

WEST BRANDYWINE TOWNSHIP MUNICIPAL AUTHORITY

Incorporated 1995

199 Lafayette Road, West Brandywine, PA 19320-1230

Joseph S. Boldaz, Chairman
Josef G. Obernier, Sr., Treasurer
Vacant Position

Sandra G. Martin, Vice Chairman/
Asst Secretary/Asst Treasurer
Rick Tisa, Secretary

Meeting Minutes for August 11, 2016

Call to Order

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

Pledge of Allegiance

Roll Call of Board Members

Present at the meeting were Joseph S. Boldaz (JSB), Sandra G. Martin (SGM), Josef G. Obernier, Sr. (JGO) and Rick Tisa (RT). **A vacancy remains on the Board.**

Others Present

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

Public Notification – None.

Action on Minutes of Previous Meeting(s)

A Motion to accept the minutes of the July 14, 2016 regular meeting was made by RT and seconded by SGM. All members present were in favor.

Public Comment (individuals requesting to be on the agenda): None

Correspondence/Communications (information to note)

1. Correspondence dated July 27, 2016 from Thomas J. O'Neill, Esquire providing engagement proposal for bond counsel services. ***Noted; a Motion to approve the engagement proposal for bond counsel services of Thomas J. O'Neill as outlined in his letter of July 27, 2016 and provide notification of said approval was made by SGM and seconded by RT. All members present were in favor. Administrator to send letter and also inquire about bond refinancing time frame.***
2. Correspondence dated August 2, 2016 from Sandra C. Brock to Authority tendering resignation from bookkeeper position. ***Noted; a Motion to accept the resignation letter of Sandra C. Brock dated August 2, 2016 was made by SGM and seconded by JGO; All members present were in favor. The Board discussed several options for bookkeeper replacement and possible need to hire temporary help in the interim. Administrator to advertise on Authority website, WBT website, request email blast, research effectiveness of utilizing PMAA, inquiring about availability of a college student, perhaps in a business program, at West Chester University and Delaware County Community College***

*and, as a last resort consider a temp agency. A Motion to allow Administrator to secure a temporary person at \$20 per hour if needed was made by JSB. JGO suggested holding at \$16, RT suggested going up to \$25 knowing it's temporary. Upon discussion, the original JSB motion was revised to be a **Motion to allow Administrator to hire a temporary person to do bookkeeping duties, as needed, at a rate not to exceed \$20 per hour**; seconded by RT. All members present were in favor.*

Administrator will forward resume previously received to Board members.

3. Correspondence received August 3, 2016 from DNB First with regard to Retail Online Banking access. Administrator will meet with DNB to assure continuation of wire transfers. *Noted.*
4. Correspondence received August 5, 2016 from Eric Tomasic of 39 Andover Road re overcharged usage fee due to bad meter. *More research needed, discussion on issuance of bad meter letters. Administrator to develop talking points and/or possible procedure document.*
5. Correspondence received August 9, 2016 from State Representative Becky Corbin regarding the Commonwealth Financing Authority grant program. Engineer to discuss. *Noted*

Reports

1. Operator

Bioxide system was fix, up and running the whole month of July, tank filled early August, will keep track of it. All station pumps are running although VFD issue at Reeceville in which Gayle Corp is checking and Beaver Creek had several high temperature alarms but were reset. Discussion among board, operator, engineer and solicitor with suggestions of maybe an air conditioning unit or installation of a fan on the thermostat. Operator will check.

- a. East Reeceville Road manholes – *they are again filled with water as is the metering pit at Ashberry. Operator can drain for the cost of equipment. Discussion of plugging, draining, and consideration of televising line to determine problem; inquiry on whether lines were tested. Operator to pump out excess water in meter pit at Ashberry.*

2. Engineer

- a. Ashberry Pump Station; water service. *Discussion surrounding availability of water and the fact that there is a yard hydrant (outside faucet) but no actual water. Engineer will check site plan to determine if hydrant is connected.*
- b. PA Small Water and Sewer Program. *Explanation and discussion of the grant program and possibility of Ashberry being a viable candidate. Engineer provided some calculations in rebuilding the station to be sized appropriately for the area and number of potential connections, as well as preparation for and process of applying for grant.*
- c. Stainless steel impellers to replace pitted ones – cost, options. *Engineer still researching, confined space issue raised. JSB mentioned a report from Gayle Corp, Administrator attempting to locate, will also determine if someone in Public Works is certified in confined space and if they have equipment.*
- d. 2017 Budget and Rate Schedule. *Need to begin preparation; consider capital reserve component in the rates; Administrator to speak with auditor to inquire about a capital account.*

3. Solicitor

Ashberry pump station easements - legal descriptions for both easements were missing; will continue to research.

Preparation of official Fee Schedule is pending.

