

**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 October 12, 2010*

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

**Also in attendance representing  
the 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 Office on September 14, 2010. The meeting was called to order at 7:02 p.m. by the Chairperson, Mr. Dyer.

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

Mr. Scott distributed the period's Operation and Maintenance Report and discussed the same. Mr. Scott indicated that three properties in the CWS&WA service area were scheduled for Sheriff Sale in November 2010, nineteen properties had their water service shut off for nonpayment of which three were in the Town of Wyoming and sixteen were in the Town of Camden. Most of these properties were in foreclosure, Mr. Scott added. Mr. Scott noted that a list of the delinquent/water service shut off accounts had been forwarded to the Towns of Camden and Wyoming.

Mr. Scott reported that seven water service leaks and two sanitary sewer blockage problems had been repaired by the Authority's crews during the period. Mr. Scott credited unusually dry weather coupled with temperature fluctuations for the water service line leaks. Roots intrusion into the sewer service laterals had caused the sewer blockages, Mr. Scott added.

Mr. Scott indicated that smoke testing of a portion of the CWS&WA sanitary sewer system had been scheduled with the Delaware Rural Water Association staff for the near future. Mr. Scott explained that to reduce infiltration of groundwater and inflow of surface stormwater runoff (I&I) into the sewer system, smoke testing could identify sources of I&I which could then be addressed. Mr. Scott noted that the connection of sump pump discharge pipes to the sanitary sewer system was unlawful and would be ordered to cease if found.

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

Mr. Scott reported that a preconstruction meeting had been held at the Authority's conference room regarding the construction of the proposed utilities at the W. B. Simpson Elementary School.

Regarding Wynsome Knoll, Mr. Scott indicated that much of the water and sewer utilities for the first phase of the project had been completed. The project's pump station equipment and appurtenances were anticipated to be completed in the near future.

### **Engineering Report:**

Pertaining to the Certificate of Public Convenience and Necessity (CPCN) for which CWS&WA had filed an application with the Delaware Public Service Commission (PSC), Mr. Gharebaghi indicated that the support of the Towns of Camden and Wyoming had been requested. In this regard the Honorable Mayor Maly, who was in attendance, indicated that the Town of Camden had offered its support to the Authority's CPCN Application during the Town's last Mayor and Council meeting. Following the addition of certain details the Town's Resolution in support of the Authority's CPCN Application would be forwarded to the PSC and the Authority, Mayor Maly added. The CWS&WA thanked Mayor Maly for the Town of Camden's support of the Authority's CPCN Application.

### **Legal Report:**

There was no legal report.

### **Approval of the Consent Agenda:**

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

### **New Business:** *Ms. Hettinger*

Ms. Hettinger was invited to address the Board. Ms. Hettinger indicated that she had received a letter from CWS&WA regarding the replacement of a curb stop cap at her property. Ms. Hettinger indicated that she had called the Authority office and requested that the item be replaced by CWS&WA. The Authority personnel fixed the problem, Ms. Hettinger continued. Ms. Hettinger indicated that she had paid more than \$100 for the curb stop repairs and questioned the maintenance responsibility for curb stops. Ms. Hettinger maintained that she should not have been responsible for the repairs and wanted to see the policy which had been in effect when the house was built, sixty years ago, that held her responsible for the curb stop cap at her property. Summarizing her comments, Ms. Hettinger requested a letter from the Authority regarding the above referenced policy.

Mr. Dyer explained CWS&WA Resolution No. 2010-01 pertaining to the subject matter. Dissatisfied and threatening legal action against the Authority, Ms. Hettinger walked out of the Meeting at 7:45 p.m.

**New Business (cont.):**

Mr. Dyer noted that since Ms. Hettinger had threatened legal action against the Authority, no further discussion or action would be taken on the matter during the Public Meeting.

**New Business:**            *Procedure for the Budget Approval Process*

Ms. Green apologized for not being able to attend the Authority's last Regular Meeting during which the Authority's FY 2010-2011 Budget had been discussed and adopted. Ms. Green expressed dissatisfaction with the length of time which had been allotted Board Members for review of the draft budget. Mr. Dyer expressed regrets for the administrative oversight which had caused the late delivery of the draft budget to the Board Members.

The scheduling of a Budget Workshop on the forth Tuesday of the month of August of future years was discussed. The draft version of proposed budgets could be scrutinized by the Board between the Workshop and the September Regular Meeting at which the next FY's budget would be discussed and approved for the period October 1, to September 30, of following fiscal years.

Ms. Green indicated that she had emailed her concerns related to the FY 2010-2011 Budget to Board Members and asked whether the 5% increase in sewer rates had been justified. Ms. Green also posed a question concerning income tax implications vis-a-vis the work performed by the Authority's crews, such as snow removal and other construction activities for other than the CWS&WA. Ms. Green also expressed concern regarding the issue of the Authority's perceived competition with commercial contractors. Mr. Scott indicated that the matter had been investigated several years ago. According to the then Authority Attorney, Mr. Scott noted, the CWS&WA had been within its rights to perform such work to within five feet of houses, buildings, and other structures. Additionally, Mr. Scott noted that the work performed had been for nonprofit entities, such as the Caesar Rodney School District, Town of Camden, etc. The work had generated approximately \$83,000 in revenues during the ending fiscal year, Mr. Scott added..

Mr. Scott also explained that the sewer fund actually needed an increase of more than 12% for FY 2010-2011. Mr. Scott explained that a sewer manhole failure in Isaac's Branch had been responsible for approximately \$160,000 in additional treatment charges paid to Kent County during the past period. Mr. Scott indicated that the sewer rate increase had been limited to 5% and the sewer fund had been decided to be subsidized by other internal CWS&WA funds. Mr. Scott noted that certain covenants between the Authority and its financial institutions concerning the ratio of revenues to operating expenses, to which the Authority was bound, also necessitated the 5% sewer rate increase. Furthermore, Mr. Scott said that the Kent County portion of the Authority's sewer billing was anticipated to increased by about 15%<sup>1</sup> in 2011, and an increase of 20%

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<sup>1</sup> Estimated based on Kent County's historic sewer rate increases every three years.

in combined sewer rates might have had to have been imposed on the CWS&WA customers for the following fiscal year.

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**Visitors' Comments:**

Mayor Maly echoed the concerns expressed by Ms. Green regarding the Authority's 2010-2011 Fiscal Year Budget and the same was discussed.

**Adjournment:**

Motion: Ms. Green made a motion to adjourn the Regular Meeting, seconded by Ms. Glenn-Lewin. Motion carried unanimously.

The Regular Meeting adjourned at 8:25 p.m.

The next Regular Meeting will be held on November 9, 2010, at 7:00 p.m.

Respectfully Submitted,  
**CAMDEN-WYOMING SEWER & WATER AUTHORITY**

Lester Stillson  
CWS&WA Secretary