

**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 January 13, 2015*

**Authority Members present:** Mr. Jeffrey Connor  
Mr. Peter Couming  
Mr. Larry Dougherty, 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

**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 December 9, 2014. The meeting was called to order at 7:02 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.

Mr. Dan Ridgely was welcomed by the Board. Mr. Ridgely introduced himself and indicated that he had been asked by Mayor King to serve on the Authority Board and anticipated being appointed to replace Ms. Torres on the Authority Board before the Authority's next Regular Meeting. He wanted to observe the Authority's proceedings in preparation for his appointment, Mr. Ridgely added.

**Reorganization:**

Mr. Winchell explained that a Chairperson and a Vice Chairperson of the Authority's Board of Directors were the positions for which the Board needed to vote.

Motion: Mr. Quinn made a motion to nomination Mr. Couming for the Chairperson position for calender year 2015, seconded by Mr. Dougherty. Motion carried unanimously.

Motion: Mr. Couming made a motion to nominate Mr. Winchell for the Vice Chairperson position for calender year 2015, seconded by Ms. Torres. Following discussion of concerns expressed by Mr. Dougherty on Ms. Torres seconding the Motion, Mr. Quinn also seconded the Motion. Motion carried unanimously.

Mr. Couming and Mr. Winchell accepted the nominations, and without any objections, will serve the Authority Board as its Chairperson and Vice Chairperson, respectively, for calendar year 2015.

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

Mr. Scott distributed the Operations and Maintenance Report for the period and discussed the same. Mr. Scott indicated that during the period the Authority crews had cleared a sewer blockage at South Railroad Avenue. Mr. Scott noted that two of the commercial units at Camden Corner had been occupied following the completion of construction there.

Mr. Scott explained that the catch basin repairs, to which his report had referred, had been erroneously labeled: Town of Camden instead of Town of Wyoming. As he had reported, the Authority crews had assisted the Town of Wyoming with the repairs of catch basins along Southern Boulevard, Mr. Scott added.

Mr. Scott expressed satisfaction with the work of two of the Authority's personnel for their work on Arc GIS mapping of the Authority's systems. The effort would continue toward more accurate mapping of the Authority's infrastructure

Mr. Scott explained that the City of Milford had lost the operation of their sewer jet equipment and had requested the Authority's assistance with lending Milford its equipment in the unlikely event of an emergency. The Kent County Public Works Department was under a stand by for the emergency use of the County's equipment. Mr. Scott indicated that the Authority would assist the Town of Milford if the need turned up.

Mr. Scott indicated that following December 31, 2014 billing, the amount billed out was approximately \$375,000. For the four properties that continued to be on Sheriff Sale, the Authority had filed liens for sewer and water billings, Mr. Scott explained.

Mr. Scott also noted that the re-connection fees for shut-off services had generated \$2,353 in revenue. Mr. Scott indicated that accounts receivables, aging more than 180 days, had totaled approximately \$65,000 for the period. The current system receivable was approximately \$286,000 for amounts just billed and not yet due, Mr. Scott added.

#### **New Business:**            *Financial Audit*

Mr. Scott discussed the completed Audit Report pertaining to the Authority's finances which were distributed to Board Members. Mr. Scott expressed satisfaction with the Authority's Financial Audit Report indicating that there had been no exceptions or corrections noted by the auditors. Mr. Scott indicated that, once accepted by the Board, the Administrations of the Towns of Camden and Wyoming would be provided with copies of the audit report. Following its acceptance, the report would also be made available for public review at the Authority's Office, Mr. Scott added. It was noted that a date: "2013" on page 4 of the audit had been a typographical error and should be replaced by 2014.

After consideration of the Authority's financial Audit Report, the following was decided:

Motion:            Mr. Couming made a motion to accept the Authority's financial Audit Report, with the correction of the date on page 4 of the report, seconded by Mr. Quinn. Motion carried unanimously.

### **Engineering Report:**

Gharebaghi reported that he had not been contacted by any of the Barclay Farms residents about discolored water during the past period. It was noted that there had been two calls from Newell's Creek and one from Barclay Farms recorded on the period's Response Log.

On the Capacity Development Project, Gharebaghi indicated that the well drilling contractor's finalized proposal was anticipated by the week's end toward completion of the well drilling by the end of March 2015. Work was also in progress on the design and planning of the well house and disinfection systems, toward the completion of the well house by the end of May 2015, Gharebaghi added.

Regarding the Laboratory for Learning Program, it was reported that on Thursday, December 18, 2014, Capt. Whalen, an aerospace engineer at the Dover Air Force Base, had made a presentation on aerospace and aeronautics engineering to 13 participants who had attended the session. The next session was scheduled for January 29, 2015, and would be presented by a professional engineer on geotechnical engineering, Gharebaghi added.

Regarding Winterberry Woods, it was indicated that the Authority had not yet received a response from the project's engineers in connection with the Facilities Extension Feasibility Analysis. Updated reports on the project would be presented at the Authority's future Regular Meetings, Gharebaghi added.

### **Legal Report:**

There was no legal report.

### **Comprehensive Planning Committee:**

Gharebaghi distributed copies of a Public Service Initiative summary pertaining to the availability of water and sewer utility services to certain areas from the Authority's existing infrastructure. It was decided to postpone consideration of the matter until the Board had an opportunity to review the summary.

### **Correspondence:**

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

### **Visitors' Comments:**

Mr. McFann referenced an article in the Dover Post and applauded Mr. Couming for his efforts with respect to the Laboratory for Learning Program.

### **Adjournment:**

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

The Regular Meeting adjourned at 7:51 p.m. The next Regular Meeting will be held on February 10, 2015, at 7:00 p.m.

Respectfully Submitted,  
CAMDEN-WYOMING SEWER & WATER AUTHORITY

Harold L. Scott, Sr.  
CWS&WA Superintendent