

**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 11, 2014*

**Authority Members present:** Mr. Jeffrey Connor  
Mr. Peter Couming  
Mr. Larry Daugherty, Sr.  
Mr. Michael Quinn  
Ms. Tracy Torres  
Mr. James Winchell

**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  
Ms. Tracy Warga, Esq., Asst. 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 11, 2014. The meeting was called to order at 7:00 p.m. by the Chairperson, Mr. Winchell.

There were no items removed from the Consent Agenda.

**Approval of the Consent Agenda:**

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

**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's crews had repaired two water main breaks and several water service laterals and water meters due to the freezing temperatures and snow during the past period.

Regarding the Source Water and Storage Capacity Development Project at Upper King Road, Mr. Scott indicated that the Authority's crews had cleared and removed approximately 20 Tons of debris from the structure at the property. Mr. Scott explained that the structure's former 3-phase electric service would be converted to a 2-phase service to save electric service charges there. The reestablishment of electric service was necessary for liability insurance coverage, Mr. Scott added. Mr. Scott also explained that two doors needed to be replaced at the existing structure and a new metal roof needed to be installed to stop water damage to the building's structural elements. Responding to Mr. Couming's inquiry, Mr. Scott indicated that the property's existing on-site water well and septic system - neither of which were functional - would not be needed because the Authority's public water and sewer services were available to serve the building.

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

Regarding the Authority's finances, Mr. Scott reported that the current system balance was \$178,574. Mr. Scott indicated that accounts receivables, aging more than 180 days, totaled approximately \$58,900. Mr. Scott noted that year-to-date revenues had exceeded year-to-date expenses and expressed satisfaction with the Authority's financial performance.

With respect to the Authority's capital investments, Mr. Scott indicated that the First National Bank of Wyoming and WSFS, in both of which the Authority held deposits, were expected to merge in the Spring. Mr. Scott indicated that Paradee Financial, the Authority's Financial Advisor, would be requested to plan for the upcoming merger so as to protect the Authority's liquid and invested assets. The return on the Authority's investments through Paradee Financial had ranged between 3% and 6%, compared to the 0.5% return on investments at banks, Mr. Scott added.

Mr. Scott indicated that he would be attending the annual Delaware Rural Water Association (DRWA) conference at the Harrington State fair grounds. The 3-day conference was scheduled to begin on February 25, 2014, Mr. Scott added. Mr. Scott invited interested Board Members, who might want to look at industry vendors, to attend the conference.

### **Engineering Report:**

Gharebaghi thanked Mr. Couming for introducing the Source Water and Storage Capacity Development Project at the Mayor and Council Meeting of the Town of Camden and for formally requesting, on behalf of the Authority, the annexation of the Upper King Road property into the incorporated limits of the Town of Camden. In accordance with the provisions of the Town's Charter, a 90-day period for processing the Authority's annexation request had started in the first week of February 2014, Gharebaghi said.

Gharebaghi indicated that photographs and video recordings of the Authority crews' operations, including the Vac-Truck and mole operations, were available for viewing by interested Board Members or others with vested interest in CWS&WA. Plant tours could also be planned, at the request of interested parties, to survey the Authority's above ground equipment and assets, he added.

Gharebaghi indicated that as part of its efforts to ensure progressive water resources management, the Delaware River Basin Commission (DRBC) - one of a handful of regulators in the U.S. that has made American Water Works Association (AWWA) Water Audit Methodology a regulatory requirement - had informed CWS&WA that it was required to submit an annual audit for calendar year 2013. For calendar year 2012, the Authority's water audit had been submitted to DRBC and for calendar year 2013 a similar Audit would be submitted to DRBC by March 31, 2014, Gharebaghi added.

### **Legal Report:**

There was no legal report.

**New Business:**           *Winterberry Woods*

Mr. Randy Duplechain of Davis, Bowen and Friedel, Inc., representing the new property owner of the Thomas Farm, presented the proposed Winterberry Woods residential subdivision and requested the Board's consideration and approval of the same. Mr. Duplechain explained the details of the proposed land development and offered a framework for the provision of sewer and water utility services through the Authority to serve Winterberry Woods. Mr. Duplechain discussed the range of options that could be considered with respect to the proposed water mains starting from the Greens at Wyoming on Westville Road, to Almshouse and Willow Grove Roads, and terminating at Barclay Farms. Mr. Duplechain cautioned that stagnant water in the proposed 12-inch water main loop could contribute to degradation of water quality, taste, color and odor, because of the relatively low anticipated water usage at Winterberry Woods. Various options were discussed including reduced pipe sizes, development of a new source water well at Winterberry Woods, etc. Mr. Duplechain indicated that the developer would agree to provide the Authority with two lots - of the proposed 166 - for the installation of a new water well and local storage if the Authority wanted to consider this option which could provide a back up source water for CWS&WA. Existing irrigation wells on the property could also be developed into production wells, Mr. Duplechain added.

Ms. Torres expressed concern regarding the potential failure of the developer to complete the project and inquired whether the Authority's current customers would have to pay for the completion of unfinished work. Mr. Duplechain indicated that performance bonds would be offered by the developer to mitigate this concern.

Mr. Winchell indicated that regardless of means and ways, if approved by the Board, the proposal could not be permitted to represent any costs to the Authority's current customers because the proposed infrastructure was not needed by them. Mr. Couming indicated that a Workshop Session might need to be scheduled for fact-finding purposes prior to the Authority's next Regular Meeting.

**Correspondence:**

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

**Visitors' Comments:**

Mr. Shuba asked about Winterberry Woods' original costs. He also asked what documents the Authority had in connection with Winterberry Woods. Mr. Shuba indicated that in addition to the opposition of the State and the County, there was no market for the proposed subdivision. Mr. Shuba cited the recommendations and opposing comments of the State Planning Office in support of his opposition to Winterberry Woods.

Ms. Holly Case and a number of other visitors also voiced their opposition to the subdivision and argued that the Authority should not approve Winterberry Woods for the reasons identified by the State Planning Office.

The notion that the Authority would be allowing urban development in the area if water and sewer services were provided through the Authority was categorically rejected by

**Visitors' Comments (cont.):**

Mr. Couming and other Board Members who noted that the Authority was a sewer and water utility purveyor and land development of any kind in Kent County could only be allowed by the County who approved plans for subdivisions and land development projects.

Mr. Courtney, a resident of Tamarac, asked about the Upper King Road property. Mr. Courtney was provided with a brief description of the Authority's Source Water and Storage Capacity Development Project. Mr. Courtney expressed his appreciation for the Authority Board Members' services to the community.

**Adjournment:**

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

The Regular Meeting adjourned at 7:55 p.m.

The next Regular Meeting will be held on March 11, 2014, at 7:00 p.m.

Respectfully Submitted,  
CAMDEN-WYOMING SEWER & WATER AUTHORITY

Harold L. Scott, Sr.  
CWS&WA Superintendent