

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
Rick Tisa, Asst. Secretary/Treasurer

Joseph S. Boldaz, Vice Chairman
Sandra G. Martin, Secretary

Meeting Minutes for November 12, 2015

Call to Order

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

Pledge of Allegiance

Roll Call of Board Members

Present at the meeting were Joseph Boldaz (JSB), Sandra G. Martin (SGM), Josef G. Obernier, Sr. (JGO), Rick Tisa (RT) and J. Richard Weaver, Jr. (JRW)

Others Present

Engineer Bill Malin from Carroll Engineering Corporation, Operator John Troutman from Miller Environmental Inc. and Administrator Anita Ferenz were present.

Public Notification - None

Action on Minutes of Previous Meeting(s)

A Motion to accept the minutes of the October 8, 2015 regular meeting was made by JSB and seconded by JRW. 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 correspondence dated October 5, 2015 from PMAA with regard to 2016 Authority Membership Dues Schedule. *Administrator to check last year's membership dues amount for approval at December meeting.*
2. Receipt of correspondence dated October 5, 2015 from Cedar Grove Environmental, Inc. with regard to its decertification by the Department of Environmental Resources. *Noted*
3. Correspondence dated October 22, 2015 from Sandra Brock, MA Bookkeeper, to Longview Investments requesting payment due under the Sewer Agreement (Bentley). *Noted*
4. Receipt of October 2015 edition of The Authority from PMAA. *Noted*
5. Receipt of correspondence dated October 30, 2015 from PAWC requesting number of hook ups from November 1, 2014 through October 31, 2015; reply due by November 15, 2015. Administrator has replied (2 residential). *Noted*

Information to Act Upon:

1. Receipt of correspondence dated October 15, 2015 from Anthony & Dolores Rogevich of 760 Reeceville Road requesting forgiveness of tap in fee. *Lengthy discussion between property owners and board members with regard to request; question raised that the Trust Indenture may not allow a full or partial forgiveness of tap in fees. All board members are sympathetic to the situation although voted in agreement that no forgiveness be granted.*
2. Receipt of Quote from Modern Group regarding replacement of battery charger at Reeceville Road Pump Station. *Board discussion on need, urgency and timing of replacement. A Motion was made by JSB to approve the quote, and seconded by RT. All members present were in favor.*
3. Receipt of email dated October 29, 2015 from OmniSite advising that we need to upgrade three radio units (Culbertson, Beaver Creek & Reeceville) due to a change in AT&T service. *Discussion of issue; engineer inquired about utilizing auto dialers. Research cost to OmniSite and review potential options before making a decision since we have until December 2016 to convert.*
4. Receipt of engagement letter from Concord Financial, needs signature. RFP to go out after 2016 rates and budget are adopted in December. *Meeting with Supervisor Morris, Manager Barnett, Daryl Peck of Concord, JSB and Administrator to discuss potential Township guarantee; consensus that MA should proceed independent first and then revisit; decision made to hold off on RFPs until after MA adopts rates and budget for 2016 at December meeting. Questions raised about the \$3,500 charge for a Preliminary Official Statement and reimbursement of out-of-pocket expenses. Decision to defer signing of engagement letter until December.*

Reports

1. Secretary – None
2. Treasurer – As of October 30, 2015, the Friendship Village account balance was \$98,770.97 and the Kimberwick account balance was \$53,678.95.
3. Administrator – None
4. Engineer – See rate study information under New Business
5. Operator – (A) Culbertson Run – bioxide pump, after several replacements, was bypassed and now has flow; will put on a timer to regulate and also consider an automatic delivery program which might include maintenance of the system. (B) Ashberry – continue to have pump issues; Gorman Rupp rep was out and did some repairs to get one pump up and running; need check valve arm which will be installed and make both pumps operational; grinder still needs to be pulled, local contractor can do.

