

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 12, 2011*

Authority Members present: Mr. Mark Dyer
Ms. Tracey Green
Mr. Lester Stillson
Ms. Tracy Torres

**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: Meeting Attendance/Sign-in Sheet;
available at the CWS&WA Office

The Camden-Wyoming Sewer and Water Authority (CWS&WA) met at the CWS&WA Office on April 12, 2011. The meeting was called to order at 7:05 p.m. by the Chairperson, Mr. Dyer. There were no items removed from the Consent Agenda.

Mr. Dyer was joined by the attending Board Members in welcoming Ms. Tracy Torres to the Authority's Board of Directors. Ms. Torres was appointed by the Town of Camden's Mayor and Council to replace Ms. Glenn-Lewin who resigned her position at the Board for personal reasons.

Maintenance & Operations Status (Superintendent Report):

Mr. Scott distributed the period's Operation and Maintenance Report and discussed the same. Mr. Scott reported that the Authority had billed approximately \$350,000 for the first quarter of 2011, of which about \$100,000 had already been collected to date.

Mr. Scott indicated that a water leak at a vacant house on Wesley Street had resulted in approximately 161,000 gallons of water loss. The customer's bill had been adjusted to drop sewer charges since the leaked water had not discharged into the Authority's sanitary sewer system, Mr. Scott added.

Mr. Scott indicated that water services had not been interrupted during the winter months for properties with unpaid balances on their account.

Mr. Scott reported that a hand held water meter reading gun had been purchased for about \$9,000. The purchase gave the Authority staff two updated guns for more efficient meter reading, Mr. Scott added.

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

Mr. Scott indicated that seven new fire hydrants would soon replace existing old hydrants along Camden-Wyoming Avenue from U.S. Rout 13 to the Railroad. Three of the seven hydrants, slated for replacement, had been completed and the remaining four were anticipated to be completed in the near future. Mr. Scott indicated that, to date, the project had costed \$18,917 in materials and about \$9,000 in labor.

Mr. Scott explained the planned water distribution system improvements project in the block of Peach Street, South Layton and Meadow Avenues, and Apple Tree Lane in the Town of Wyoming. Mr. Scott indicated that Authority representatives had met with Chesapeake Utilities, Inc. personnel to coordinate the marking of natural gas mains and services which would need to be protected from damage during the water main installation. The project was anticipated to begin in the near future and be completed by the end of the 2011 construction season, Mr. Scott added. Mr. Scott explained that the impacted area residents would be invited to a preconstruction meeting at which the scope of the project would be described and the customers' questions and concerns addressed, in advance of any construction activity.

Mr. Scott reported that the construction of the sewer pump station for Wynsome Knolls had been substantially completed. The installation of the station's pumps and appurtenances were expected to be completed in the near future.

Engineering Report:

Mr. Gharebaghi reported that the construction of the water main crossing at Old North Road, to serve W. B. Simpson Elementary School, had been successfully completed by the project contractors during the past period.

Mr. Gharebaghi indicated that the Authority had participated in a Statewide Assessment of Wastewater Facilities and Service Area Study survey conducted by Tetra Tech, Inc. The survey was funded by the Delaware Clean Water Advisory Council, Gharebaghi added.

Mr. Gharebaghi provided a status update on the matter of the Authority's application for a CPCN which he had filed with the Public Service Commission (PSC) as a house-keeping measure. The Authority had completed the application process and was awaiting action by the PSC toward the granting of the subject CPCN, he added.

Mr. Gharebaghi reported that the Authority had received the 2010 laboratory test results from the Office of Drinking Water (ODW) to be used in the preparation of the Authority's 2010, Annual Water Quality Report, also known as Consumer Confidence Report (CCR). Gharebaghi noted that the 2010 CCR would be published in the Delaware State News by the June 30, 2011, deadline for distribution of the Report to the Authority's customers.

Engineering Report (cont.):

Mr. Gharebaghi reported that the Authority's representatives had met with representatives of Camdel Metals regarding the unknown substance/organism responsible for sewer blockages at Willow Grove Road near Vepco Industrial Park. Camdel Metals had received several recommendations from a consulting firm retained by Camdel Metals toward the elimination of sewer back ups in the area, Gharebaghi added. Updated reports regarding the matter would be presented at future Regular Meetings, Gharebaghi said.

Legal Report:

There were no legal reports.

Approval of the Consent Agenda:

Mr. Stillson noted that the minutes of the Authority's March 8, 2011, Regular Meeting needed to be amended to correctly indicate the address of the property at 52 S. Caesar Rodney Avenue. Item number 6 on page 4 of the minutes erroneously indicated 52 S. Camden Wyoming Avenue.

