

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 June 13, 2019

Call to Order

The meeting was called to order by Chairman Martin at 7:01pm.

Roll Call of Board Members

Members present were Joseph S. Boldaz (JSB), Sandra G. Martin (SGM), Joseph Sawicki (JS) and Rick Tisa (RT). Kent Nation (KDN) was absent.

Others Present

Engineer Bill Malin of Carroll Engineering, Operator Kevin Dougherty of Miller Environmental, Solicitor Stacey Fuller of Gawthrop Greenwood and Administrator Anita Ferenz were present.

Public Notification: An Executive Session was conducted from 7:23pm to 7:56pm for discussion of potential legal matters. No decisions or actions were taken.

Action on Minutes of Previous Meeting(s)

A Motion to accept the minutes of the May 9, 2019 regular meeting was made by RT and seconded by JS. All members present were in favor.

Public Comment: *Supervisor Chairman John Cassels provided update on relief granted to TOA at BOS meeting of the same date.*

Reports:

1. Operator

- a. Monthly Report; building inspections. *Review of monthly run times and flows; discussion on issues with pump 1 at Friendship and need to have Keystone investigate. Administrator will request that Keystone also investigate the faulty flow meter at Friendship. Wet well cleaning scheduled for June 19th; installation of isolation valve at Beaver Creek postponed until November. Administrator to request quote for work to be performed by Township Public Works Department on whatever items on building inspection they can handle.*

2. Engineer

- a. Ashberry Reconstruction (timeline, meeting, advertising). *Review of updated schedule; drawings out to Keystone and ready for a review meeting the week of June 24, 2019. Front end documents to be sent to Authority insurance carrier. Grant documents require that a representative be identified as a signatory and contact person. Appropriate documentation to*

be prepared for July meeting identifying Administrator as said signatory/contact person. Discussion on whether construction will be done in phases; i.e. Phase 1 would encompass a 30 day submittal review and placement of order for equipment, followed by Phase 2 which would be the actual construction work, as well as logistics of construction and final restoration. A Motion to authorize Carroll Engineering to advertise Ashberry reconstruction bid documents when ready was made by JSB and seconded by RT. All members present were in favor.

- b. *Receipt and distribution of Pump Station Inspection Quote for inspection of impeller conditions as prepared by Gayle Corp. Decision made to table impeller inspection project until late in 2019.*

3. Solicitor

- a. *Traditions of America. Elizabeth Hurtubise, General Counsel for TOA was in attendance. Solicitor gave summary of status of project to date as it relates to the Authority – need final sewer plan approval, finalization, approval and execution of necessary agreements. Further summary of project timeline given by Ms. Hurtubise and request for a special meeting for the Authority members to consider approval of the final sewer plan and execution of required sewer agreements. Board Chairman requested TOA cover the associated costs of holding special meeting; Ms. Hurtubise agreed. If all necessary documentation/information is provided and internally approved, a special meeting will be advertised for Thursday, June 27, 2019, at 5:00pm.*

4. Administrator

- a. *Bond Restructuring (choose option, authorize RFP upon acquiescence of Township support). Brief review of restructuring options. A Motion to move forward with a 25 year restructuring (11 additional years on existing term) of the Series 2012 revenue bonds and authorization for financial advisor and bond counsel to proceed with the issuance of an RFP to achieve such restructuring upon acquiescence of Township support was made by RT and seconded by JS. All members present were in favor.*
- b. *Abandonment of Easement (Paskiet) – need signature, notarized and filed. A Motion to abandon the easement on the property located at 840 Reeceville Road and authorize execution of the Abandonment of Easement and Release and Agreement to Hold Harmless was made by SGM and seconded by JSB. All members present were in favor. Documents were executed.*
- c. *Monthly informational report (attached). Noted*
- d. *August bond payments total \$343,910.33.*

Information to Note:

1. *Memo dated 6/01/2019 from Miller Environmental with additional billing charges for May 2019. Noted; brief discussion, Administrator to inquire about some of the charges.*

New Business: None

Finances:

As of May 31, 2019:

1. *Friendship Village – \$55,467.09*
2. *Kimberwick – \$144,996.34*
3. *Capital Expense - \$203,337.57*
4. *Ashberry Reconstruction (grant) – \$40,115.59*

5. Bills paid and to be ratified - \$92,488.92
6. Payroll for regular meetings for May 2019- \$4,577.85

A Motion to pay and ratify the bills as indicated was made by JSB and seconded by RT. All members present were in favor.

7. Shared Service Agreement – breakdown for May 2019. *Noted*
8. Carroll Engineering Corporation – April 1 through April 28, 2019. *Noted*

Dates of Upcoming Meetings

Announcement was made of upcoming Board of Supervisors meetings on June 20, 2019 and July 10, 2019 and Municipal Authority, on Thursday, July 11, 2019 at 7:00 p.m. *Special meeting to be held on Thursday, June 27, 2019 at 5:00pm for the purpose of considering finalization of TOA approvals.*

JSB WILL ATTEND 6/20/2019 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 was adjourned at 9:03pm.

Respectfully submitted,

Anita Ferenz, Administrator