the sewer impact fees' account. Mr. Scott emphasized that the Authority's existing customers in the older parts of the two Towns, who did not need the subject equipment, ought not be held responsible for its funding. Mr. Scott indicated the Authority's current sewer jet equipment could be offered to the Towns of Camden and Wyoming for their use with storm sewer maintenance. Mr. Scott indicated that the Towns' employees could be trained on the use of the equipment by the Authority's maintenance personnel.

Mr. Dyer indicated his support for the proposed capital expenditure and requested the Board's consideration of the matter for possible action at the Authority's next Regular Meeting.

Engineering Report:

Mr. Gharebaghi referenced the proposed Public Service Commission (PSC) regulations concerning Certificates of Public Convenience and Necessity (CPCN's) for water utilities [PSC Docket No. 51, Order No. 7142] and indicated that the public comment period on the proposed regulations would remain open until May 4, 2007. Mr. Gharebaghi noted that Ms. Sherlock and he would review the proposed regulations and comment on the same if necessary.

Engineering Report (cont.):

Regarding the Kent County/Bison Road sanitary sewer issue about which Mr. Scott had reported at the Authority's last Regular Meeting, Mr. Gharebaghi indicated that the Authority's questions and concerns with respect to the provision of sewer services to 28 EDU's at Bison Road had been communicated to the Kent County Public Works Department. An updated report on this matter would be presented at the Authority's next Regular Meeting, Mr. Gharebaghi said.

Mr. Gharebaghi indicated that work had been in progress on the CWS&WA's world wide web page design by Ms. Andrews at the Authority's Office. It was requested that the Board Members provide staff with a brief narrative about themselves to be presented, along with their photographs, on the page.

Legal Report:

Ms. Sherlock reported that she had corresponded with Senator John C. Still regarding the CWS&WA's concerns which had been expressed during the Authority's March 13, 2007, regular Meeting.

Ms. Sherlock indicated that she had been made aware of legislation introduced by Senator Adams regarding the criteria to be used by the PSC for granting CPCN's to water utilities. Ms. Sherlock indicated that the Senate Bill would be reviewed and an updated report on this matter would be presented at the Authority's next Regular Meeting.

Regarding the sanitary sewer service issue related to the Cooper Farm, Sunset Village, LLC, and Southside Baptist Church properties about which Mr. Scott had reported during the Authority's March 13, 2007, Regular Meeting, Ms. Sherlock indicated that she would be working with the property owners' representatives toward the finalization of a developer's agreement for the project.

Old Business - Reorganization:

Mr. Harthausen nominated Mr. Dyer and Mr. Stillson nominated Mr. Quinn for the Chairperson seat. Both gentlemen accepted the nominations and Mr. Dyer was elected as the Authority's Chairperson by a majority vote as follows:

<u>Board Member</u>	<u>for Mr. Dyer</u>	<u>for Mr. Quinn</u>
Mr. Michael Quinn		✓
Mr. Mark Dyer	✓	
Mr. Gregory Harthausen	✓	
Mr. Lester Stillson		✓
Ms. Jennifer Spence	✓	
Mr. Paolo Dellasandro		Abstained

Old Business - Reorganization (cont.):

Mr. Quinn congratulated Mr. Dyer and turned the Chair over to him. Mr. Dyer called for nominations for the Vice Chairperson position. Mr. Dellasandro nominated Mr. Stillson for Vice Chair. Mr. Stillson accepted the nomination and was unanimously elected as the Authority's Vice Chairperson.

Ms. Spence volunteered to serve as the Authority's Secretary and with the unanimous vote of the Board, Ms. Spence was elected as the Authority's Secretary.

Mr. Stillson nominated Mr. Harthausen for the Treasurer seat. Mr. Harthausen accepted the nomination and was unanimously elected as the Authority's Treasurer.

