

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 August 9, 2011*

Authority Members present:

Mr. Mark Dyer
Ms. Tracey Green
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
Mr. George Luff, CPA, Authority Accountant

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 August 9, 2011. The meeting was called to order at 7:03 p.m. by the Chairperson, Mr. Dyer. There were no items removed from the Consent Agenda.

Maintenance & Operations Status (Superintendent Report):

Mr. Scott distributed the period's Operation and Maintenance Report and discussed the same. Mr. Scott reported that three water leaks had been reported to the Authority's 24-hour answering service at about 6:00 a.m. on Sunday, July 31, 2011. Mr. Scott indicated that the leaks had been evaluated and found to have been service lateral leaks. Mr. Scott indicated that the Authority's crews had repaired the leaks on the following Monday, August 1, 2011. Mr. Scott indicated that the Authority's crews' availability would not have permitted the repairs on Sunday, July 31, 2011, and since the repairs were not at a water main and relatively minor in nature, the repairs had been completed on the following day.

Mr. Scott indicated that a water service had been installed at a Willow Avenue residence. Mr. Scott also noted that the temporary pavement patches at Camden Wyoming Avenue were anticipated to be replaced with permanent patches in about 45 days to allow settlement of the excavated soils at repair sites.

Mr. Scott reported that approximately 95% of the Meadow Avenue water main improvements project had been completed. Mr. Scott indicated that 16 new water service laterals had also been installed within the project area. A notice to the area residents had been distributed regarding the construction work at Willow Avenue, Mr. Scott added.

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

Mr. Scott reported that grass cutting by the Authority's crews to assist the Town of Camden was continuing. The Authority had also assisted that Town of Camden's crews with the removal of a large tree from the cemetery, at the corner of Caboose Road and Route 13, with minimal disturbance to the historic grave sites there. Mr. Scott also reported that three (3) condemned houses had been torn down and removed by the Authority's crews at the request of, and to assist, the Town of Camden.

Mr. Scott indicated that the Authority's personnel had assisted a Barclay Farm resident with the flushing of their water heater which had been the source of brown water at the home.

Engineering Report:

Regarding Wynsome Knoll sanitary sewer pump station, about which he had reported at the last Regular Meeting, Gharebaghi indicated that the final inspection of the pump station construction work had been completed. Wynsome Knoll sanitary sewer pump station increased the number of the Authority-maintained sanitary sewer pump stations from six to seven, Gharebaghi added.

Regarding Camdel Metals and the unknown organism causing blockages in the Willow Grove Road sewer system, Gharebaghi indicated that Certified USPS correspondence had been mailed to Camdel Metals about the problem seeking the resolution of the same. Updated reports regarding the matter would be presented at future Regular Meetings, as needed, Gharebaghi added.

Regarding the Kent County Department of Public Works' efforts toward more accurate metering of wastewater flow from the Authority's system to that of the County's at the Authority's old wastewater treatment plant site, Gharebaghi indicated that on July 27, 20011, Horney Industries, commissioned by Kent County, had calibrated the flow meter at the metering station east of Wyoming Mills.

Gharebaghi discussed a *Prioritized Summary of Estimated Probable Cost Associated with the Existing Sanitary Sewer and Water Distribution Systems*. He explained the projects which had been slated for the Authority's next construction period and their probable costs for the Board's consideration.

Mr. Gharebaghi made an announcement, indicating that he had been elected to serve the Delaware Association of Professional Engineers (DAPE) as a councilperson occupying the Kent County seat of DAPE. The DAPE Council meetings were held on the second Wednesday of each month and would not interfere with his attendance of the Authority's Regular Board meetings, held on the second Tuesday of each month, Gharebaghi added.

Legal Report:

There were no legal reports.

Approval of the Consent Agenda:

Motion: Ms. Tracy Green made a motion to approve the Consent Agenda, seconded by Mr. Quinn. Motion carried unanimously.

Fiscal Year 2011-2012 Budget Presentation

Using a Power Point Presentation, Mr. Luff presented the Authority's draft budget for FY 2011-2012. Mr. Luff presented two versions of the draft budget, one with the Authority's debts paid off, and one with the debts remaining.

Mr. Luff answered the Board's questions with respect to the details of the draft budget. Payroll taxes, capital improvement projects, debt repayment, and workers' compensation rates were among the items discussed.

In response to Ms. Green's inquiry regarding the Authority's payroll, Mr. Luff explained the Authority's payroll burden and indicated that the draft budget proposed a 4% increase in salaries for the Authority's employees.

Ms. Green asked about the Main Street water distribution system rehabilitation project. Mr. Scott noted that the project would be phased so as to minimize inconvenience to the Authority's customers. Mr. Scott also explained the eventual looped water system which would benefit the Authority's customers through improved fire protection.

Visitors' Comments:

In response to Mr. Green's question about the pavement patches, Mr. Scott indicated that the temporary patches would be replaced by permanent asphalt pavement after the settlement of the excavated soils at repair sites.

Adjournment:

The Regular Meeting was adjourned into an Executive Session at 7:25 p.m. for the discussion of legal matters.

Motion: Ms. Green made a motion to adjourn the Regular Meeting into an Executive Session, seconded by Ms. Torres. Motion carried unanimously.

The Regular Meeting was reconvened at 7:52 p.m. for the purpose of adjourning the Regular Meeting.

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

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

The next Regular Meeting will be held on September 13, 2011, at 7:00 p.m.

Respectfully Submitted,
CAMDEN-WYOMING SEWER & WATER AUTHORITY

Harold L. Scott, Sr.
CWS&WA Superintendent