

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 December 11, 2018*

Authority Members present: Mr. Michael Quinn, Chairperson
Mr. Daniel Ridgely
Mr. Mark Girty
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

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 December 11, 2018. The meeting was called to order at 7:02 p.m. by the Chairperson, Mr. Quinn.

Approval of the Consent Agenda:

Motion: Mr. Winchell made a motion to approve both sets of Consent Agenda items for September 2018 and October 2018, seconded by Mr. Ness. Motion carried unanimously.

Maintenance & Operations Status (Superintendent Report):

Mr. Scott distributed the Operation and Maintenance Report for the past period and discussed the same. Mr. Scott provided a summary of the Authority crews' Time Management and Tracking System - during the past period - for various routine assignments and more complex Projects.

Mr. Scott reported that the second phase of Tidbury Crossing, including gravity sewer mains and service laterals, had been completed. The testing of the sewer mains - including; pressure, mandrel / deflection testing, have also been substantially completed, Mr. Scott added. Mr. Scott indicated that CCTV video inspection of the sewer mains had been scheduled - the completion of which would pave the way for construction of houses in early February 2019.

Mr. Scott indicated that the Authority's current system balance was \$104,177. The accounts receivable (AR), aging longer than 180 days, was approximately \$53,000,

Mr. Scott indicated that the re-connection fees had added up to \$2,720 for re-connection of water services after shut-off of delinquent customers' water services.

Mr. Scott indicated that the annual financial audit of the Authority's finances would be completed in the very near future. According to the auditors, the Authority's audit was "clean," Mr. Scott added.

Engineering Report:

Gharebaghi provided an update on the status of the Authority's proposed water main crossing of the Carload Express Railroad property between the Greens at Wyoming and Camden Business Center. Plans, profiles, construction details and specifications for the Authority's proposed 12-inch diameter water carrier pipe - and its casing under the railroad - would be completed in the very near future and submitted to the Delmarva Central Railroad, for permitting, Gharebaghi added.

Legal Report:

In light of the fact that the Authority's Attorney, Ms. Mary Sherlock, Esq. had announced her retirement in the near future, the Board discussed the search for, and engagement of an attorney or a legal firm, to legally represent the Authority. A public advertisement was suggested as were the Board Members' recommendations.

Comprehensive Planning Committee (CPC):

Mr. Ridgely indicated that a Workshop Session that had previously been scheduled for January 22, 2019, would be held on March 26, 2019, instead, at 7:00 p.m. at the Authority's Conference Room, to review future capital projects' priorities and develop cost estimate for inclusion in capital projects in the Authority's Budgets.

Correspondence:

Referring to an internal memorandum, from the Authority's billing staff to the Superintendent, Mr. Scott indicated that there had not been sufficient evidence to support the award of any credit to a Barclay Farm resident. Mr. Scott described water meters and the Authority staff's ability to interrogate the meters' usages for previous 93 days of meter reading.

Old / New Business:

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

It was noted that "Re-Organization" would be on the Authority's January 8, 2019, Regular Meeting Agenda.

Visitors' Comments:

Mr. Kenley expressed appreciation for the professionalism of the Authority crews when they had replaced Mr. Kenley's water meter in about 15-minutes.

Adjournment:

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

The Regular Meeting adjourned at 7:32 p.m. The next Regular Meeting will be held on January 8, 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