The 2007 slate of the Officers of the CWS&WA Board of Directors follows:

Chairperson	Mr. Dyer
Vice Chairperson	Mr. Stillson
Secretary	Ms. Spence
Treasurer	Mr. Harthausen

Old Business - Financial Audit; Fiscal Year ended September 30, 2006:

Mr. Harthausen asked about a loan to an employee which had been reflected in the Authority's financial audit for the fiscal year ended September 30, 2006. Mr. Scott explained about the loan and indicated that the \$400 loan had been contractually secured. Mr. Dyer also explained that the employee wage attachment item, which had precipitated into an employee loan, would have cost the Authority more to manage on a payroll by payroll basis rather than the loan route. It was noted that the balance of the loan was \$236. Mr. Harthausen suggested that similar matters in the future ought to be brought before the Board and handled in the public forum.

Motion: Mr. Stillson made a motion to accept the Authority's Financial Audit for fiscal year ended September 30, 2006, as presented, seconded by Mr. Harthausen. Motion carried unanimously.

New Business:

Mr. Stillson indicated that the issue of grass cutting at the Authority's property south of Wyoming Mills had been discussed at the Town of Wyoming's Mayor and Council Meeting. Mr. Scott indicated that the Authority's old wastewater treatment plant site bordering Wyoming Mills would be mowed only at the request of the Town of Wyoming. Mr. Scott explained that some of the property owners directly adjoining the Authority's property did not wish the grass cut there, while other property owners whose properties did not skirt the Authority's land called for the cutting of the grass. In this regard Mr. Scott requested that the Town of Wyoming direct, in writing, the CWS&WA to cut the subject grass so that the Authority would not be placed in the awkward position of having to explain the action to the neighbors.

New Business (cont.):

It was noted that the Town of Wyoming would be evaluating the adoption of an ordinance, similar to the Town of Camden's Ordinance #79 - Excavation.

Mr. Quinn recommended a field trip tour of the CWS&WA's facilities for the benefit of the newly elected and appointed officials of the Towns of Camden and Wyoming. A tour of the Authority's facilities last Spring had been a welcomed event by the participants, Mr. Quinn added. Mr. Scott was asked to arrange for a tour of the Authority's facilities on Saturday, May 12, 2007.

Mr. Dellasandro asked about the standards by which the Authority customer's meters were tested. Mr. Scott indicated that he would report on this item at the Authority's next Regular Meeting.

Messrs. Stillson and Dellasandro asked about the CWS&WA's employment practices, manuals, minimum requirements, etc. Mr. Scott indicated that he would provide details and material provided to the Authority's employees for the Board's review.

Correspondence:

The Newell's Creek Homeowner Association requested to use the Authority's conference room for their Association meetings on the second Monday of the summer months, between 7:00 and 9:00 p.m. Mr. Scott indicated that since Mr. Gharebaghi had volunteered to open and close the conference room, at no cost to the Authority, he recommended the approval of the request.

It was noted that Ms. Sherlock had responded to Mr. Maly's FOIA request.

Visitors' Comments:

Mayor Mooney congratulated the 2007 officers of the CWS&WA Board. Mayor Mooney also agreed with Mr. Quinn regarding the scheduling of a tour of the Authority's facilities and expressed satisfaction with the tour he had attended last Spring.

Mayor Mooney applauded the Superintendent for planning for the future and advocated the purchase of the vacuum truck recommended by Mr. Scott.

Adjournment:

Motion: Mr. Harthausen made a motion to adjourn the meeting, seconded by Mr. Quinn.
 Motion carried unanimously.

**Minutes of the Camden-Wyoming
Sewer and Water Authority
Regular Session - Authority Meeting
Held on April 10, 2007
Page 7**

The meeting adjourned at 9:15 p.m.

The next Regular Meeting will be held on May 8, 2007, at 7:30 p.m.

Respectfully Submitted,
CAMDEN-WYOMING SEWER & WATER AUTHORITY

Jennifer Spence
Secretary