

WEST BRANDYWINE TOWNSHIP MUNICIPAL AUTHORITY

Incorporated 1995

199 Lafayette Road, West Brandywine, PA 19320-1230

Josef G. Obernier, Sr.- Chairman

J. Richard Weaver, Jr.- Treasurer

Sandra G. Martin – Asst. Secretary/Treasurer

William R. McAdoo- Vice Chairman

Joseph S. Boldaz- Secretary

Meeting Minutes for May 14, 2015

Call to Order

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

Pledge of Allegiance

Roll Call of Board Members

Present for the meeting were Joseph Boldaz, Sandra G. Martin, William R. McAdoo, Josef G. Obernier, Sr., and J. Richard Weaver, Jr.

Others Present

Engineer Bill Malin, Operator Dean Miller and Administrator Anita Ferenz were also present

Public Notification - None

Action on Minutes of Previous Meeting(s)

A Motion was made by Joe Boldaz to accept the minutes of the April 9, 2015 regular meeting, and seconded by Rich Weaver. All members present were in favor.

Public Presentation - None

Public Comments (individuals requesting to be on agenda) - None

Correspondence/Communications (information to note and or act upon)

Information to Note:

1. Receipt of PMAA's Authority publication for April 2015. *Noted*

Information to Act Upon:

1. Receipt of invoice dated April 24, 2015 from Buckley, Brion, McGuire & Morris with regard to the Pulte litigation. *Entries specific to requests from the Township should be billed directly to the Township. Anita will request attorney remove those Township entries out and rebill them to the Township directly.*
2. Receipt of correspondence dated April 14, 2015 from Gene and Linda Shellenberger, 267 Monacy Road, requesting refund of sewer payments from May 2013 through April 2014 based on Authority's delay in installing water meters after announcement of same in January 2013. *Board's recollection is that notification was given regarding installation of water meters and that*

the MA could not afford all the meters at one time. Anita requested to research what type of notification was given, and send another email/letter to residents advising them that a decision will be made next month.

3. Receipt of email communication dated April 18, 2015 from Joe Obernier and reply dated April 20, 2015 with regarding sewer billings for the property at 59 Andover (Davis). Request by Joe Obernier to revise bills based on actual usage figures (use average) for the two quarters in question. *Determination was made that two flat billed quarters were correct and are due from resident. It was also discussed that resident allegedly has bypass system. Anita will reply to residents explaining that past due flat billed quarters need to be paid as they are correct and make a request to inspect their system.*
4. Receipt of correspondence dated May 7, 2015 from Kim Harris, property owner of 160 Netherwood Drive, submitting a proposal in compromise with regard to the back billing for sewer to May 2009. *Board determined that full amount is due and no accommodation will be made although no penalties will be assessed. Request made for Anita to contact Solicitor to determine how far back we can legally collect.*
5. Receipt of invoice dated May 12, 2015 from Modern Group to replace heater hose that was leaking; discovered during visit to Beaver Creek Pump Station by Operator. Repair can coincide with annual maintenance but need part ordered first. *A Motion was made by Joe Boldaz to pay Modern Group invoice; seconded by Sandy Martin.*
6. Receipt of Proposal dated May 14, 2015 from Brent Hershey with regard to the installation of extension required in order to hook up 40 Graces Drive. Per previous agreements, MA to supply pipe (6" SDR35 and 24" manhole frame with lid). This Proposal, if accepted by MA and Clark Estate, causes elimination of Item 2 under Old Business. *Bill Malin expressed concern over the proposal/drawing. Requested Anita to have existing line televised to verify collapse or abandonment; check with Caln Township and Tri-County. If we utilize initial Agreement proposed for this project, the reimbursement is by way of a recapture of a part of the tap in fee.*

Reports

1. Secretary – Joe Boldaz brought up and discussed/explained the letter received by the Board of Supervisors from the East Brandywine Township Municipal Authority solicitor with regard to not accepting any flows from West Brandywine.
2. Treasurer – as of April 30, 2015, Friendship Village had an account balance of \$52,986.74 and Kimberwick had an account balance of \$26,428.32.
3. Administrator – Auditors will be in office the week of May 18th; collection efforts are underway with Portnoff; and inquires with regard to increase in rates have been answered. Request made that income v. expenses compared to the budget be included each month, need to project for bond payment in August.
4. Engineer – Comments were made on individual items of business but it was suggested that perhaps a workshop meeting with the board members to discuss responsibilities would be beneficial. A meeting to discuss procedures and responsibilities between the Township and the MA should be set up (Bill Malin, Sandy Martin, Anita, Dale Barnett and someone from Yerkes), probably first week in June.

5. Operator – Need to provide Bruenauer contact information to Miller, and change OmniSite notification list. Operator will clean our wet wells as per contract and a review of the contact with regard to air release valves will be conducted. Debris and oil on the floor around the sump pump at Station 46 was noted; Operator will look into it.

