

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 July 10, 2007*

Authority Members present: Mr. Mark Dyer
Mr. Michael Quinn
Mr. Gregory Harthausen
Ms. Jennifer Spence
Mr. Lester Stillson
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. Saroukos, Wyoming United Methodist Church

The Camden-Wyoming Sewer and Water Authority (CWS&WA) met at the CWS&WA's office on July 10, 2007. The meeting was called to order at 7:30 p.m. by the Chairperson, Mr. Dyer.

Approval of Agenda: (July 10, 2007)

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

Approval of Minutes: (May 8, 2007 and June 19, 2007)

Motion: Mr. Harthausen made a motion to approve the minutes of the Authority's May 8, 2007, Regular Meeting and June 19, 2007, Special Meeting, seconded by Mr. Stillson. Motion carried unanimously.

Approval of Financial Statements:

Motion: Mr. Harthausen made a motion to approve the Authority's Financial Statements as presented for the period ended May 31, 2007, subject to audit, seconded by Mr. Quinn. Motion carried unanimously. Copies of the Financial Statements are available at the CWS&WA Office.

Committee Reports:

There were no committee reports.

Maintenance & Operations Status (Superintendent's Report):

Mr. Scott reported that the period's billing activities had been completed. Mr. Scott noted that of the systems' total billing of \$578,239, \$297,939 had been current. Mr. Scott indicated that the \$207,000, account receivables (AR's) more than 120 days, were primarily on account of two customers. The CR School District had made arrangements for their AR of about \$90,000, and collection activities had been in progress for the Taylor account, Mr. Scott continued.

Mr. Scott reported that water pumping rate out of the Authority's wells had been approximately 650,000 gallons per day, indicative of increased irrigation water consumption. Mr. Scott indicated that both of the Authority's water wells had been placed in service. The Authority's well #2 was treated with chlorine and fluoride, while well #4 was only chlorinated, Mr. Scott added, since fluoride occurred naturally at the Piney Point Aquifer from which well #4 drew.

Mr. Scott indicated that one of the Authority's 13-year-old pick up trucks would be replaced in the near future. Mr. Scott indicated that it would not be cost effective to pay for the necessary repairs on the old truck. The old truck would be offered for sale to the public in its as is condition, Mr. Scott said.

Regarding Tidbury Crossing, Mr. Scott indicated that construction activities had commenced on the first phase of the development (Phase II). Kershaw Excavating would be installing infrastructure and Anderson Homes was slated to build the proposed single family and townhouses, Mr. Scott added. Mr. Scott indicated that the contractor's dewatering well points for the installation of sanitary sewer mains in the rear of the existing homes along Upper King Road had caused a water well serving Crystal Rug to dry up. Mr. Scott noted that the contractor had arranged for a water truck to temporarily service Crystal Rug. Mr. Scott indicated that the contractor, Kershaw Construction, had been trying to contact Tidewater Utilities, Inc. (TUI) since TUI held the CPCN for the property. In order for the CWS&WA to provide water utility services to Crystal Rug, Mr. Scott explained, TUI would have to agree to abandon its CPCN in favor of the CWS&WA. An updated report on this matter would be presented at the Authority's next Regular Meeting, Mr. Scott added.

Engineering Report:

Mr. Gharebaghi indicated that the CWS&WA had received a request from the Department of Public Works of Kent County regarding the potential provision of sanitary sewer services to the residents of Bison Road (south of Tamarac in Kent County).

Engineering Report (cont.):

In this regard, Mayor Mooney and Mr. Mulrine noted that the subject area was within the Town of Camden's growth zone and that annexation of the properties into the Town of Camden needed to be an integral part of the discussions surrounding the Authority's services. Mr. Scott recommended a joint meeting of the Town of Camden and CWS&WA with the subject property owners regarding the matter.

Motion: Mr. Harthausen made a motion to authorize an exploratory joint meeting of the Town of Camden and CWS&WA with the property owners at Bison Road to evaluate interest in the CWS&WA's sanitary sewer services and to discuss the conditions under which the services could be made available, seconded by Mr. Stillson. Motion carried unanimously.

Mr. Scott and Mr. Mulrine agreed to schedule the above meeting for some time in September.

Mr. Gharebaghi indicated that the CWS&WA Consumer Confidence Report (CCR) for 2006, had been published in the Legal Notices section of the June 28, 2007, issue of Delaware State News. Mr. Gharebaghi noted that the CWS&WA had met and exceeded all Federal and State water quality standards.

Regarding the proposed Sunset Village condominium townhouse project, Mr. Gharebaghi indicated that the project's water and sewer construction plans had been reviewed and comments had been forwarded to the project engineers. An updated report on this matter would be presented at the Authority's next Regular Meeting, Mr. Gharebaghi added.

Mr. Gharebaghi reported that wastewater flow projections for the Authority's service area had been submitted to Kent County Engineering for the next five and ten years. The Authority's wastewater flows were projected to top one million gallons per day by 2017, Mr. Gharebaghi said.

Mr. Gharebaghi reported that a proposed townhouse development to be known as Wynsome Knoll had been planned at the Cox property in the Town of Wyoming. The subdivision would create 65 townhouse lots, Mr. Gharebaghi said. According to the project developers, the filing of an application for the Authority's water and sewer services was anticipated to be submitted in the near future, Mr. Gharebaghi added.