- a. Resolution to allow payment of utility bills and invoices that will result in the assessment of a late fee or finance charge if not paid by due date. *Discussion of two versions provided. A Motion was made by SGM to agree that the Board pass Resolution No. 01-2016 of the West Brandywine Township Municipal Authority authorizing payment of certain recurring monthly bills and expenses by the West Brandywine Municipal Authority, without pre-approval by the Board. RT suggested including in the Motion those monthly bills being items 1 through 5 of said Resolution. A revised **Motion to pass Resolution No. 01-2016 of the West Brandywine Township Municipal Authority authorizing payment of certain recurring monthly bills and expenses by the West Brandywine Municipal Authority, without pre-approval by the Board, being Aqua America, PECO Energy Company, Verizon Telephone Company, Verizon Wireless Company and PA American Water Co. (PAWC) was made by SGM and seconded by RT. All members present were in favor.***
4. Administrator
- a. Paskiet – restoration of easement, work performed by Township Public Works - \$90. *Noted*
 - b. Longview – filling in of sinkhole in field, work performed by Township Public Works - \$90. *Noted.*
 - c. Correspondence forwarded to Freedom Village at Brandywine re increased flows and need to purchase additional tap-in fees, due 9/01/2016; reply received August 2, 2016. Engineer and Administrator reviewing; looks like flow meter issues. *Discussion of repair contained in response by Brookdale and potential failure of meter, specifically the sensor. Further research is warranted; Administrator will formally respond to Brookdale.*
 - d. Portnoff Law Associates – request for authorization to file Writ of Execution and Listing for Sheriff’s Sale and Free and Clear Sale (2 properties). Need Motion to provide Administrator with the authority to give Portnoff authorization to proceed with Sheriff’s Sale process in accordance with Portnoff’s letter dated July 29, 2016. **A Motion to authorize Portnoff to proceed with the Sheriff’s Sale process in accordance with their letter of July 29, 2016 for the properties at 165 Old Spring Road and 575 Reeceville Road was made by SGM, seconded by JGO. All members present were in favor.**
 - e. Modern Group – receipt of individual quotes for recommended replacements and single quote for replacement of batteries only at 4 stations. *Discussion among Board members, question posed about whether batteries were tested or just on a recommended replacement schedule, and whether monies were budgeted. Administrator to check whether costs are budgeted for 2016, and whether Modern tested batteries when they did PM and if not whether they can come out and test batteries.*
 - f. Invoice for final decommissioning of Kimberwick spray irrigation field – check for \$3,758.18 with payable; letter to accompany. *Noted.*
 - g. 1403 Horseshoe Pike Realty development – presentation scheduled for September MA meeting. *Noted.*
 - h. Meters for those residents with wells – pending; MA letter sent; Tri-County to follow with contact and installation. *Noted.*
 - i. Address number for pump station buildings – pending. *Check with contact to see if completed, cc Doug Smith, and if not, purchase numbers and get completed.*
 - j. Informational flyer – draft history and FAQs provided. *Noted.*
 - k. Bioxide equipment status – tank filled 8/3/2016. *Noted.*

New Business

1. From the Board:

- a. JGO - Expansion of system – Indian Run Mobile Home Park, Bridal Barn, etc. *Passed over to September agenda.*
- b. JGO - Internet based video monitoring / recording of all pump stations. *Passed over to September agenda.*
- c. JGO – Land transfer WBTMA to WBT (168 Cedar Knoll Road), payment of final funds. *Summary provided; Administrator will forward documentation to Solicitor for review.*
- d. Township growth stimulation – continued discussion. *JSB – Manor Road.*

2. From the Floor:

- a. Jeff Baker – inquired about update on 1403 Horseshoe Pike Realty development, specifically location of pump station and thoughts on extension of sewer lines to the Sutton Woods subdivision.

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

Payment of Bills / Account Balances

As of July 29, 2016: Friendship Village account balance was \$353,543.38 and Kimberwick account balance was \$238,357.72.

1. Friendship Village Sewer District- \$258,300.98. Payroll of \$4,346.39 made 8/11/2016 for the month of July 2016.
2. Kimberwick Sewer District- \$4,115.18.

A Motion to pay the Friendship Village and Kimberwick bills as indicated was made by JSB and seconded by SGM. All members present were in favor.

Shared Service Agreement – breakdown for July 2016. *Noted.*

Carroll Engineering Corporation – breakdown for May 30, 2016 to July 3, 2016. *Noted.*

Dates of Upcoming Meetings

Announcement of upcoming meetings of Board of Supervisors on August 18, 2016 and September 1, 2016, and Municipal Authority, Thursday, September 8, 2016 at 7:30 p.m.

JSB WILL ATTEND THE 8/18/2016 BOS MEETING TO GIVE REPORT.

Adjournment

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

Respectfully submitted:

Anita Ferez, Administrator