

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 10, 2017*

Authority Members present: Mr. Thomas Ness
Mr. Daniel Ridgely, Vice Chairperson
Mr. James Winchell
Mr. Daniel Woodall

**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

The Camden-Wyoming Sewer and Water Authority (CWS&WA) met at the CWS&WA Office on January 10, 2017. In the absence of the Chairperson, the meeting was called to order at 7:01 p.m. by the Vice Chairperson, Mr. Ridgely.

There were no items removed from the Consent Agenda.

Approval of the Consent Agenda:

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

Maintenance & Operations Status (Superintendent Report):

Mr. Scott distributed the Operation and Maintenance Report for the period and discussed the same. Mr. Scott indicated that the Authority crews had repaired a water leak at 103 Southern Blvd. which had resulted from a sewer lateral repair at the same location. The Authority crews had assisted the homeowner on the repairs which had been partly the homeowners' and partly the Authority's responsibilities, Mr. Scott added.

Mr. Scott indicated that the Authority crews had performed routine pump station maintenance during the past period.

Mr. Scott indicated that a fire flow test had been performed by Lowe's which had coincided with a recent fire west of the Town of Wyoming where the Camden-Wyoming Fire Company had used a substantial volume of water from the Authority's fire hydrants. Despite the high volume of fire demand from the Authority's water distribution system, the Authority's customers had remained unaffected from a volume and pressure standpoint as well as brown water occurrence. Mr. Scott attributed this to the addition of the new 1 MG tank to the Authority's water distribution system.

Regarding the Authority's finances, Mr. Scott indicated that the total system balance was approximately \$374,800, of which approximately \$332,000 was associated with residential and approximately \$37,000 was associated with commercial accounts. Mr. Scott noted that 17 water services had been reconnected following the receipt of payment from delinquent account holders. Three properties were listed for sheriff sale, Mr. Scott added.

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

The Accounts Receivables (AR) aging longer than 180 days was approximately \$65,000, Mr. Scott reported.

Mr. Scott indicated that the roofing had been installed at the new pump house. Mr. Scott also indicated that the Authority personnel had met with the power company and had learned that the replacement of a pole could be necessary to serve the new pump house. Mr. Scott expressed satisfaction with the overall appearance of the pump house and invited the Board's comments. Mr. Winchell asked if the property at 3680 Upper King Road would be fenced. Mr. Scott explained that immediate plans did not include fencing the property, however, this item might be necessary in the future. Mr. Scott also explained that the Town of Camden Police Department had expressed an interest in the installation of security cameras on the tank and/or the building at 3680 Upper King Road. The Town of Camden was applying for a grant through Homeland Security for the cameras, Mr. Scott added. Mr. Woodall asked if the Town of Camden would be charged for the placement of security cameras at 3680 Upper King Road. Mr. Scott noted that the Town of Camden would not be charged since the Authority's new 1 MG tank and pump house would also benefit from the Town's surveillance cameras.

Financial Audit Report:

Mr. Scott presented the Board with the Authority's Financial Audit for the year ended September 30, 2016, which had been prepared by Dingle & Kane, P.A., Certified Public Accountants. Mr. Scott was pleased with the Audit Report and noted that there were no adjustments necessary to the Audit Report. Indeed, the Authority's Financial Audits had been "clean" for more than the past 14-years, Mr. Scott added.

Motion: Mr. Ridgely made a motion to approve the Audit report as presented by Dingle & Kane, P.A., seconded by Mr. Woodall. Motion carried unanimously.

Engineering Report:

Regarding the Capacity Development Project, Gharebaghi indicated that the Authority was continuing to work with De Nora Water Technologies - based in Colmar, PA - pertaining to a chlorine gas scrubber for the new chlorination room at the new pump house. This equipment neutralized chlorine gas in case of an emergency leak before discharging the leaked chlorine gas into the atmosphere.

Gharebaghi noted that the Authority was also continuing to work with Regal Chlorination, Inc. regarding other components of the pump house (e.g., chlorination equipment, scales for the 150-pound chlorine cylinders, louvers for the chlorine room, etc.). Additionally, self contained breathing apparatus for emergency use in the new Chlorination Room, was planned to be purchased from Municipal Emergency Services (MES), based in Rockville, MD - which is the same company from whom the Camden-Wyoming Fire Company purchased its safety equipment.

Engineering Report (cont.):

The purchase of the Authority's safety equipment from the same vendor that provided equipment to the Camden-Wyoming Fire Company was a requirement of the Office of Drinking Water, Gharebaghi explained.

Following the issuance of the "Approval to Construct" letter by the Office of Drinking Water, work began and would continue on the new pump house, Gharebaghi explained. To date, the walls, the roof trusses and metal roofing had been completed, Gharebaghi added.

Gharebaghi indicated that four individuals had inquired about water and sewer services to the property located at 118 N. Main Street. The structure on the property had been vacant for more than five years and sewer and water services to the property had never been connected to the Authority's systems, Gharebaghi noted.

Gharebaghi indicated that Mr. Scott and he would be meeting with Mr. DiMondi and Mr. Troy Adams of Mountain Engineering, Mr. DiMondi's engineer, regarding a proposed land development at Caesar Rodney Ave. and Center Street, behind the Post Office.

Gharebaghi indicated that Mr. Quinn and he had attended the Court of Chancery proceedings where Ms. Sherlock, Esq. representing the Authority and Mr. Eliassen, Esq. representing the Town of Camden, had presented oral arguments in the matter of the Camden-Wyoming Sewer & Water Authority v. The Town of Camden.

Mr. Woodall asked about the potential financial impact of 41 apartments that might be proposed by Mr. DiMondi behind the Post Office. Mr. Scott noted approximately 90,000 in fees could be anticipated if 41 apartments were proposed.

Legal Report:

There was no legal report.

Comprehensive Planning Committee (CPC):

There was no CPC report.

Correspondence:

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

Old Business:

Mr. Scott suggested the removal of Winterberry Woods from future Agendas of the Authority's Regular Meetings.

Motion: Mr. Winchell made a motion to remove Winterberry Woods from the Old Business section of the Authority's future Regular Meeting Agendas, seconded by Mr. Ridgely. Motion carried unanimously.

New Business: *Reorganization*

This matter was tabled until the Authority's February 14, 2017, Regular Meeting.

Visitors' Comments:

In response to Mrs. McFann's question about rates, it was explained that, consistent with the Authority's Resolution 2000: "Unless suspended or otherwise decided by formal action of the Board of Camden Wyoming Sewer and Water Authority ("Authority"), an annual rate adjustment of 5% on all Authority fees and charges will be automatically implemented." The rate adjustment would be effective on the first day of January of each year.

Mr. Ridgely asked about the Authority employees' compensation. Mr. Scott indicated that the Authority was in line with the City of Dover and Milford. Mr. Scott also indicated that the Authority was in the market for up to two additional field personnel.

Mr. Winchell asked about any raises for the Authority personnel who had been certified as water operators. Mr. Scott indicated that the Authority compensated employees for relevant education, however, there were no policies for increases in pay for such certification.

Adjournment:

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

The Regular Meeting adjourned at 7:29 p.m. The next Regular Meeting will be held on February 14, 2017, at 7:00 p.m.

Respectfully Submitted,
CAMDEN-WYOMING SEWER & WATER AUTHORITY

Harold L. Scott, Sr.
CWS&WA Superintendent