Old Business

1. PAWC - \$99,000 forwarded since 8/10/2015, plus \$42,000 being approved tonight. *Noted*
2. Keegan grading issues – quotes for removal of maple tree \$1700 and \$1450; removal of 5 dead trees along Keegan/Bentley property line \$1650; and landscaping \$2700-\$3000. Tree removal should be done first. *Cost of removal of maple tree to be split between MA and homeowner; inquiry about escrow again. Offer was again made to exonerate existing sewer bill in exchange for landscaping/tree removal; a revised offer was made to exonerate existing sewer bill plus \$2,000 in exchange for finalization of this matter.*
3. Infiltration on East Reeceville Road – call into Parson Environmental for liner sizes and prices. *Noted; JSB pulled manholes and there is currently no infiltration.*
4. Unused capacity issue – Administrator continues to work on this. *Noted*
5. Capacity from PAWC – Administrator and Engineer continue to work on this. *Noted*

6. 1403 Horseshoe Pike development – currently in conditional use hearing phase; will await outcome prior to replying to request for will serve letter. Need Professional Services Agreement. *Noted; update on status of hearings and potential to hook other failing systems if developer constructs a new pump station.*
7. Funding Agreement between Township and MA – JSB and SGM met with Supervisor Morris to discuss. *Amicable meeting; awaiting revised draft from Supervisor Morris, JSB to follow up.*
8. Shared Services Agreement between West Brandywine Township and the West Brandywine Township Municipal Authority – Administrator working with Township Manager; Supervisor Morris indicated a desire to review agreement. *Per RT, the truck is worth \$25-30k with attachments; purchased for \$48k. MA needs to resolve and finalize the issue. Administrator to schedule meeting with Township.*
9. RFQ for Solicitor (2016) – receipt of five responders; matrix provided to board members for possible use in reviewing packets. Need to determine who to interview. *Board discussion on merits of each packet. Administrator to schedule interviews.*

New Business

1. Rate Study – evaluation and initial calculations
Detailed explanation and discussion of evaluation and method used to bring rates not only into equality for both sewer districts but also to set potential rates for 2016, and add debt service charge to those bulk users who maintain more EDUs than they actually use. Need to establish budget for 2016 and finalize rates for 2016. Mr. Pristernik asked for estimated rates for both Friendship Village and Kimberwick and whether the basis is allowing for delinquent accounts. Planning committee meeting scheduled for November 18, 2018 (RT, SGM, BM, DP and AF). See also information under Portnoff collection efforts below.
2. PAWC v. WBTMA – lawsuit was incorrectly served on Township; no service has been effectuated on the MA so no time clock is running for a response. See letter from John Good and recommendation that we hire litigation counsel. *Brief discussion among board members and action if and when served.*
3. Portnoff collection efforts
First delinquent sewer accounts started collection process in April; criteria was over \$1,000 delinquent and at least 2 consecutive quarters past due with no payments received. At current time we have 36 accounts with Portnoff at an estimated value of \$73,000 and at various phases in the process. Portnoff has collected approximately 33% since April 2015. Additional delinquent accounts are forwarded to Portnoff each quarter based on initial criteria.

New Business from the Floor

Frank Keegan – wants to know when someone from the MA is going to remove the TV that was dropped at the Culbertson Run pump station; discussion between Mr. Keegan and board members. RT will remove TV from pump station property.

New Business from the Board

Public Comments (individuals not requesting to be on agenda) - None

Payment of Bills

1. Friendship Village Sewer District- \$53,711.77, and Ratified Payments of \$41,175.30 on 10/22/2015. Payroll of \$3,193.77 made 11/12/2015 for the month of September.
2. Kimberwick Sewer District- Ratified Payments of \$357.57 on 10/22/2015.

A Motion to pay the Friendship Village and Kimberwick bills and ratify those made on October 22, 2015 was made by JSB and seconded by SGM. All members present were in favor.

Dates of Upcoming Meetings

The dates of the upcoming Board of Supervisors (November 19, 2015 and December 3, 2015) and the next Municipal Authority (December 10, 2015) were announced.

RT to attend BOS meeting on November 19, 2015 to provide MA report.

Adjournment

A Motion to adjourn the meeting was made by JGO and seconded by JRW. All members present were in favor. Meeting adjourned at 9:58pm.

Respectfully submitted,
Anita Ferez, Administrator