

WEST BRANDYWINE TOWNSHIP MUNICIPAL AUTHORITY

Incorporated 1995

199 Lafayette Road, West Brandywine, PA 19320-1230

Sandra G. Martin, Chairman
Rick Tisa, Secretary
Kent D. Nation, Treasurer

Joseph S. Boldaz, Vice Chairman
Asst Secretary/Treasurer

Meeting Minutes for January 12, 2017

Call to Order

The meeting was called to order by Chairman Martin at 7:39pm.

Pledge of Allegiance

Roll Call of Board Members

Present at the meeting were Joseph S. Boldaz (JSB), Sandra G. Martin (SGM), Kent D. Nation (KDN), and Rick Tisa (RT). There is a vacancy on the Board.

Others Present

Engineer Bill Malin of Carroll Engineering Corporation, Operator John Troutman of Miller Environmental, Solicitor Patrick McKenna of Gawthrop Greenwood, and Administrator Anita Ferenz were present.

Public Notification: The Board held an executive session to discuss personnel matter immediately following the conclusion of the public meeting.

Action on Minutes of Previous Meeting(s)

A Motion to accept the minutes of the December 8, 2016 regular meeting was made by JSB and seconded by KDN. All members present were in favor.

Public Comment (individuals requesting to be on the agenda): *None*

Correspondence/Communications (information to note)

1. PMAA December 2016 edition of The Authority. *Noted*
2. Correspondence from Carroll Engineering dated December 13, 2016 providing Consulting Engineer's Certificate. *Noted*
3. Correspondence from Carroll Engineering dated December 13, 2016 providing 2016 Consulting Engineer's Water and Sewer Systems Operations Annual Report. *Noted; capital reserve study performed by Engineer should commence within a month and a policy document will be generated by the Solicitor. Possible bookkeeping and/or quarterly assistance discussed; will be more on an as needed basis and minimal hours. Administrator to review interested candidates to determine if any are a good fit. Brief discussion on billing system being installed.*
4. Correspondence from Brookdale Senior Living dated January 5, 2017 regarding Sewer Invoices for Freedom Village at Brandywine, in response to proposed amount until sensor is replaced, or new meter is installed. *Administrator to send reply letter to Brookdale based on additional information received from Engineer that is solely based on sewer flows, extracting the extremely high and low*

flows for a more accurate average. Discussion on sensor repair and meter replacement. Administrator to order the sensor from Malden and have them replace during regular scheduled monthly read.

5. Correspondence from DNB First dated January 4, 2017 regarding renewal of pre-authorization to perform wire transfers – needs signatures. *Noted; Administrator to start paperwork with Bank to add KDN as a signatory.*
6. Correspondence from IRS, Department of the Treasury, regarding receipt of tax exempt bond form. *Noted.*

Reports

1. Operator

Gayle Corp testing out possible company to work on Gorman Rupp pumps who is local to Chester County; had Stephenson to make some repairs/adjustments to Ashberry pumps and Pikeland to perform seal replacements at Beaver Creek. Ashberry pumps have been running well but pump hours are different than usual; need for repair and/or replacement of faulty air release valves. Discussion among board members and professional consultants; Operator to investigate air release valves. Ashberry grinder to be pulled and examined for repair or replacement.

2. Engineer

- a. Ashberry – status of Sipple HOP. *Update provided on HOP application. Solicitor prepared draft Easement Agreement and outlined contents in general terms but is concerned with stormwater management. Various scenarios proposed, meeting set up with Township to explore stabilization options. Administrator to keep Sipples updated; Solicitor will modify draft agreement.*
- b. BR&I Account set up with appropriate requisition form and procedures. *Explanation given for purpose and examples for use; i.e. non-operating costs. Requisition form needed for release of funds.*
- c. Engineer relayed several building maintenance items that need to be performed, specifically at Beaver Creek PS.

3. Administrator

- a. Beaver Creek communication problem – Reply from Envirep to inquiry about return of equipment if ineffective at rectifying problem. *Brief discussion of options, including switch to an AT&T radio unit. RT will take photos of the existing antenna to be sent to Envirep for further assessment.*
- b. Installation of meters to those homes serviced by on-lot wells in the Friendship Sewer District affected by Resolution 02-2012. *Noted; brief discussion on need for resolution to finalize project from several years ago. Administrator requesting approval to proceed.*
- c. General – billing system status, banking updates, informational flyers/postings. *Billing system discussed earlier in agenda but is proceeding. Administrator is working on a “company” credit card, online banking option and researching alternate ways to enhance procedures for making bank deposits, etc. A question was posed regarding desire to have future MA board meetings in the Township building; consensus was positive; request will be made.*

New Business

Resolutions: No. 01-2017 – Resolution finalizing meter installation project for on-lot well properties established by Resolution #02-2012. A Motion to accept Resolution No. 01-2017

finalizing meter installation project for on-lot well properties established by Resolution #02-2012 was made by JSB and seconded by RT. All members present were in favor.

1. From the Board:

- a. SGM – Gene Fuchs in attendance, expressed interest in board vacancy. Mr. Fuchs explained a little bit about himself and why he'd like to serve as a board member.
- b. JSB – attendance of professional consultants at meetings. Brief discussion of determining need for attendance at both public meetings and planning committee meetings. Chairman, Administrator and consultant will discuss prior to actual meetings.
- c. JSB – New board member training; KDN to possibly attend
- d. RT – inquiry with regard to state ethics form (Statement of Financial Interest) that is due in May of each year.

2. From the Floor:

- a. Gene Fuchs inquired about the status of the Act 537 Plan; JSB asked how the plan's delayed approval by PaDEP was affecting projects before the Municipal Authority, such as 1403 Horseshoe Pike Realty (Hunter's Crossing). Brief status given by Engineer, sitting with DEP at present.

Public Comments (individuals not requesting to be on agenda) - *None*

Payment of Bills / Account Balances

As of December 30, 2016: Friendship Village account balance was \$265,594.30 and Kimberwick account balance was \$302,439.75.

1. Friendship Village Sewer District- \$92,244.16 and ratified payments of \$2,328.55 made on 11/23/2016. Payroll of \$3,442.37 (includes preparation of 1099s and W-2s) made 1/12/2017 for the month of December 2016.

Shared Service Agreement – breakdown for December 2016

Carroll Engineering Corporation – breakdown for October 31, 2016 to November 27, 2016

A Motion to pay the bills as indicated was made by JSB and seconded by KDN. All members present were in favor.

Dates of Upcoming Meetings

Announcement was made of upcoming Board of Supervisors meetings on January 19, 2017 and February 2, 2017, and Municipal Authority meeting on Thursday, February 9, 2017 at 7:30 p.m.

KDN WILL ATTEND THE 1/19/2017 BOS MEETING TO GIVE REPORT.

Adjournment

A Motion to adjourn the meeting was made by JSB and seconded by KDN. All members present were in favor. The meeting adjourned at 9:42pm.

Respectfully submitted,
Anita Ferenz, Administrator