Old Business

1. Refunding of the 2009 Bonds. Anita spoke with Chris Bamber regarding refunding opportunities through local banks. PFM requested copies of audited financial statements and 2015 budget which were forwarded. Looking into local banks has questioned our financial status and Chris has inquired when we will be getting our audited 2014 financial statements. *Noted*
2. 40 Graces Drive sewer hook-up project/proposed Extender Agreement. The easement necessary to install the sewer line runs through a neighboring property, Michael McGinley at 28 Connies Drive; shown on a MacCombie Plan of Proposed Sanitary Sewer Extension dated April 7, 2014 and contained in the 28 Connies Drive Deed. **Need to know if we have “Rates, Rules & Regulations” or another type of similar document (not sewer construction specifications).** *Noted; see item 6 under Information to Act Upon.*
3. The Authority is establishing its own website. John is assisting Anita with this effort. *Noted*
4. Determination of worth for used equipment at Kimberwick site – Joe B assessed inventory of equipment at site and feels that we should place a few items, stainless steel mixes and aerators, on MuniBid and retain the manhole frames and covers for potential future use. He also discovered the gate open and an opening in the tank cover. **Both items need to be corrected immediately.** *Suggestion made to make hole in the bottom of the tank and fill with stone. Request assistance from Dale.*
5. In addition to the used equipment at the Kimberwick site, there is also equipment stored in the fire training building. Anita received key to access the building today. *Joe Boldaz will accompany Anita to assess what’s there and what can potentially be sold or just scrapped.*
6. WBTMA and WBT v Pulte Homes of PA, LP – pending litigation. Trial currently schedule for end of July; settlement offer provided to Pulte with no response to date. *Noted*
7. Netherwood Drive properties tied into public sewer. Anita will take another trip to the development and try to determine definite hook ups and whether they are being billed. *Noted*
8. Frank Keegan’s grading issues (Culbertson Run Road) – to be taken care of in spring 2015. Anita spoke with Scott Sandone this morning and he’s available May 20 and May 21 around 4:00pm. Coordinating meeting with Mr. Keegan, Scott Sandone and someone who knows the details of the installation and problems. *Noted*
9. Infiltration on East Reeceville Road – filling of a single pipe, connected to manhole sub-structure. Manhole inserts were priced out at \$46 per 26” manhole and \$57 per 32” manhole. Rep at Parson Environmental was asking additional questions; will need assistance in providing answers. *Request representative from Parson Environmental to visit site; will be accompanied by John Cassels.*
10. PAWC repayment of outstanding balance – payment made of \$60,115.25 (current usage only) on May 6, 2015. We need to pay the balance of \$21,820.25 as quickly as possible so we get back on track with the normal cycle of bills. *Noted*
11. Brandywine Hospital - can we bill based on total EDUs, regardless of whether all are being utilized vs. our current practice of billing based on actual usage. Anita is searching for original documentation and once located, will consult with John Good regarding our options. *Noted*
12. A combined question from Paul Gainor and John Cassels was asked with regard to a sink hole in Holly Road. Anita asked Tom Eells in Public Works to put cold patch in hole as an interim fix and is awaiting quotes from several paving companies for a more permanent fix. *Noted*

13. Brandywine Meadows – awaiting final review by MacCombie of pump station design and planning module. As of April 29th, they were still working on it. Requested update. *Noted*

New Business

1. Aqua America – freeze break in pipe at Station 46. MA received its water bill for the period 3/11/15 to 4/9/15 which had an unusually high usage. Sandy B and Anita investigated with Aqua and then contacted our insurance carrier to see if we had a claim. A claim was filed and a recommendation was made to provide coverage.
2. Inspection of vents/cleanouts of sewer residents. BOS during their road tour of the Township neighborhoods discovered laterals without caps.
 - a. Who is doing the inspection? *MA will do inspections and then give a list of those properties that are missing caps on their laterals to the Township for enforcement.*
 - b. Cost to mail notification is approximately \$250; if we can wait till the second quarter bills go out, we can include a notification of inspections as well as creation of website. *Inspections will occur after second quarter bills are processed so notification to residents of inspections can be sent at the same time.*
3. 47 Connies Drive – alerted MA that their sewer line was backed up, had Eldredge clear the line and questioned who was responsible. Both renter and owner spoke with Joe Obernier. Awaiting report from Eldredge on their exact findings so MA can determine who is responsible for the problem. *Noted; will await further word from owner/tenant or Eldredge.*
4. 387 Reeceville Road – resident called about being billed based on flat rate instead of on total usage. Meter was installed October 8, 2014 and was flat billed for the 4th quarter of 2014 and the 1st quarter of 2015. Resident has already paid 4th quarter 2014 bill but Anita told her to hold off on 1st quarter 2015 bill. Since it was the fault of the MA, can we revise 1st quarter 2015 billing to reflect actual usage instead of flat rate? *Authorization given to recalculate 1st quarter 2015 bill to reflect actual usage instead of flat rate since the MA did not read the water meter when it should have.*

New Business from the Floor

New Business from the Board

Bill McAdoo announced that a desk set will be available to the MA in the next several weeks, for free.

Public Comments (individuals not requesting to be on agenda)

Payment of Bills

1. Friendship Village Sewer District- \$92,981.29, and Ratified Payments of \$3,423.82 on 4/21/15.
2. Kimberwick Sewer District- \$158.80, and Ratified Payments of \$441.37 on 4/21/15.

A Motion was made by Joe Obernier to ratify the payments made on April 21, 2015 and pay the remaining outstanding bills for Friendship Village and Kimberwick Sewer Districts, and was seconded by Sandy Martin.

Dates of Upcoming Meetings

The dates of upcoming Board of Supervisors meetings (May 21, 2015 and June 4, 2015) and the next Municipal Authority meeting (June 11, 2015 at 7:30 p.m.) were announced.

Adjournment

A Motion to adjourn was made by Joe Boldaz and seconded by Bill McAdoo. All members present were in favor. Meeting adjourned at 9:19 p.m.

Respectfully submitted,
Anita Ferenz, Administrator