

WEST BRANDYWINE TOWNSHIP MUNICIPAL AUTHORITY

Incorporated 1995

199 Lafayette Road, West Brandywine, PA 19320-1230

Josef G. Obernier, Sr., Chairman
J. Richard Weaver, Jr.- Treasurer
Rick Tisa, Asst. Secretary/Treasurer

Joseph S. Boldaz, Vice Chairman
Sandra G. Martin, Secretary
Anita M. Ferez, Administrator

Meeting Minutes for September 10, 2015

Call to Order

The meeting was called to order by Chairman Obernier at 7:30 pm

Pledge of Allegiance

Roll Call of Board Members

Present at the meeting were Joseph Boldaz (JSB), Sandra G. Martin (SGM), Josef G. Obernier, Sr. (JGO), Rick Tisa (RT) and J. Richard Weaver, Jr. (JRW)

Others Present

Engineer Bill Malin from Carroll Engineering Corporation, Operator John Troutman from Miller Environmental Inc. and Administrator Anita Ferez were present

Public Notification - None

Action on Minutes of Previous Meeting(s)

A Motion was made by SGM to accept the minutes of the August 10, 2015 Regular Meeting with the caveat that item 1 under New Business, Funding Agreement, be revised to reflect that a letter closing the loop with the Township as it relates to not needing the requested loan in order to make the bond payment be drafted and thereafter sent, also providing for the ability to further negotiate terms and conditions if needed in the future. The Motion was seconded by JRW and all members present were in favor.

Public Presentation - None

Public Comments (individuals requesting to be on agenda) - None

Correspondence/Communications (information to note and/or act upon)

Information to Note:

1. Receipt of PMAA's "The Authority" publication for August 2015. *Noted*
2. Receipt of PMAA's Administrative and Environmental Issues Seminar notification being held on Monday, October 26, 2015 in State College. *Noted*
3. WBTA signed Quote from Pikeland Construction regarding removal, delivery, pick up and reinstallation of bad pump and grinder at Ashberry Pump Station. *Noted; Administrator to schedule ASAP.*

4. Receipt of Introductory Packet from Concord Public Financial Advisors, Inc. re possible bond refinancing opportunities – Do we want them to attend October MA meeting? *Noted; Administrator to contact principle at Concord to request attendance at October 8, 2015 public meeting.*

Information to Act Upon: - None

Reports

1. Secretary -- Nothing
2. Treasurer – As of August 31, 2015, Friendship Village account balance was \$51,305.31 and Kimberwick account balance was \$9,537.05.
3. Administrator – (1) backflow testing at Reeceville, Friendship and Beaver Creek was completed on 8/18/2015; (2) bond payment was made on 8/13/2015 without need for Township assistance; (3) request made to PAWC for all agreements between PAWC and WBTMA so our records are complete; (4) website is up with a few glitches with emails but all agendas and minutes thus far have been uploaded; and (5) another round of delinquent accounts was sent to Portnoff for collection.
4. Engineer – (1) 36 Graces Drive – communication with potential contractor about method to proceed; (2) Brandywine Meadow planning module and required capacity; hold up is PAWC is looking for confirmation that capacity has been allocated; no agreement confirms it although the project is listed in the Act 537 Plan and the Chapter 94 report; (3) review of previously adopted allocation policy and need to discuss it at a later date; and (4) rate study process and need to begin preparations for determining the 2016 budget.
5. Operator – (1) August report – review of bioxide levels at Culbertson Run plus wet well needs to be pumped out again, possible cause being garbage disposals to which we'll investigate putting informational material on the website; discussion also had regarding a degreaser chemical. Homeowner at Culbertson Run brought up the smell that is noticed at various times of the day; operator addressed that we are still working toward a satisfactory resolution; JGO brought up flagpole scenario; also discussion about potential development which should make it better. Beaver Creek is operating well. Ashberry pumps have been experiencing problems, pump 1 now has a bad seal but pump 2 is currently working, is an issue that needs addressed immediately. Friendship has had some power outages. Reeceville seems to be working fine, batteries replaced in generator at the beginning of August. (2) East Reeceville infiltration – investigation report was reviewed, follow up visits showed no extra liquid. Administrator to request print of Pulte piping plan from Township Manager. Plug to be installed in pipe upstream just before manhole #2 to hopefully eliminate infiltration. (3) Safety inspection – minor issues, signage needed to comply with federal regulations. Administrator to review building code requirements and contact insurance company to seek discount for purchase of same. (4) Capital Improvements 2015 – review of report and discussion of recommendations; request that operator devise a master checklist type form that shows typical maintenance items and when they should be done. Frank Keegan inquired whether this would include building maintenance; may need to secure an outside contractor and/or make sure it's covered under the Shared Services Agreement with the Township. Discussion of scheduling maintenance and developing a preventative maintenance program. Operator to group similar maintenance items together to maximize efforts and costs.