Regarding the proposed Wyoming United Methodist Church facilities on Mill Road, Mr. Gharebaghi indicated that the Authority had received a request from the Church for cost-sharing of a portion of the costs associated with the crossing of Norfolk Southern Rail Road property with a 10-inch water main. Mr. Gharebaghi noted that the rail road crossing would loop a 10-inch water main from New Burton Road to Wyoming Mill Road. The water main loop would provide water utility services to the proposed church and also fortify the Authority's existing water distribution system, Mr. Gharebaghi added. For the reasons indicated above it was recommended that the CWS&WA share in the cost of the proposed 10-inch water main crossing of the rail road property.

Engineering Report (cont.):

Mr. Gharebaghi indicated that the Wyoming United Methodist Church had paid \$27,456 in December of 2005, toward water impact fees of which the balance after deduction of any additional impact fees and any additional rail road insurance premiums was recommended to constitute the CWS&WA's contribution to the water main loop project. According to the construction contractors the water loop was estimated to be \$94,000, Mr. Gharebaghi added. It was noted that the Authority's Attorney had reviewed the proposed Norfolk Southern Rail Road Agreement for the water main crossing of the rail road property. After discussion regarding the proposal the following was decided:

Motion: Mr. Harthausen made a motion to approve the cost-sharing of the proposed water main crossing of the rail road at Wyoming Mill Road as recommended above, seconded by Mr. Quinn. Motion carried unanimously.

Mr. Gharebaghi reported that partial construction plans had been received by the CWS&WA for the proposed Winterberry Woods development. Updated reports on this subject would be presented at the Authority's future Regular Meetings, Mr. Gharebaghi added.

Legal Report:

Ms. Sherlock indicated that she had reviewed the proposed Agreement between the CWS&WA and Norfolk Southern Rail Road for the water main construction associated with the proposed Wyoming United Methodist Church. Ms. Sherlock also indicated that she had reviewed the title search for the property across the street from the Authority Office on South West Street when it was considered for purchase by the CWS&WA.

Ms. Sherlock reported that work had been in progress towards the collection of a seriously delinquent account balance. Mr. Dyer and Ms. Sherlock would consult regarding the commissioning of a collection attorney for this purpose.

Old Business:

The matter of Mr. Olson and Mr. Villabona, continued from the Authority's May 8, 2007, Regular Meeting:

After consideration of the matter and review of the Neptune Water Meter Company data and correspondence regarding the matter, Mr. Harthausen indicated that he had been satisfied that the water meter readings at the above referenced properties had been accurately recorded and the following was decided:

Motion: Mr. Harthausen made a motion to deny the request of Mr. Olson and Mr. Villabona for any adjustments to their water and sewer billing, seconded by Ms. Spence. Motion carried unanimously.

Old Business (cont.):

The matter of Mr. Olson and Mr. Villabona, continued from the Authority's May 8, 2007, Regular Meeting:

A letter from the Authority Attorney was requested by the Board to communicate the Authority's decision to Messrs. Olson and Villabona.

New Business:

Mr. Harthausen expressed satisfaction with the Authority's financial health. Mr. Harthausen commended the Superintendent for keeping costs and expenses in check. After discussing the Authority's finances, Mr. Harthausen made the following motion:

Motion: Mr. Harthausen made a motion to suspend the automatic 5% rates' escalation for the upcoming fiscal year, seconded by Mr. Quinn.

Discussion: Mr. Scott cautioned that the Authority's Accountant needed to be consulted to evaluate the impact of the proposed action on the Authority's budget. Mr. Scott noted that the Authority's 2007-2008 Fiscal Year Budget was slated to be considered by the Board in September 2007. After discussion regarding the matter, Mr. Quinn and Mr. Harthausen withdrew their second and motion, respectively. Mr. Harthausen indicated that he would bring the matter before the Board during the next fiscal year budget deliberations.

A budget workshop was decided to be scheduled during the August Regular Meeting for some time in September of 2007, since the Authority's new fiscal year commenced on October 1, 2007.

Mr. Dellasandro recommended that the Authority's missed Regular Meetings ought to be rescheduled. Mr. Harthausen noted that the Chairperson could schedule meetings at any time when deemed necessary. It was also suggested that the Towns' Mayors and Councils could consider appointing alternate Board Members who could fill temporary vacancies created by conflicts in schedules, vacations, etc. Other options toward the systematic holding of Regular Meetings were discussed. The Board Members agreed to consider the matter at future Regular Meetings.

Mr. Dellasandro also recommended alternating Chairpersonship every two years rotating between members from both Towns as well as the reverse for the Vice Chairperson position. Mr. Dyer noted that the implementation of the recommendations might require Bylaw revisions. The matter would be discussed further at future Regular Meetings.

Correspondence:

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

Visitors' Comments:

Mayor Mooney commended the CWS&WA Board Members for their consideration of the proposal to suspend the automatic rate escalation for the Authority's upcoming fiscal year.

Mayor Mooney also requested the Board's review of Mr. Pike's account towards the resolution of the subject account's AR's.

Messrs. Shuba and Satterfield expressed and discussed their dissatisfaction with the Authority's approval of the extensions of sewer and water services to the proposed development of Winterberry Woods at the Thomas Farm. The gentlemen indicated that the neighboring community in the vicinity of the Thomas Farm did not approve of the proposed development of Winterberry Woods nor of the provision of the Authority's services there.

Adjournment:

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

The meeting adjourned at 9:20 p.m.

The next Regular Meeting will be held on August 14, 2007, at 7:30 p.m.

Respectfully Submitted,
CAMDEN-WYOMING SEWER & WATER AUTHORITY

Jennifer Spence
Secretary