

**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 14, 2009*

**Authority Members present:** Mr. Mark Dyer  
Mr. Michael Quinn  
Mr. Lester Stillson  
Ms. Tracey Green

**Also in attendance representing  
the CWS&WA:** Mr. Harold Scott, Authority Superintendent  
Mr. Soheil Gharebaghi, P.E., Authority Engineer  
Ms. Mary Sherlock, Esq., CWS&WA Attorney

**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 Office on July 14, 2009. The meeting was called to order at 7:03 p.m. by the Chairperson, Mr. Dyer.

**Consent Agenda:**

There were no items removed from the Consent Agenda.

**Maintenance & Operations Status (Superintendent Report):**

Mr. Scott distributed the period's Operation and Maintenance Report and discussed the same. Mr. Scott explained that the CWS&WA crews' time which had been expended on various recurring maintenance projects, such as the clearing of trash racks at the Authority's sewer pump station wet well influent pipes, MISS Utility mark outs, etc. had been more accurately tracked. This data, Mr. Scott continued, would serve as a valuable tool in the evaluation of budgetary concerns as well as personnel scheduling matters.

Mr. Scott reported that the emergency construction of a new water well, adjacent to the CWS&WA Well #2, had been substantially completed. Mr. Scott expressed elated satisfaction with the work which had been completed by the Authority's in-house capabilities. The new well project, which had been estimated to cost approximately \$250,000, had been completed by the Authority's crews for about \$128,000, Mr. Scott noted. Mr. Scott invited the Board Members to tour the new water well and treatment plant immediately following the Regular Meeting.

With respect to the Authority's finances, Mr. Scott indicated that the Authority was financially strong. Mr. Scott noted that the actual cost associated with some line items on the CWS&WA budget had been exceeded due to unanticipated changes which had been made or imposed on the Authority during the current fiscal year, but, after the approval

### **Maintenance & Operations Status (Superintendent Report, cont.):**

of the FY 2008-2009 budget. Mr. Scott cited employee salaries and health insurance as examples of these. He then explained that the Authority had taken advantage of certain fortuitous opportunities to hire very well qualified individuals which directly affected the current fiscal year's budget. Similarly, Mr. Scott explained that some expenses, such as employee health insurance premiums, had been set up to be paid on a biannual basis, causing a seemingly large budget overrun, where in fact, the budget had not been overrun when examined on an annual basis. Mr. Scott indicated that overall, scrutinized on an annual basis, the Authority's budget had not been overrun. Mr. Scott indicated that the Authority's Accountant would present a draft FY 2009-2010 budget for consideration and approval by the Board during the Authority's September 2009, Regular Meeting.

Ms. Green inquired about the nature of the Authority crews' future schedule and expenditures of time, which had, for instance, been reported to have been charged to the new water well project, after the completion of that project. Mr. Scott indicated that a stream of perpetual maintenance projects as well as the construction of various water main up sizing capital projects were among the CWS&WA crews future engagements. Mr. Scott also explained that with each project performed by the Authority's own in-house resources a significant cost saving would be the direct resultant.

### **Engineering Report:**

Mr. Gharebaghi reported that the Authority's annual water quality report, known as the Consumer Confidence Report (CCR), for the 2008 calendar year, had been published in the Delaware State News on June 26, 2009. The Office of the Public Advocate and the Office of Drinking Water had been provided copies of the CCR, Gharebaghi added.

Mr. Gharebaghi reported that a legal description and a deed for the Authority's approximately 0.47 Ac. Property had been presented to E & D Holdings, LLC for the transfer of the said property.

### **Legal Report:**

Ms. Sherlock indicated that, as was reported by the CWS&WA Engineer, she had prepared and transmitted the deed for the Authority's property to E & D for execution. Further reports on this matter would be provided at future Regular Meetings, Ms. Sherlock added.

Ms. Sherlock also indicated that she would contact Mr. Scanlon regarding the continuation of the Authority's collection activities toward the satisfaction a judgment which had been awarded to the CWS&WA by the Delaware Superior Court.

### **New Business:**

Regarding the alternate billing services which had been recommended by a CWS&WA customer, Mr. Dyer requested the Board Members' review of an internal memorandum, dated July 10, 2009, for further discussion at the CWS&WA's next Regular Meeting.

**Old Business:**

For the benefit of the Authority's new and current Board Members, Mr. Dyer provided a brief history of Mr. and Mrs. Schrodinger's account/matter. Mr. Dyer explained that the covenants to which the Schrodinger's had been invited by the CWS&WA to honor toward their advantage with respect to a water leak at their property had remained unanswered. In fact, the subject account had been seriously delinquent, Mr. Dyer continued. Mr. Dyer indicated that the CWS&WA was left with no options but to proceed with normal shut off notices and eventual shut off of the Schrodinger's water service if the account continued to remain delinquent.

**Items for consideration at the CWS&WA's next Regular Meeting:**

Ms. Green requested the consideration of her recommendation to hold quarterly, rather than monthly Regular Meetings at the Authority's next Regular Meeting. Ms. Green also recommended a discussion at the next Regular Meeting surrounding the format of the Authority's financial statements.

**Approval of the Consent Agenda:**

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

**Visitors' Comments:**

The Honorable Mayor Mooney of the Town of Camden discussed potential opportunities for low interest loans and grants for public works projects. Mayor Mooney recommended that the Authority investigate the various sources of funding that might be available and potentially beneficial to the CWS&WA.

A general discussion surrounding the matter included Mr. Plumley, Town Manager of the Town of Camden, and the Authority's Board Members, Superintendent and Engineer.

**Adjournment:**

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

The Regular Meeting adjourned at 8:10 p.m.

The next Regular Meeting will be held on August 11, 2009, at 7:00 p.m.

Respectfully Submitted,  
CAMDEN-WYOMING SEWER & WATER AUTHORITY

Jennifer Spence, CICA  
Secretary