

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 Sawicki, Member

Joseph S. Boldaz, Vice Chairman/
Asst Secretary/Asst Treasurer
Anita M. Ferenz, Administrator

Meeting Minutes for October 12, 2017

Call to Order

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

Pledge of Allegiance

Roll Call of Board Members

Those present at the meeting were Joseph S. Boldaz (JSB), Sandra G. Martin (SGM), Kent D. Nation (KDN), Joseph Sawicki (JS) and Rick Tisa (RT).

Others Present

Engineer Bill Malin of Carroll Engineering Corporation, Solicitor Stacey L. Fuller and Administrator Anita Ferenz were present. Operator Miller Environmental Inc. was absent.

Public Notification:

Action on Minutes of Previous Meeting(s)

A Motion to accept the minutes of the September 14, 2017 regular meeting, with requested revision to operator's report of JSB, and the September 28, 2017 special meeting was made by KDN and seconded by RT. All members present were in favor.

Public Comment (individuals requesting to be on the agenda): Fred Ebert from Ebert Engineering, wastewater engineer for Hunter's Crossing, and Marc Haber, owner of property located at 1403 Horseshoe Pike. Review of five (5) items requested of developer by Authority engineer. Developer agrees to a majority of items but is now unable to comply with space on developer's property for a future potential pump station due to newly discovered wetlands delineation and will not comply with an escrow of funds equivalent to the cost of grinder pumps for those residential homes that will be required to connect to public sewer pursuant to the Township's Act 537 Plan. Detailed discussion on escrow issue. Request by JSB that developer provide costs of currently proposed low pressure lateral service vs costs of initial proposal to construct a pump station with gravity system. Mr. Ebert will provide numbers.

Correspondence/Communications (information to note)

1. Correspondence dated 9/20/2017 from PaDEP to WBT regarding approval of Planning Module for Cobblestone at Horseshoe Village (aka Janiec Residential & Commercial). *Noted.*

2. Correspondence dated 9/22/2017 from PaDEP to WBT regarding approval of Act 537 Official Plan Update. *Noted.*
3. Announcement from PIRMA seeking interested candidates to serve on Board of Directors. *Noted.*

Reports

Operator

- a. Friendship Village – see email from Dan Weaver. *Discussed email in detail with regard to rebuild of pump and continued issues at this station; engineer to discuss issues further with Dan Weaver. Suggestion of charting run times for easier view; check with OmniSite to determine ability to download pump run times report. Request to be made for Operator to provide a more detailed report each month.*

Engineer

- a. Standard Specifications and Details. *Question arose with regard to Township's Chapter 147 and whether to request Township scrap in its entirety; Solicitor believes a few minor sections should remain. Solicitor continues review of actual details. General discussion, including procedure and time frame for moving forward.*
- b. Hunters Crossing – status. *See above discussion under Public Comment; more detailed definition and discussion on recapture function.*
- c. Capital Reserve Study – on hold. *Noted.*
- d. Age restricted development, corner of Culbertson Run and Swinehart. *Developer is doing due diligence for capacity including 390 residential units plus a club house. Administrator will provide a capacity availability letter.*

Solicitor

Board entered Executive Session at 8:52pm to discuss litigation and real estate matters, and reassumed the regular board meeting at 9:22pm.

Administrator

- a. BOS letter to residents re mandatory connection – sent 10/6/2017. *Noted*
 - a. Application for Sewer Service / Request for Capacity. *Update on preparation of application, need to determine readiness of Township.*
- b. Rules and Regulations
 - a. Metering of Private Wells. *Noted for information and review, adopted by Resolution when ready.*
 - b. Charges and Fees. *Noted for information and review, adopted by Resolution when ready.*
- c. Quarterly informational flyers – logo status. *Brief discussion; Administrator to provide contact information to JSB for finalization.*
- d. Ashberry driveway – smoothing of ruts. *Noted*
- e. Budget preparations – see 3rd quarter P&L Request for items to be budgeted, solicitor and engineer fees. *Brief discussion of maintenance needed at Beaver Creek PS (gutters, left side door). Request made by SGM that engineer provide more detailed invoices for determination and clarity of engineering costs operationally and for specific projects.*
- f. Auditor RFP – going out 10/13/2017 with return due 11/06/2017. *Noted*
- g. Public relations / website – calls into DCCC and CC Technical High School. *Noted*
- h. *Planning Committee meeting scheduled for 10/20/2017; SGM and JSB to attend.*

- i. *November meeting will be moved from 11/9/2017 to 11/8/2017 due to attendance of several board members at CCATO dinner.*

New Business

1. **From the Board:**
 - a. *Sewer needs at south end of West Brandywine Township (Rt 82 and 340), in combination with Valley Township, West Caln Township and City of Coatesville. Discussion of possibly sending out a questionnaire to determine need along Route 82. Further discussion of Township's SMP to begin in January 2018 and special studies that may be performed as a result of data received.*

2. **From the Floor:**
 - a. *None*

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

Payment of Bills / Account Balances

As of September 29, 2017: Friendship Village account balance was \$83,477.06 and Kimberwick account balance was \$133,747.30.

1. Friendship Village Sewer District- \$58, 229.22 and ratified payments of \$618.24 made on 9/22/2017. Payroll of \$4,901.82 made 10/12/2017 for the month of September 2017.

A Motion to pay the bills as indicated and ratify those made on 9/22/2017 was made by RT and seconded by KDN. All members present were in favor.

Shared Service Agreement – breakdown for September 2017

Carroll Engineering Corporation – breakdown for July 31, 2017 to September 3, 2017

Dates of Upcoming Meetings

Announcement was made of upcoming Board of Supervisors meetings on October 19, 2017 and November 2, 2017, and Municipal Authority meeting on Wednesday, November 8, 2017 at 7:30 p.m.

JS WILL ATTEND THE 10/19/2017 BOS MEETING TO GIVE REPORT.

Adjournment

A Motion to adjourn the meeting was made by KDN and seconded by JS. All members present were in favor. The meeting adjourned at 10:07pm.

Respectfully submitted,
Anita Ferenz, Administrator