

WEST BRANDYWINE TOWNSHIP MUNICIPAL AUTHORITY

Incorporated 1995

199 Lafayette Road, West Brandywine, PA 19320-1230

Sandra G. Martin, *Chairman*
Joseph Sawicki, *Secretary*
Kent D. Nation, *Treasurer*

Rick Tisa, *Vice-Chairman*
Joseph S. Boldaz, *Asst. Secretary/Treasurer*
Anita M. Ferez, *Administrator*

Meeting Minutes for September 13, 2018

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, Operator Joe DiMatteo of Miller Environmental, Solicitor Patrick McKenna of Gawthrop Greenwood and Administrator Anita Ferez were present.

Public Notification: *None*

Action on Minutes of Previous Meeting(s)

A Motion to accept the minutes of the August 9, 2018 regular meeting was made by KDN and seconded by RT. All members present were in favor.

Public Comment: *William Feeley of 1739 Caln Meetinghouse Road was in attendance and spoke about the mandatory connection to the sewer system of his property. Requested depth of sewer main in Reeceville Road and verification of lateral stub. Administrator to obtain information and forward to property owner.*

Action/Discussion Items:

1. Operator.
 - a. Flow Meter at Friendship. *Mag Meter submersed in water but not waterproof; caused complete failure; needs replacement (approximately \$5,000) and/or alternative (approximately \$900). Discussion among board members, operator and engineer. Remain status quo.*
 - b. Control failure and replacement of exhaust fan at Beaver Creek. *Brief discussion; authorization given to replace exhaust fan, heater and dehumidifier if needed. Operator will contact Vietri.*
2. TOA – update/status. *Update given on land development plan as it relates to sewer easements and proposed planning module submission.*
3. Rules and Regulations – addition of pool credits (see Engineer report). *Brief review of pool credits within Rules and Regulations document; proposed Resolution approving said pool credits read aloud. A Motion to approve Resolution 4-2018 amending Chapter III Charges and Fees was made by RT and seconded by JSB. All members present were in favor.*
4. Ashberry driveway – post meeting update (written minutes attached) and construction schedule. *Brief discussion of prep work done at the site; construction to begin week of September 17th weather*

- permitting. Administrator emailed adjacent property owner of upcoming construction and need to refrain from use. Solicitor advised that in the condemnation action, former property owner's attorney served discovery in the form of a Request for Production of Documents; appraisal being updated.*
5. Planning Committee – update on discussions (written minutes attached); Administrator to schedule meeting with Township to determine SMP data and vision for future. *Review of minutes and lengthy discussion of need to determine Township's vision prior to actually planning any expansions of the current system. Brief discussion of SMP data and management of, and reporting requirements. Administrator to continue attempting to schedule meeting with the Township to discuss SMP and vision.*
 6. 72 Lauren Lane – proposed construction costs (see Engineer report). *Discussion of options and restrictions for connecting to the sewer system, both as a "one-off" or a bigger project. Engineer to provide proposed options for presentation to property owner.*
 7. 515 Reeceville Road – possible credit of tap-in fee (see Administrator report). *Review of situation where property was assumed to have been connected to the sewer system but never was and continued to receive sewer invoices, of which were paid through the collection process. Administrator to credit tap-in fee and apply remaining credit toward future sewer invoices.*
 8. Budgets, rates and capital items for 2019 – meeting scheduled for September 18, 2018. *Noted*
 9. General Release – Final open space land transaction payment. *Brief discussion of initial document versus the revised version. A Motion to accept the original General Release provided by the Township to the Authority with regard to the final open space land transaction payment was made by JSB and seconded by RT. All members present were in favor.*
 10. Audit of Financial Statements – need to ratify; Trust Indenture requirements met. *A Motion to ratify approval of the 2017 audited financial statements was made by SGM and seconded by RT. All members present were in favor.*

Reports:

1. Engineer – attached. *Noted*
2. Solicitor *Noted*
3. Administrator – attached. *Noted. Brief discussion about possible RFP for operator, or just notification of need to revisit contract for current contractor.*

Correspondence/Communications (information to note)

1. PMAA August 2018 edition of the Authority. *Noted*
2. Correspondence dated August 17, 2018 from CEC providing review of Planning Module Exemption Application as prepared by Rettew Associates on behalf of Traditions of America. *Noted*
3. Memo dated September 1, 2018 from Miller Environmental regarding additional charges above and beyond scope of work. *Noted*

New Business

1. JSB – suggested board members read an article entitled Developing Relationships to Defeat the Threat of Privatization as presented in the special edition of PMAA magazine. Administrator to scan and forward to board members.

Payment of Bills / Account Balances

As of August 31, 2018: Friendship Village account balance was \$95,454.53 and Kimberwick account balance was \$181,614.94.

1. Friendship Village Sewer District- \$75,107.20 and ratified payments of \$2,731.58 made on 8/22/2018.
Payroll of \$4,764.27 made 9/13/2018 for the month of August 2018.

A Motion to pay the bills as indicated and ratify those made on August 22, 2018 was made by JSB and seconded by KDN. All members present were in favor.

Shared Service Agreement – breakdown for August 2018. *Noted*

Carroll Engineering Corporation – breakdown for July 2, 2018 to July 29, 2018. *Noted*

Dates of Upcoming Meetings

Announcement was made of upcoming Board of Supervisors meetings on September 20, 2018 and October 4, 2018 and Municipal Authority meeting on Thursday, October 11, 2018, at 7:00 p.m.

KDN WILL ATTEND 9/20/2018 BOS MEETING TO GIVE REPORT.

Adjournment

A Motion to adjourn the meeting was made by RT and seconded by JS. All members present were in favor. The meeting was adjourned at 9:12pm.

Respectfully submitted,

Anita Ferenz, Administrator