

**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 February 8, 2011*

**Authority Members present:** Mr. Mark Dyer  
Ms. JoAnn Glenn-Lewin  
Ms. Tracey Green  
Mr. Michael McFann  
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  
Ms. Mary Sherlock, Esq., Authority 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 February 8, 2011. The meeting was called to order at 7:04 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 reported that a new motor had been installed at the Authority's south well. The old motor was planned to be refurbished and maintained as a spare, Mr. Scott added.

Mr. Scott indicated that the authority had pumped and processed 153 Million Gallons of water from its wells during 2010. Mr. Scott expressed satisfaction with respect to the Authority's Unaccounted for Water (UFW) ratio. It was explained that UFW corresponded to the ratio of metered sales to total production. For the Authority's 2010 operations, UFW was less than 10%.

Mr. Scott discussed the water main and water service laterals that had been repaired by the Authority's crews during the past period.

Regarding the sanitary sewer system, Mr. Scott indicated that the Authority's crews were investigating an unknown substance which had caused sewer main blockages near Camdel Metals on Route 10. The source and make up of the substance would be further evaluated toward its elimination from the Authority's sewer system, Mr. Scott added.

Mr. Scott noted that the Authority's crews had assisted the Town of Camden and the Camden-Wyoming Post Office with snow removal during the past period.

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

Mr. Scott was happy to report on the reduction of the Authority's accounts receivables (AR) aging, down to approximately \$53,000 for 180 days and older accounts. Mr. Scott credited the improvement in AR aging to the Authority's staff for their collection efforts.

**Engineering Report:**

Mr. Gharebaghi provided an updated report regarding the ongoing construction activities at the Wynsome Knoll subdivision. It was noted that the Authority's inspection staff observed the work related to the construction of the project's sanitary sewer pump station.

Mr. Gharebaghi reported that construction was in progress on the water service to the newly renovated W. B. Simpson Elementary School. The crossing of Old North Road for the installation of the school's water main would be with the open cut method proposed by the project contractors and approved by DelDOT in whose right-of-way the work was to occur. The open cut would most likely be planned on a weekend to minimize traffic disruption, Gharebaghi added.

Mr. Gharebaghi also provided a status update on the matter of the Authority's application for a CPCN which he had filed with the PSC as a house-keeping measure. The Authority had completed notifications to affected property owners via the USPS Certified mail service with USPS forms #3811 (return receipt green card) forwarded to the PSC.

Mr. Gharebaghi reported on the status of the two well permit applications which had been filed with DNREC by the Boy Scouts of America, Delmarva Council. Mr. Gharebaghi indicated that the DNREC Hearing Officer had not yet taken any action on the applications. Updated reports would be provided on the matter at future Regular Meetings as necessary, Gharebaghi noted.

**Legal Report:**

There were no legal reports.

**Approval of the Consent Agenda:**

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

**Old Business:** *Ms. Hettinger*

Ms. Hettinger indicated that the Authority's web site had been updated and included the minutes of the Authority's Regular Meetings. Regarding the minutes of October and November Regular Meetings, Ms. Hettinger indicated that she had felt misrepresented. Ms. Hettinger indicated that she had listened to the audio recordings of the Meetings. Ms.

Hettinger also indicated that she had requested, and received, CD's of the October Meeting for which she had paid \$35.00.

**Old Business (Cont.)**                      *Ms. Hettinger*

Ms. Hettinger indicated that she had not threatened legal action and had not stormed out of the October 12, 2010, Meeting and asked for an amendment to the Meeting minutes. Ms. Hettinger indicated that she was disputing the accuracy of the minutes and requested that someone sit down and listen to the audio recording of the Meeting and compare the same with the minutes.

After discussion regarding Ms. Hettinger's request the following as decided:

Motion:                      Ms. Glenn-Lewin made a motion to review the audio recording of the Authority's October 12, 2010, Regular Meeting and recommend any necessary amendments to the same, seconded by Mr. Quinn. Motion carried unanimously.

With respect to the minutes of the Authority's Regular Meetings, Mr. Gharebaghi offered the following for the Board's consideration:

*Title 29, Chapter 100, Section 10004 (f), of Delaware Code indicates that "Each public body shall maintain minutes of all meetings, including executive sessions, conducted pursuant to this section, and shall make such minutes available for public inspection and copying as a public record. Such minutes shall include a record of those members present and a record, by individual (. . . ) members of each vote taken and action agreed upon. . . ."*

Please also note that *Robert's Rules of Order*, under which the Authority's Regular Meetings were conducted, essentially specified that the minutes should contain 1) the kind of meeting, regular, special, etc., 2) the name of the assembly, 3) date and time of the meeting, and the place of the meeting, if not always the same, 4) the fact that the chair and secretary were present, 5) approval of the minutes of the previous meeting and any corrections to the same, 6) all main motions and the disposition thereof, 7) secondary motions that were not lost or withdrawn, 8) all notices of motions, 9) all points of order and appeals, whether sustained or lost, together with the reasons given by the chair of his or her ruling, and 10) the hour of adjournment.

It was explained that the minutes of the Authority's Regular Public Meetings were not intended to serve as transcripts of the Meetings and contained, as a minimum, the information described above.

**Visitors' Comments:**

Ms. Hettinger referenced a letter she had received from the Authority on January 1, 2000, along with a reimbursement of \$125.00 for plumbing repairs. Ms. Hettinger indicated that old work had been performed on her property because of a sewer backup. Ms. Hettinger asked about the work which had been performed on her front yard in 2000, and wanted to know whether the Authority had caused the problem associated with the recent

work that had been performed on her property's curb stop. Mr. Scott indicated that the Authority was not prepared to address Ms. Hettinger's question.

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**Adjournment:**

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

The Regular Meeting adjourned at 7:28 p.m. into an Executive Session for the consideration of legal matters.

The Board reconvened at 8:12 p.m. for the purpose of adjourning the Regular Meeting.

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

The next Regular Meeting will be held on March 8, 2011, at 7:00 p.m.

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

JoAnn Glenn-Lewin  
CWS&WA Secretary