

# 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

Sandra G. Martin – Asst. Secretary/Treasurer

William R. McAdoo- Vice Chairman

Joseph S. Boldaz- Secretary

## Meeting Minutes for February 12, 2015

### Call to Order

The meeting was called to order by Vice Chairman McAdoo at 7:34pm

### Pledge of Allegiance

### Roll Call of Board Members

Present for the meeting were Joseph Boldaz, Sandra G. Martin, William R. McAdoo, Josef G. Obernier, Sr., and J. Richard Weaver, Jr.

### Others Present

Anita Ferenz, Authority Administrator

### Public Notification

Notification was made that the Municipal Authority convened in Executive Session on January 28, 2015 to discuss personnel matters and on February 12, 2015 to discuss financial issues with PAWC

### Action on Minutes of Previous Meeting(s)

A motion was made by Joe Boldaz to accept the minutes of the January 8, 2015 Organizational Meeting, the January 8, 2015 Regular Meeting, and the January 28, 2015 Special Meeting. The motion was seconded by Sandy Martin. All members present were in favor with the exception of Joe Obernier as he was out of the meeting at the time of the motion.

### Public Presentation - none

### Public Comments - none

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

#### Information to Note:

1. Receipt of correspondence (1/13/15) from Mrs. Wm. Richards re quarterly billing periods; payments current through 2014. *Noted*
2. Receipt of The Portnoff Reporter, Winter 2015. *Noted*
3. Receipt of correspondence dated January 19, 2015 from John E. Good, Esquire re Authority/ Township Proposed Agreement (discuss in Old Business). *Noted*
4. Receipt of correspondence dated February 2, 2015 from Buckley, Brion, McGuire & Morris LLP re WBMA and WBT v. Pulte Homes of PA, LP (discuss in Old Business). *Noted*
5. 2015 PMAA Board Member Training registration form. *Noted*

### Information to Act Upon:

1. Receipt of proposal packages from Carroll Engineering, Entech Engineering and Great Valley Consultants in response to RFP for Engineer (discuss in Old Business). *Noted*
2. Receipt of correspondence dated January 16, 2015 from Gibbel, Kraybill & Hess LLP with enclosed executed Municipal Authority Agreement and \$2,000 check for Highspire Ventures, LLC (discuss in Old Business). *Noted; need to work with Township and DNB to secure correct required signatures on escrow account and then set up sub account for this project.*
3. Correspondence received February 2, 2015 from U.S. Department of Commerce requesting submittal of 2014 Annual Survey of Local Government Finances. *Noted; pull what was submitted last year.*
4. Correspondence dated February 1, 2015 from PA American Water requesting completion of Identification of Potential Sources of Contamination survey as part of their source water protection plan. *Noted; pull what was done from last year.*
5. Maintenance Agreement between West Brandywine Township Municipal Authority and Modern Group Power Systems (discuss in Old Business). *Noted; contract needs signed.*
6. Receipt of correspondence dated January 18, 2015 from Sandra C. Brock, Bookkeeper and Right-To-Know Officer, tendering her resignation as of January 23, 2015. *Noted; resignation letter was rejected by Board. Sandy Martin negotiated a new proposal of employment and discussed with Sandy Brock. Sandy Brock to execute letter proposal on February 13, 2015.*

### **Reports**

1. Secretary – New member training through PMAA was discussed. Joe Boldaz suggested it might be a good idea to attend as we have several new members. Members are to let Anita know if they are interested in attending.
2. Treasurer – As of January 30, 2015, Freedom Village Sewer District account balance was \$144,292.98 and Kimberwick Sewer District account balance was \$79,073.92. Bond payment was wired on February 6, 2015 in the amount of \$144,340.79.
3. Engineer - none

### **Old Business**

1. Modern Equipment – renewal of maintenance contract. *A motion was made by Joe Boldaz to accept renewal of the Maintenance Contract with Modern Equipment and sign the same. The motion was seconded by Joe Obernier. All present were in favor.*
2. Payment Agreement between the Township and the Municipal Authority regarding Open Space property (Beaver Creek). *No payment was made last year; will seek solicitor advice on this issue.*
3. The Authority received a review letter from Herbert E. MacCombie's office regarding the Brandywine Meadows Final Plan Submission. The Authority will establish an escrow account for the review and notify the developer of the action

