

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/Asst Treasurer
Anita M. Ferenz, Administrator

Meeting Minutes for April 13, 2017

Call to Order

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

Pledge of Allegiance

Roll Call of Board Members

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

Others Present

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

Public Notification: The Board called and held an executive session at the conclusion of the regular meeting to discuss real estate matters.

Action on Minutes of Previous Meeting(s)

A Motion to accept the minutes of the March 9, 2017 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):

Correspondence/Communications (information to note)

1. Correspondence dated March 30, 2017 from Commonwealth of Pennsylvania, Commonwealth Finance Authority regarding denial of funding request from PA Small Water and Sewer Program. *Noted; brief discussion of participation in future grants.*
2. Correspondence dated April 6, 2017 from Authority Solicitor to Richard Sipple with regard to interpretation of waiver of tapping fees as provided for the Right of Way Agreement dated July 27, 1998. *Noted*
3. Receipt of Planned Maintenance Agreement between WBTMA and Modern Group Power Systems regarding pump station generators; cost of \$2,200.00. *Noted; brief discussion on researching competition, JSB to reach out to other contractors.*

Reports

Operator - March was relatively uneventful for the pump stations. The rotating assembly was replaced at Friendship Village and picked up for rebuild by Gayle Corp; grinder work completed, delivered and installation attempted (electrical issue) at Ashberry as well as heater block replaced on generator.

Engineer

- a. Capital Reserve Study – fee estimate. Summary provided on additional estimated fees for as-built drawings of the pump stations and set up and recommendations for existing controls/operations and proposed recommendations. JSB requested that each O&M manual be reviewed for specific needs and identify deficiencies. Approval was granted to have Keystone Engineering visit one pump station and attempt to download programming for control panel.
- b. Act 537 – Supervisor Cassels contacted engineer with regard to upcoming meeting with DEP to discuss plan in detail and scheduled pre-meeting to prepare. SGM, JSB, engineer and Administrator to attend pre-meeting; Administrator and engineer to attend DEP meeting.
- c. Tapping Fees – Suggestion that this discussion be the topic of an upcoming Planning Committee meeting. Brief summary of tapping fees instituted since inception.

Administrator

- a. Statement of Financial Interests – due by May 1, 2017. *Noted*
- b. Board member vacancy. *Joe Sawicki attended the meeting and expressed interest in filling the board vacancy. Mr. Sawicki summarized his background and what skills he feels could be beneficial to the Authority.*
- c. Informational flyers --- (1) rag problem – target to those property owners who flow to Ashberry (Ashberry development, portion of Reeceville Road, and Monacy Manor); (2) fats/oils/grease – target to those property owners who flow to Culbertson Run (entire Kimberwick sewer district). *Noted*

New Business

None

Public Comments (individuals not requesting to be on agenda)

Payment of Bills / Account Balances

As of March 31, 2017: Friendship Village account balance was \$467,474.21 and Kimberwick account balance was \$52,071.95. Funds moved from K to FV in order to transfer into BR&I Fund.

1. Friendship Village Sewer District- \$64,225.11 and ratified payments of \$2,838.29 made on 3/29/2017. Payroll of \$3,759.44 made 4/13/2017 for the month of March 2017.

A Motion to pay the bills as indicated and ratify those that were made on March 29, 2017 was made by JSB and seconded by KDN. All members present were in favor.

Shared Service Agreement – breakdown for March 2017. *Noted*

Carroll Engineering Corporation – breakdown for January 30, 2017 to February 26, 2017. *Noted.*

Dates of Upcoming Meetings

Announcement was made of upcoming Board of Supervisors meetings on April 20, 2017 and May 4, 2017, and Municipal Authority meeting on Thursday, May 11, 2017 at 7:30 p.m.

KDN WILL ATTEND 4/20/2017 BOS MEETING TO GIVE REPORT.

Adjournment

A Motion to adjourn the meeting was made by KDN and seconded by JSB. All members present were in favor. The meeting adjourned at 8:27pm.

Respectfully submitted,
Anita Ferez, Administrator