

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 14, 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

The Camden-Wyoming Sewer and Water Authority (CWS&WA) met at the CWS&WA Office on January 14, 2014. The meeting was called to order at 7:05 p.m. by the Chairperson, Mr. Winchell. Mr. Winchell introduced Mr. Daugherty and welcomed him to the Authority Board. Mr. Winchell indicated that Mr. Daugherty was the newest appointee of the Town of Camden to serve on the Authority Board of Directors.

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 continued with the routine clearing of sanitary sewer mains. The Authority's crews had cleared sewer mains in the Greens at Wyoming and conducted CCTV video inspection of mains at Tidbury Crossing, Mr. Scott added.

Mr. Scott indicated that meter reading had been completed for residential and commercial customers for the quarter and month, respectively. Mr. Scott noted that of the 28 water service shut-offs, 22 had been restored and six had remained shut-off mostly because of foreclosures and sheriff sales and abandoned properties.

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

Regarding the Authority's finances, Mr. Scott reported that the system balance was \$334,206. Mr. Scott indicated that accounts receivables, aging more than 90 days, totaled approximately \$61,900. Revenues were anticipated to be \$323,955 in residential and \$32,241 in commercial billings for the quarter, in case of residential, and the month of December, in case of commercial accounts, Mr. Scott added. In general, Mr. Scott expressed satisfaction with the financial performance of the Authority's operations with respect to actual year-to-date compared to the Authority's fiscal year Budget amounts.

Mr. Scott reported that a real estate transfer settlement had concluded earlier on January 14, 2014, when the ownership of the K.M.K, LLC Property on Upper King Road had transferred to the Authority for the purpose of serving as the site of the *Source Water and Storage Capacity Development Project*. Mr. Scott noted that while the formal appraisal of \$196,000 had been submitted to the Authority by G. M. Records - a State Certified General Real Estate Appraiser, the property had been acquired for less than \$165,000, and expressed satisfaction with the purchase. Mr. Scott indicated that the first order of business for the property was the clean up of the concrete shell building and the surrounding grounds, and carrying out necessary repairs to stop further environmental damages. Mr. Scott explained that these immediate repairs could include roof repairs and securing the building by changing out door locks and replacing broken windows to discourage intruders and stop water damage to the building's structural members.

Mr. Scott discussed the completed Audit Report pertaining to the Authority's finances which had been distributed to Board Members. 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.

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, as presented, seconded by Ms. Torres. Motion carried with a majority vote with Mr. Winchell not voting.

Source Water and Storage Capacity Development Project

Mr. Couming discussed the concept of requesting the annexation of the newly acquired property into the incorporated limits of the Town of Camden. The rationale behind the project, for which the property had been purchased, Mr. Couming suggested, was chiefly to accommodate the future water utility needs of the southern growth areas of the Town of Camden and it would be sensible for the land to be in the Town of Camden. Mr. Couming also noted that with Newell's Creek to the north, Tilbury Crossing to the east, and Barclay Farms to the west across Upper King Road, the property that was just acquired by the Authority was practically surrounded by the Town of Camden. In a show of support for Mr. Couming's proposal, the following was decided:

Motion: Mr. Couming made a motion to authorize the formally filing of a request with the Town of Camden for the proposed annexation of the property at 3680 Upper King Road - currently in Kent County, Delaware - into the incorporated limits of the Town of Camden, seconded by Mr. Daugherty. Motion carried unanimously.

Engineering Report:

It was reported that the plans for sanitary sewer system connections at Parcel "B" of Camden Corner, next to Cheddar's restaurant, had been approved for construction.

Gharebaghi indicated that as-built plans for CR Plaza II had been submitted by the project developer for sewer and water service connections to the buildings fronting Main Street.

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.

Legal Report:

There was no legal report.

Public Relations Initiative

Mr. Couming recommended the establishment of a Public Relations Committee (PRC) on which he would volunteer to serve. Initially, the purpose of the PRC could include image improvement efforts and improvements toward the general betterment of the public's perception of the Authority and its operations, Mr. Couming continued. Mr. Daugherty, Ms. Torres and Mr. Winchell agreed to join Mr. Couming on the PRC to help improve the public's impression and understanding of the Authority's operations.

New Business: *Reorganization*

For the purpose of reorganization, the following was decided:

Motion: Mr. Quinn made a motion to nominate Mr. Winchell and Ms. Torres for the Chairperson and Vice-Chairperson positions on the Authority Board, seconded by Mr. Couming. Motion carried unanimously.

Correspondence:

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

Visitors' Comments:

There were no comments from the visitors.

Adjournment:

The Regular Meeting was adjourned into an Executive Session at 7:30 p.m. for the discussion of legal matters following which the Regular Meeting reconvened for the purpose of adjourning the Regular Meeting.

Motion: Mr. Quinn made a motion to adjourn the Regular Meeting into an Executive Session, seconded by Mr. Connor. Motion carried unanimously.

Mr. Daugherty suggested that executive sessions, when needed, ought to convene in the Authority's Offices so that the conference room could continue to accommodate meeting attendees, especially during winter months.

The Regular Meeting was reconvened at 7:51 p.m. for the purpose of adjourning the Regular Meeting.

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

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

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

Respectfully Submitted,
CAMDEN-WYOMING SEWER & WATER AUTHORITY

Harold L. Scott, Sr.
CWS&WA Superintendent