

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 November 8, 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), Joseph Sawicki (JS) and Rick Tisa (RT); Kent D. Nation was absent.

Others Present

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

Public Notification: A Notice was advertised in the Daily Local News announcing the cancellation of the regularly scheduled public meeting on Thursday, November 9, 2017, and the scheduling of a special meeting on Wednesday, November 8, 2017 to conduct regular business.

Action on Minutes of Previous Meeting(s)

A Motion to accept the minutes of the October 12, 2017 regular meeting was made by JSB and seconded by JS. All members present were in favor.

Public Comment (individuals requesting to be on the agenda):

- Sam Ellingsworth – 1583 and 1591 Horseshoe Pike, mandatory connection. Mr. and Mrs. Ellingsworth attended meeting to discuss restrictions of properties and proposed/requested option for connection and direction by the Board. He states that the two lots are not able to be subdivided as decreed by court order (Solicitor will verify). Mr. Ellingsworth's preference would be to tie one property into another and make one connection to the sewer main. Lengthy discussion ensued regarding unique situation, how to make the connection, and method of calculating tapping fees based on appropriate EDUs, as well as setting policy for the future. Further discussion relative to gathering data on water usage by installing a meter and monitoring usage. Administrator will provide plumbing contractors, financing options and current billing rates. Solicitor to prepare a short letter agreement between the parties.

Correspondence/Communications (information to note)

1. Planning Committee meeting minutes of October 24, 2017. *Noted; next meeting scheduled for December 1, 2017.*
2. Correspondence dated October 31, 2017 from Gawthrop Greenwood, PC regarding fees for legal services in calendar year 2018. *Noted*
3. Correspondence dated October 31, 2017 from PaDEP to Township with regard to approval of planning module for Ellingsworth 2 lot subdivision at 104 Swinehart Road. *Noted; brief discussion on ramifications of approval.*
4. Email dated November 3, 2017 from Portnoff Law Associates providing several updates. *Noted*
5. Correspondence dated November 3, 2017 from Portnoff Law Associates regarding bankruptcy information on property owner of 110 N. Hawthorne Road. *Noted*
6. PMAA October 2017 edition of the Authority. *Noted*

Reports

Operator - Improvements being seen at Friendship Village upon general maintenance (changing of oil, etc) but will continue to keep an eye on pump conditions. Brief discussion on rebuild of pump, and possible timing if necessary. Ashberry pump 2 seems to have slowed down on capacity, oil changed and being monitored.

- a. Pump run times (info taken from Miller reports – January through September [RT])
Review of charts and discussion on possible reasons for erratic run times and ways to obtain more accurate information. RT will continue to chart. Administrator will provide link and password for OmniSite to RT for his review and use.

Engineer

- a. Traditions of America – age restricted development. Main interest for applicant is to work on zoning of property with the Township and then focus on sewer. Discussion on inquiries posed by applicant with regard to road improvements, utilities and other types of improvements within the existing Sanitary Sewer Easement as well as specific sewer questions such as capacity of the existing sewer interceptor, existing laterals and capacity of pump stations downstream. Administrator previously requested an escrow be established which is still pending.
- b. Rules and Regulations. Meter installation was revised and in updating the charges and fees for same the Horseshoe Pike properties brought on further questions on calculation methods. Engineer will have meter installation, charges and fees, and definitions prepared for adoption at the December public meeting. Discussion of unique situations and how tapping fees are calculated, including a review of how other municipalities handle similar unique uses. Need to determine a formula to set standards. Further discussion on sewer usage charges.
- c. Rates and Revenue. Final proposed projections provided for review; review at planning meeting.
- d. Capital Reserve Study – on hold. *Noted*
- e. Specifications and Details; pending. *Noted*

Solicitor – brief update on condemnation action and timeline moving forward, and need for just compensation to be tendered 30 days after date of forward. A Motion authorizing Administrator to cut a check for the just compensation of \$7,850 and to prepare/provide any other documentation as necessary was made by JSB and seconded by RT. All members present were in favor.

Administrator

- a. Mandatory connection – BOS meeting of November 2, 2017. Debrief given by SGM; discussion of possible issues that could arise relative to distance, location of lateral stub, etc.
- b. 5 Year Arbitrage Calculation – due 2017; see proposals. Brief review of proposals. A Motion to award the required 5 year arbitrage calculation to Arbitrage Rebate Counselors, LLC for the total amount of \$2,200, broken down as \$1,800 for the 2012 Series and \$400 for the 2009 Series closeout, and authorize Administrator to accept letter agreement was made by JSB and seconded by SGM. All members present were in favor.
- c. Computer Backup – see proposal. *Brief review of proposal; Administrator authorized to proceed with Cloud backup.*
- d. Ashberry driveway – smoothing of ruts. *Noted; to be taken care of during driveway construction. Engineer to file for a new driveway permit with PaDOT. A Motion to authorize Administrator to execute any paperwork necessary to effectuate obtaining of new driveway permit was made by JSB and seconded by RT. All members present were in favor.*
- e. Budget preparations – see rough draft. *To be discussed fully at upcoming planning committee meeting; need to determine any potential projects or anticipated major repairs for 2018. Administrator will research any pump replacements in the past*
- f. Auditor RFP – responses due 11/10/2017. *Noted*
- g. Public relations / website. *Brief discussion of security issues. Bookkeeper will clean up website and add reasonable payment options for customers (online, credit card, etc).*

New Business

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

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

Payment of Bills / Account Balances

As of October 31, 2017: Friendship Village account balance was \$124,256.25 and Kimberwick account balance was \$146,382.78.

1. Friendship Village Sewer District- \$42,346.64 and ratified payments of \$618.45 made on 10/26/2017. Payroll of \$3,787.12 made 11/8/2017 for the month of October 2017.

A Motion to pay the bills as indicated and ratify those made on 10/26/2017 was made by RT and seconded by JSB. All members present were in favor.

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

Carroll Engineering Corporation – breakdown for September 4, 2017 to October 1, 2017. *Noted*

Dates of Upcoming Meetings

Announcement was made of upcoming Board of Supervisors meetings on November 16, 2017 and December 7, 2017, and Municipal Authority meeting Thursday, December 14, 2017 at 7:30 p.m.

JS WILL ATTEND 11/16/2017 BOS MEETING TO GIVE REPORT.

Adjournment

A Motion to adjourn the meeting was made by RT and seconded by JSB. All members present were in favor. The meeting adjourned at 10:06pm.

Respectfully,

Anita Ferez, Administrator