Old Business

1. PAWC repayment of outstanding balance plus current usage – Two (2) \$10,000 checks forwarded to PAWC since August 10, 2015; additional \$12,000 in bills to be approved. Conversation with Solicitor re PAWC's Legal Department's contact with him. *Noted*
2. Used equipment in fire training building – need to scrap. *Advise Township Manager that any equipment may be scrapped and revenue obtained can be retained by the Township; same for Kimberwick irrigation field.*
3. Netherwood Drive – All homes currently hooked up are being billed. *Noted*
4. Keegan grading issues – requested copies of pertinent signed agreements from property owner as well as review of their file; MA's files are incomplete. Awaiting Township to pull land development plans for adjacent Bentley/Longview property regarding potential cause of problem. *JGO suggested that the pipe issue is a Township issue, not MA issue, and therefore should be brought up to the BOS. Mr. and Mrs. Keegan reiterated the various problems that exist on their property. List – settlement over/around pipe, both sides, where equipment was sitting; at least 3 pine trees dead (west side) and 1 dying; hole in yard where big pine was due to puddling water (west side); issue of video tape misplacement; tree damaged by installation of water line; missing agreement will be provided by property owners. Administrator to contact solicitor to see what documentation is in his files.*
5. Infiltration on East Reeceville Road – Findings discussed under Operator's Report. *Noted; operator to provide sizes of the manholes that need to be installed with liners.*
6. Unused capacity issue – Administrator left message for PMAA's solicitor to request assistance. *Noted*
7. Capacity from PAWC – Administrator requested all agreements between PAWC and MA. *Noted*
8. 1403 Horseshoe Pike development – awaiting developer's engineer to provide options on providing sewer to development, preferably with gravity line. *Administrator to call developer's engineer for an update on status. CEC suggested, with regard to possible escrow funds from the developer to cover engineering reviews, that our solicitor be tasked with preparing a simple professional services agreement to handle these types of issues.*
9. Funding Agreement between Township and MA – SGM was to sit down with Supervisors to discuss. *Administrator to formulate a letter to the BOS to close the loop on this issue as it relates to not needing the requested funds to make the August 2015 bond payment but the desire to work through some mutually advantageous terms in the event this type of agreement is needed in the future.*

New Business

1. Shared Services Agreement between West Brandywine Township and the West Brandywine Township Municipal Authority – Administrator emailed Township Manager with comments/concerns; received reply comments. *Administrator reviewed agreement and thinks it is workable, was asking for some fact finding such as how many one calls for the year so far, how long to mow and plow in the event this agreement doesn't work out and we need to solicit local contractors for services; seeking clarity on all issues. Administrator will be seeking costs from at least one local contractor as a comparison. Lengthy discussion with regard to each individual terms. Suggestion that perhaps we give truck to the Township for an agreed fee and draw down against it for services rendered by the Public Works Department. Dr. Pristernik asked why the MA doesn't allow the Township to*

utilize the MA truck as a show of good faith. Administrator to continue working with Township Manager to work out the details so that they are mutually beneficial.

2. RFP for Solicitor (2016).

JSB provided a draft RFP that needs to be reviewed and modeled for the MA's needs. Discussion on timing and need to revise for our needs. A Motion was made by JSB to formalize the RFP for professional services by providing comments to Administrator as well as potential law firms to receive RFP, and seconded by SGM. All members present were in favor.

New Business from the Floor

New Business from the Board

1. JGO – need to make sure new board member is added to bank records in order to sign checks and make wire transfers.
2. JGO – purchase and hang a clock on the wall in the meeting room.
3. JGO – various maps to be hung on wall in the meeting room for easy access during meetings; SGM offered to scan maps so board members can have pdf copies.

Public Comments (individuals not requesting to be on agenda) – Anne Pristernik requested that new board member be added to letterhead. Engineer also recommended reorganizing now that we have a new member. A Motion was made by SGM to organize as follows: JGO as Chairman, JSB as Vice Chairman, JRW as Treasurer, SGM as Secretary, and RT as Assistant Secretary/Treasurer. RT seconded the motion and all members present were in favor.

Payment of Bills

1. Friendship Village Sewer District- \$24,100.70, and Ratified Payments of \$179,824.85 on 8/14/2015 and \$14,066.91 on 8/20/2015. July payroll of \$4,071.67 made 8/21/2015.
2. Kimberwick Sewer District- Ratified Payments of \$347.99 on 8/14/2015 and \$301.73 on 8/20/2015.

A Motion to pay the Friendship Village and Kimberwick bills and ratify those made on August 14, 20 and 21, 2015 was made by JSB and seconded by SGM. All members present were in favor.

Dates of Upcoming Meetings

The dates of the upcoming Board of Supervisors (September 17, 2015 and October 1, 2015) and the next Municipal Authority (October 8, 2015) meetings were announced.

JSB to attend BOS meeting on September 17, 2015 to provide MA report.

Adjournment

A Motion to adjourn the meeting was made by JSB and seconded by SGM. All members present were in favor. Meeting adjourned at 9:50 pm.

Respectfully submitted,
Anita Ferenz, Administrator