4. Tri-County Water Services, Inc. continues to attempt to install meters at the remaining homes on Monacy and Connies Drive (meter installed on 47 Connies Drive, meter replaced on 104 Andover Road). *Noted*
5. The Authority is establishing its own website. *Bill McAdoo suggested this project pass on to Anita. Will look into various options, including Wilkes and Square Space.*
6. Determination of worth for used equipment at Kimberwick site. *Per Joe Boldaz, spring 2015*
7. Township to act as the Authority's Supplemental Contact for the PA One Call system. *Noted*
8. Discussion with Gorman Rupp regarding required repairs on pumps at Friendship Village Pump Station. The Authority discussed cleaning of the pumping station wet-wells on a semi-annual basis. This work will be added to the Request for Proposal for operations of the pumping stations.
9. WBTMA and WBT v Pulte Homes of PA, LP – pending litigation. *Noted; depositions currently scheduled for February 2015.*
10. Air release valves at Friendship Village. *Noted*
11. Netherwood Drive properties tied into public sewer. *Noted; should bill for maximum EDU and usage. Sandy Martin, John Cassels and Dale Barnett to discuss further.*
12. Frank Keegan's grading issues (Culbertson Run Road). *To be taken care of in the spring 2015.*
13. Highspire Ventures, LLC. *Noted; escrows to be set up.*
14. Hiring of Authority Engineer. ; *Selection committee set up of Sandy Martin, Joe Boldaz and John Cassels to review proposals, interview and make recommendation.*
15. Hiring of Authority Operator. *RFP sent on January 29, 2015 and due on Friday, February 27, 2015. A pre-proposal meeting and site visits were held on February 12, 2015. Four firms were at the pre-proposal meeting as well as the Municipal Authority Administrator, Authority Member, Joe Boldaz, John Cassels and Jeramiah MacCombie. Firms were told to submit questions in writing. We will add an Addendum to the RFP which requires wet wells be cleaned twice a year. We will also ask MacCombie to take care of our pump stations until a new operator is put into place.*

**Old Business from the Floor** - none

**Old Business from the Board** - none

**New Business**

1. Residents wishing to purchase new water meters. *A decision was made to refer residents to a supplier for a new water meter, noting the exact model to be used, instead of keeping a supply on hand at the Authority office. We will keep one meter on hand in case of emergency.*

**New Business from the Floor**

- Ed Pristernik inquired about who the Right-to-Know Officer would be due to the resignation of Sandy Brock. As proposed negotiations between the Authority and Sandy Brock were finalized, it was reported that Sandy Brock would remain the Right-to-Know Officer.
- Ed Pristernik requested that an Authority board member or the manager attend the second meeting of the Board of Supervisors (3<sup>rd</sup> Thursday of the month) to report and answer questions.

- Doug Smith was contacted by a resident in the Ramblewood development with regard to not receiving her quarterly bills (for a nine month period) and then received her 4<sup>th</sup> quarter bill showing past due amounts and a total of \$1,565.60. Anita to research the problem.
- Dale Barnett discussed the bond renewal and the fact that there is a considerably lower rate at this time. He will email Anita with information.
- Dale Barnett brought up the infiltration issue on East Reeceville Road and the fact that we need to come up with a plan to fix the problem. Discussion ensued about grading issues and possibly plugging manholes further up the line. Joe Boldaz will contact Tom Eells to discuss the problem and understand what may be needed to correct the problem.
- Joe Morris asked for confirmation of the outstanding balance to PAWC; answer given of \$344,460.14.
- Joe Morris also wanted to know if the Authority board members were aware that the balance was that far behind. Joe Obernier stated that yes he did know after receipt of certain billings from PAWC. Bill McAdoo acknowledged giving a wrong balance figure when asked at last month's meeting. It was suggested that we add this balance to the 2015 budget.
- Paul Gainor of Friendship Village inquired about the increased sewer rates that would take effect January 1, 2015 and whether notification was or will be sent to residents with an explanation. Anita is to send a letter to residents with notification and explanation of 25% increase in sewer rates for 2015.

#### **New Business from the Board**

- Joe Boldaz would like our solicitor, John Good, to be required to attend our monthly Authority meetings and consider using email as a way to communicate on a daily basis. In today's world we cannot always wait and/or play telephone tag to get advice. He feels we are not being represented as well as we should. A motion was made by Joe Boldaz to request that John Good attend monthly meetings until further notice. The motion was seconded by Joe Obernier. All members present were in favor. Doug Smith supports solicitor involvement.
- Joe Obernier discussed the repayment options as provided by PAWC for the outstanding balance. A motion was made by Joe Obernier to choose the 12 month repayment option and negotiate to see if PAWC will waive the late fees. The motion was seconded by Bill McAdoo. All members present were in favor.

#### **Public Comments - none**

#### **Payment of Bills**

1. Friendship Village Sewer District- \$72,161.63, and Ratified Payments of \$2,444.34 on 1/25/15.
2. Kimberwick Sewer District- \$292.88, and Ratified Payments of \$439.09 on 1/25/15.

*The summary of bills was reviewed. Joe Boldaz made a motion to ratify the payments made on January 25, 2015 and pay the remaining outstanding bills for Friendship Village Sewer District and Kimberwick Sewer District. The motion was seconded by Sandy Martin. All members present were in favor.*

#### **Dates of Upcoming Meetings**

1. Board of Supervisors, Thursday, February 19, 2015 and March 5, 2015 at 7:30 p.m.
2. Municipal Authority, Thursday, March 12, 2015 at 7:30 p.m.

**Adjournment**

A motion to adjourn was made by Joe Obernier and seconded by Joe Boldaz. All members present were in favor. Meeting adjourned at 9:29pm.

Respectfully submitted,  
Anita Ferez, Administrator