

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 Agenda for August 11, 2016

Call to Order (time: _____)

Pledge of Allegiance

Roll Call of Board Members

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 _____, Operator _____, Solicitor _____, Administrator _____

Public Notification

Action on Minutes of Previous Meeting(s)

- July 14, 2016 regular meeting

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

Correspondence/Communications (information to note)

1. Correspondence dated July 27, 2016 from Thomas J. O'Neill, Esquire providing engagement proposal for bond counsel services.
2. Correspondence dated August 2, 2016 from Sandra C. Brock to Authority rendering resignation from bookkeeper position. **Needs discussion.**
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.
4. Correspondence received August 5, 2016 from Eric Tomasic of 39 Andover Road re overcharged usage fee due to bad meter.
5. Correspondence received August 9, 2016 from State Representative Becky Corbin regarding the Commonwealth Financing Authority grant program. Engineer to discuss.

Reports

1. Operator
 - a. East Reeceville Road manholes.
2. Engineer
 - a. Ashberry Pump Station; water service.

- b. PA Small Water and Sewer Program.
 - c. Stainless steel impellers to replace pitted ones – cost, options.
 - d. 2017 Budget and Rate Schedule.
3. Solicitor
- 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.
4. Administrator
- a. Paskiet and Longview projects; \$180 total for the two projects; work completed.
 - b. 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.
 - c. 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.
 - d. Modern Group – receipt of individual quotes for recommended replacements and single quote for replacement of batteries only at 4 stations.
 - e. Invoice for final decommissioning of Kimberwick spray irrigation field – check for \$3,758.18 with payable; letter to accompany.
 - f. 1403 Horseshoe Pike Realty development – pending; presentation scheduled for September MA meeting.
 - g. Meters for those residents with wells – pending; MA letter sent; Tri-County to follow with contact and installation.
 - h. Address number for pump station buildings – pending.
 - i. Informational flyer – draft history and FAQs provided.
 - j. Bioxide equipment status – tank filled 8/3/2016.

New Business

1. From the Board:

- a. JGO - Expansion of system – Indian Run Mobile Home Park, Bridal Barn, etc.
- b. JGO - Internet based video monitoring / recording of all pump stations.
- c. JGO – Land transfer WBTMA to WBT (168 Cedar Knoll Road), payment of final funds.
- d. Township growth stimulation – continued discussion

2. From the Floor:

Public Comments (individuals not requesting to be on agenda)

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 7/14/2016 for the month of July 2016.
 - 2. Kimberwick Sewer District- \$4,115.18.
- Shared Service Agreement – breakdown for July 2016.

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

Dates of Upcoming Meetings

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

WHO IS ATTENDING 8/18/2016 BOS MEETING TO GIVE REPORT?

Adjournment (time: _____)