Motion: Mr. Stillson made a motion to approve the Consent Agenda with the correction to the minutes of the Authority's March 8, 2011, Regular Meeting noted above, seconded by Ms. Green. Motion carried unanimously.

New Business:

Consideration of a Policy regarding requests for information from the Authority

This matter was decided to be considered at the Authority's next Regular Meeting.

Consideration of Resolution 2011-01, regarding Budget Review and Approval Process

Mr. Dyer noted that the proposed resolution would formalize the Authority's practices associated with the review and approval of the Authority's fiscal year budgets in a resolution form.

Motion: Ms. Green made a motion to adopt Resolution No. 2011-01 concerning policy and procedures associated with the Authority's annual fiscal year budget review and approval process, as presented, seconded by Mr. Stillson. Motion carried unanimously.

Development of position description for the Authority's officers

Mr. Scott discussed the matter by referencing the Roberts Rules of Order and asked the Board for direction with respect to the matter. Ms. Green argued that if the positions were no longer relevant, then they needed to be eliminated. It was noted that the Authority's Bylaws could be amended to reflect changes in the organization of the Board. Following

discussion, it was decided to table the matter for consideration at the Authority's next Regular Meeting.

DRWA Water Rate Analysis

Mr. Scott indicated that Ms. Holloway of DRWA had not yet completed her report on the results of DRWA's analysis of the Authority's water rates. Mr. Scott noted that Ms. Holloway's report and recommendations would be presented to the Board when completed.

Consideration of Process Development for the Board's Review and Approval of the Authority's printed or other materials and reports

Ms. Green suggested the establishment of a time line to provide for the Board's review of printed or other material representing the opinion of the Board, as a whole, prior to their dissemination. Ms. Green expressed satisfaction with the Authority staff's current use of email to send documents to the Board, such as minutes of Regular Meetings. Ms. Green suggested email as a means to communicate with the Board, say at least seven days in advance of the issuance of material on matters which might need the Authority's response between Regular Meetings. Ms. Green also approved of the staff's email request for confirmation of receipt of electronic correspondence from the Board.

The matter was decided to be placed on the agenda of the Authority's next Regular Meeting for further consideration.

CPCN issue and Well Permit Application for 52 S. Caesar Rodney Avenue

In consideration of the recent unauthorized approval of a residential well permit, within the Authority's CPCN/service area, by other than the CWS&WA staff or representatives, it was decided to send a letter to the Administrations of the Towns of Camden and Wyoming. In the letter water wells and the CPCN process within the Authority's service area could be explained so as to minimize future inconveniences to the residents of the Towns of Camden and Wyoming.

For clarity, it was noted that no person or entity, other than the staff and representatives of the Authority, could issue objections to, or approval of, the construction of any water wells within the Authority's Certificate of Public Convenience and Necessity (CPCN)/service territory.

The Position of Authority Secretary

Motion: Mr. Stillson made a motion to table the consideration of the Authority's Secretary position, vacated by the resignation of Ms. Glenn-Lewin, until the next Regular Meeting, seconded by Ms. Green. Motion carried unanimously.

The matter was tabled for consideration at the Authority's next Regular Meeting.

Authority's Saturday, March 26, 2011, Open House

The Board Members who had passed through the presentations offered during the open house by the Authority's staff, expressed admiration and appreciation for the staff's efforts. It was noted that the Authority's staff had volunteered their personal time to host the open house. It was also noted that only one resident of Barclay Farms had stopped by during the 4-hour long open house offered by the Authority on Saturday, March 26, 2011.

Visitors' Comments:

Mr. Gene McFann asked about Resolution No. 2011-01 regarding the Authority's Budget Review and Approval Process. Mr. Scott provided Mr. McFann with a copy of the resolution.

Mr. McFann also expressed certainty regarding the Town of Wyoming Administration's prior knowledge regarding the Town's unauthorized issuance of an approval to construct a well within the Authority's service area at 52 S. Caesar Rodney Avenue.

Adjournment:

The Regular Meeting was adjourned into an Executive Session at 7:58 p.m. for the discussion of legal matters.

Motion: Mr. Stillson made a motion to adjourn the Regular Meeting into an Executive Session, seconded by Ms. Green. Motion carried unanimously.

The Regular Meeting was reconvened at 8:20 p.m. for the purpose of adjourning the Regular Meeting.

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

The Regular Meeting adjourned at 8:21 p.m.

The next Regular Meeting will be held on May 10, 2010, at 7:00 p.m.

Respectfully Submitted,
CAMDEN-WYOMING SEWER & WATER AUTHORITY

Harold L. Scott, Sr.
for the Office of Secretary