

WEST BRANDYWINE TOWNSHIP MUNICIPAL AUTHORITY

Incorporated 1995

199 Lafayette Road, West Brandywine, PA 19320-1230

Sandra G. Martin, *Chairman*
Kent D. Nation, *Secretary*
Rick Tisa, *Treasurer*

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

Meeting Minutes - November 13, 2019

Call to Order

The meeting was called to order by Chairman Martin at 7:00pm.

Roll Call of Board Members

Members present 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, Operator Joe DiMatteo of Miller Environmental, Solicitor Stacey Fuller of Gawthrop Greenwood and Administrator Anita Ferenz were also present.

Public Notification: None

Action on Minutes of Previous Meeting(s)

A Motion to accept the minutes of the October 10, 2019 regular meeting was made by KDN and seconded by RT. All members present were in favor.

Reports:

1. Operator
 - a. Monthly Report. Brief review of monthly flows; wet wells at Culbertson and Ashberry to be cleaned in December.

Update on status of RRPS and proposed repairs once insurance determination is made. Review of one-time electric set-up Quote received from Vietri and proposed monthly rental costs thereafter. Lengthy discussion of Quote contents, control panel and VFDs vs constant speed controls. *A Motion to approve Quote of G. A. Vietri, Inc. pertaining to the electrical work for temporary set up needed at Reeceville Road Pump Station dated 11-13-2019 for a total construction cost of \$33,900 and monthly rental costs of \$9,554 and that it includes prevailing wage was made by JSB and seconded by KDN. All members were in favor.*

Further discussion about repairs to building, generator, upcoming steps to be taken, and potential lead time. Building contractor names should be forwarded to Administrator for obtaining quotes to repair the building. A request will be made to the Township to waive any permit fees required for repair to the station building. Engineer to obtain quotes for generators.

2. Engineer

- a. Operator RFP. Brief discussion on document and decision to proceed; Solicitor to review and prepare draft Agreement for inclusion as attachment.
- b. Grant Opportunity – upgrade/revise current pump station control systems at Friendship, Beaver Creek and Culbertson. Discussion of proposed scope and necessity. *A Motion to authorize Carroll Engineering to prepare PA Small Water & Sewer Grant Application, at a cost not to exceed \$2,900, for the purpose of replacing control panel system at three pump stations was made by SGM and seconded by JS. JSB, SGM, KDN and JS were in favor, RT opposed. A Motion to approve Resolution 03-2019 authorizing said Grant Application was made JSB and seconded by KDN. JSB, SGM, KDN and JS were in favor, RT opposed.*
- c. JSB requested Engineer check weight restrictions (H2O loading) on vault doors to wet well at Culbertson Run PS.

3. Solicitor

- a. Notice to Operator. Discussed above under Engineer. *A Motion authorizing Solicitor to finalize notice with addition of deadline date for Miller Environmental to reply and thereafter execution by Chairman was made by RT and seconded by JSB. All members were in favor.*

4. Administrator

- a. RRPS Fire – review electric quote. Discussed above under Operator.
- b. Mid Penn Bank – additional bank accounts. Board agrees to opening of new accounts.
- c. Ashberry Grant – request authorization for administrator to be one of the two required signatures about to submit for reimbursements to DCED. *A Motion authorizing Administrator to serve as one of the two required signatures for submittal of requests for reimbursement to DCED was made by SGM and seconded by KDN. All members were in favor.*
- d. Alternate member. Brief discussion of possibility.
- e. Monthly informational report (attached). Discussion of (i) office space and proposed rental amount; and (ii) short term funding for Ashberry grant project with Daryl Peck.

Information to Note:

1. Correspondence dated 10/18/2019 from Gawthrop Greenwood regarding 2020 Fees for Legal Services. Noted
2. Correspondence dated 10/26/2019 from Arbitrage Rebate Counselors with Series 2012 Final Arbitrage Report for the period 12/27/2017 to 10/17/2019 – no liability. Noted
3. Correspondence dated 10/26/2019 from Arbitrage Rebate Counselors with Series 2016 Final Arbitrage Report for the period 11/22/2016 to 10/17/2019 – no liability. Noted
4. Correspondence dated 11/02/2019 from Miller Environmental with additional billing for October. Noted
5. Correspondence dated 11/02/2019 from Miller Environmental with additional billing for fire incident at RRPS (10/19/2019 to 10/31/2019). Noted
6. Summary of Collections with Portnoff Law Associates as of 9/30/2019. Noted

New Business:

Discussion regarding need to inspect remaining three pump stations regarding code compliance of generator, specifically exhaust. Engineer to provide a list of potential code companies.

Finances:

As of October 31, 2019:

1. Friendship Village – \$172,054.55
2. Kimberwick – \$174,446.75
3. Capital Expense - \$112,725.57
4. Ashberry Reconstruction (grant) – \$40,241.40
5. Mid Penn DSRF - \$561,673.77

6. Bills paid and to be ratified - \$64,677.76
7. Payroll for regular meeting for October 2019- \$4,573.94
A Motion to pay and ratify the bills as indicated was made by KDN and seconded by JSB. All members present were in favor.

8. Shared Service Agreement – breakdown for October 2019 (haven't received it yet).
9. Carroll Engineering Corporation – September 2 through September 29, 2019. Noted

Dates of Upcoming Meetings

Announcement was made of upcoming Board of Supervisors meetings on November 21, 2019 and December 5, 2019 and next Municipal Authority, on Thursday, December 12, 2019 at 7:00 p.m.

RT WILL ATTEND THE 11/21/2019 BOS MEETING TO GIVE THE REPORT.

Adjournment

A Motion to adjourn the meeting was made by RT and seconded by SGM. All members present were in favor. The meeting adjourned at 9:48pm.

Respectfully submitted,

Anita Ferenz, Administrator