

**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 8, 2008*

**Authority Members present:** Mr. Mark Dyer  
Mr. Gregory Harthausen  
Mr. Michael McFann  
Mr. Michael Quinn  
Mr. Lester Stillson

**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

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The Camden-Wyoming Sewer and Water Authority (CWS&WA) met at the CWS&WA Office on January 8, 2008. The meeting was called to order at 7:30 p.m. by the Chairperson, Mr. Dyer.

**Consent Agenda:**

Mr. Dyer indicated that the Approval of Financial Statements for the period would be removed from the Consent Agenda on account of their unavailability. Due to an illness, the Office Staff had been unable to finalize the reports, Mr. Dyer noted.

**Maintenance & Operations Status (Superintendents Report):**

Mr. Scott referenced and discussed his report which had been distributed to the Board Members. Mr. Scott noted that the ongoing rehabilitation work at the Greens at Wyoming sanitary sewer pump station was managed by the Authority's Staff and in-house resources. The Authority was acting as the rehabilitation project's general contractor thereby realizing substantial savings, Mr. Scott added.

Responding to Mr. McFann's inquiry, Mr. Scott explained that the video taping of the sanitary sewer system at the Greens at Wyoming had been in progress for the new phases of the development. The sewer system serving the existing homes at the Greens at Wyoming had been previously tested and accepted, Mr. Scott noted.

Mr. Scott reported that the Authority's well No. 2 was also undergoing structural and electrical systems' rehabilitation, using mostly in-house resources and staff.

### **Maintenance & Operations Status (Superintendents Report, cont.):**

The frequency of maintenance work at the Tamarac sanitary sewer pump station was discussed. In this regard Mr. Maly agreed to find out whether Tamarac was served by a homeowner association whose assistance could be sought toward the reduction of adult wipes that end up clogging the pumps at the development's pump station.

Mr. Dyer referenced a Kent County's Department of Public Works advertisement, which had been published in a recent issue of Delaware State News, asking for the public's help in eliminating the discharge of certain items, including baby wipes, grease, etc., into the sanitary sewer system. Mr. Dyer noted that the rate payers would have to be burdened with the costs associated with dealing with these items which should never be disposed of in the sewer system.

### **Engineering Report:**

Mr. Gharebaghi referenced his correspondence addressed to the Camden Town Manager regarding the proposed redevelopment of the old Burke Equipment site on Main Street and noted that the Authority Superintendent and he were concerned about the impact of the proposed commercial development of CR Plaza on the Authority's old underground assets. Mr. Gharebaghi indicated that the Authority had requested to be consulted regarding the proposed land development so as to enable the investigation of the matter early in the land development process.

### **Legal Report:**

There was no Legal Report.

### **Correspondence:**

Mr. Dyer indicated that the Authority had received a request from Camden Friends at 122 East Camden Wyoming Avenue. The Camden Friends had requested to use/rent the Authority's conference room on Sundays, between 9:30 a.m. and 12:30 p.m., during the renovation of their facilities anticipated to take about a year to complete. It was noted that the proposal was impractical since a member of the Authority Staff would have to commit to be available, for the duration, to open and close the conference room. It was also noted that the Authority's facilities were not conducive to accommodate the proposed use. After discussion regarding the request, the following was decided:

Motion: Mr. Harthausen made a motion to deny the Camden Friends' request for the use of the CWS&WA conference room, seconded by Mr. Quinn. Motion carried unanimously.

### **Two Signature Check Signing:**

Mr. Harthausen explained that during the past several months he had investigated/researched the status of the Authority's financial reports and procedures.

Mr. Harthausen indicated that he had found the Authority's Staff extremely cooperative during his research. Mr. Harthausen provided an explanation of the process by which disbursements were handled by the CWS&WA Staff and Superintendent and expressed his satisfaction with the process. Mr. Harthausen indicated that he did not feel a need for a second signatures on the CWS&WA issued checks at this time. Mr. Harthausen was joined by other Board Members in expressing their confidence in the Authority's Superintendent. It was noted that there had been no improprieties in the handling of the Authority's finances during Mr. Scott's 27 year tenure as the CWS&WA Superintendent. Additionally, it was noted that the Authority's Accountant and Auditor had also expressed their satisfaction with the management of the Authority's finances.

### **Reorganization:**

Reorganization was added to the Agenda of the Regular Meeting since it had been mistakenly left out.

Motion: Mr. Harthausen made a motion to open nominations for the Chairperson position on the CWS&WA Board, seconded by Mr. Stillson. Motion carried unanimously.

Mr. Harthausen nominated Mr. Dyer for the Chairperson position. Mr. Dyer accepted the nomination.

Mr. McFann nominated Mr. Quinn for the Chairperson position. Mr. Quinn declined the nomination.

Motion: Mr. Harthausen made a motion to close nominations for the Chairperson position on the CWS&WA Board, seconded by Mr. Stillson. Motion carried unanimously.

Mr. Harthausen nominated Mr. Stillson for the Vice Chairperson position. Mr. Stillson accepted the nomination.

Motion: Mr. Harthausen made a motion to close nominations for the Vice Chairperson position on the CWS&WA Board, seconded by Mr. Stillson. Motion carried unanimously.

Mr. McFann nominated Ms. Spence for the Secretary position on the CWS&WA Board. Mr. Dyer indicated that he had discussed the nomination with Ms. Spence. Ms. Spence had indicated that she would accept the nomination, Mr. Dyer added.

Motion: Mr. Harthausen made a motion to close nominations for the Secretary position on the CWS&WA Board, seconded by Mr. McFann. Motion carried unanimously.

**Reorganization (cont.):**

Mr. Stillson nominated Mr. Harthausen for the Treasurer position on the CWS&WA Board. Mr. Harthausen accepted the nomination.

Motion: Mr. Quinn made a motion to close nominations for the Treasurer position on the CWS&WA Board, seconded by Mr. McFann. Motion carried unanimously.

Motion: Mr. Stillson made a motion to approve the nominations and slate of CWS&WA Officers for calendar year 2008, seconded by Mr. Harthausen. Motion carried unanimously.

The CWS&WA slate of Officers for 2008 remained unchanged as follows:

Mr. Dyer, Chairperson  
Mr. Stillson, Vice Chairperson  
Mr. Harthausen, Treasurer  
Ms. Spence, Secretary  
Mr. Quinn, Board Member  
Mr. McFann, Board Member

**Visitors' Comments:**

Mr. Maly asked about the date and time of the CWS&WA Workshop Session. Mr. Maly was advised that the Workshop was scheduled for Tuesday, January 15, 2007, at 7:00 p.m. at the Authority's conference room. Following discussion regarding Public Notice, Mr. Maly offered to post the scheduled Workshop Session on the Harvest Years and Barclay Farms web sites.

It was noted that specific questions and concerns were requested to be submitted to the CWS&WA on or before Friday, January 11, 2008, if they were to be discussed at the January 15, 2008, Workshop Session.

It was also noted that the Authority would not take any actions during the Workshop Session.

**Adjournment:**

Motion: Mr. Quinn made a motion to adjourn the meeting, seconded by Mr. McFann. Motion carried unanimously.

The meeting adjourned at approximately 8:39 p.m.

The next Regular Meeting will be held on February 12, 2008, at 7:30 p.m.

Respectfully Submitted,  
CAMDEN-WYOMING SEWER & WATER AUTHORITY

Jennifer Spence  
Secretary