

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 June 12, 2018*

Authority Members present: Mr. Michael Quinn, Chairperson
Mr. Mark Girdy
Mr. Thomas Ness
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
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 June 12, 2018. The meeting was called to order at 7:00 p.m. by the Chairperson, Mr. Quinn.

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. Woodall. 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 pumps at the Walmart sanitary sewer pump station had failed and the Authority's crews had deployed the Authority's Godwyn by-pass pump. Mr. Scott explained that two new pumps had been ordered - with a four-month lead time. The pumps that had been removed had been sent to Hills Electric for repairs. When the repairs were completed on the two existing pumps, they would serve as reserve pumps for future emergency use, Mr. Scott added. Mr. Scott estimated that the cost of the above referenced work, including two new pumps, could be between \$15,000 and \$16,000. Mr. Scott noted that the Authority's crews had also cleaned all sewer pump stations, including the emptying of baskets in each.

Mr. Scott reported that a water leak on South Main Street had necessitated the outsourcing of the repairs to a contractor who performed directional drilling method of street crossing. Mr. Scott indicated that South Main Street was a State maintained, concrete paved street and the open cut method of construction could not be used at this location.

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

Mr. Scott indicated that the Authority crews had been continuing to assist the developer/contractor at the Green at Wyoming. Sewer service laterals had been CCTV video inspected and unacceptable laterals had been identified and communicated to the developer/contractor for correction, Mr. Scott noted.

Mr. Scott indicated that the Authority's crews had flushed the water service line, serving the church on S. Caesar Rodney Avenue, to minimize brown water incidents there.

Mr. Scott noted that 51 disconnect notices had been sent to delinquent account holders resulting in the restoration of water utility service to 47 houses. There had been three Sheriff Sale listings at the recorder of Deeds Office in and for Kent County, Delaware, Mr. Scott added.

Regarding the Authority's finances, Mr. Scott indicated that the current system balance was approximately \$105,000. The accounts receivable (AR), aging longer than 180 days, was approximately \$57,000, Mr. Scott noted.

Regarding the meter replacement program, Mr. Scott indicated that 817 water meters had been replaced out of the initial project phase total of 1,009 water meters. Another 36 water meters would be replaced in the near future, Mr. Scott added.

Engineering Report:

Gharebaghi handed out aerial photographs of the vicinity of the Authority's proposed water main crossing of the railroad and indicated that currently, Carload Express, Delmarva Central Railroad (DCR) was under a lease agreement or other arrangement(s) with Norfolk Southern Railroad.

Gharebaghi explained that preliminarily, the Authority's proposed water main crossing the railroad was the installation of a 12-inch diameter ductile iron water main, encased in a 24-inch diameter steel casing pipe, to be installed using the bore and jack method of construction, in the Town of Wyoming, approximately 1/3 of the way south, toward Milepost 52 (Willow Grove Road) from Milepost 51 at the intersection of the railroad and Southern Boulevard, between the terminus of Citrus Drive and existing utility easement (20-foot wide) at Camden Business Center (Sara Court).

A temporary DCR permit for access to the railroad property for land surveying, geological testing, confirmation of depth of existing utilities along the railroad, and the like, leading to the design of the DCR Railroad crossing, would cost \$1,000 (non-refundable fee) in addition to \$200 (non-refundable Application Fee) and \$500 (non-refundable) Engineering Review Fee. Additionally, the Authority would be expected to pay for railroad flag men's presence during the performance of the work along the railroad alignment. There were additional fees and charges for document preparation and a DCR lease agreement, the payments for which would be identified by DCR, Gharebaghi added.

Engineering Report (cont.):

Gharebaghi also indicated that the Authority was working with its insurance company to work out the Railroad's insurance requirements for the project.

Gharebaghi indicated that he had reached out to the engineering firm that had recorded both, the Greens at Wyoming and Camden Business Center to identify the metes and bounds of the existing 20-foot wide utility easement between the two land developments. Gharebaghi offered additional details associated with the proposed CWS&WA water distribution system improvements to the Board. (Project details, available at the CWS&WA office).

Gharebaghi indicated that work associated with the crossing of Norfolk Southern Railroad (NS), Carload Express, Delmarva Central Railroad (DCR), between the Greens at Wyoming and Camden Business Center for the installation of a 12-inch diameter water main was in progress. Additional reports would be presented at future Regular Meetings, he said.

Gharebaghi indicated that the 2017, calendar year, Consumer Confidence Report (CCR) or Water Quality Report was due to be published on the Authority's website for customers' direct access, by the end of June 2018.

Legal Report:

Ms. Sherlock did not have a legal report.

Comprehensive Planning Committee (CPC):

Mr. Ridgely was not in attendance. As such, the CPC did not have a report.

Correspondence:

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

Old / New Business:

There was no old or new business for the Board's consideration.

Visitors' Comments:

Meeting Attendance/Sign-in Sheet was available at the CWS&WA Office. There were no visitors' comments.

The Board welcomed Mr. and Mrs. McFann to the Authority's Regular Meeting.

Adjournment:

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

The Regular Meeting adjourned at 7:27 p.m. The next Regular Meeting will be held on July 10, 2018, at 7:00 p.m. at the Authority's Conference Room.

Respectfully Submitted,
CAMDEN-WYOMING SEWER & WATER AUTHORITY

Harold L. Scott, Sr.
CWS&WA Superintendent