

WEST BRANDYWINE TOWNSHIP MUNICIPAL AUTHORITY

Incorporated 1995

199 Lafayette Road, West Brandywine, PA 19320-1230

Joseph S. Boldaz, Chairman
Josef G. Obernier, Sr., Treasurer
Kent D. Nation

Sandra G. Martin, Vice Chairman/
Asst Secretary/Asst Treasurer
Rick Tisa, Secretary

Meeting Minutes for November 15, 2016

Call to Order

The meeting was called to order by Chairman Boldaz at 7:32pm.

Pledge of Allegiance

Roll Call of Board Members

Present at the meeting were Joseph S. Boldaz (JSB), Sandra G. Martin (SGM), Kent D. Nation (KDN), Josef G. Obernier, Sr. (JGO) and Rick Tisa (RT) (8:56pm).

Others Present

Engineer Bill Malin of Carroll Engineering Corporation, Solicitor Patrick McKenna and Administrator Anita Ferez were present.

Public Notification: A change in the regular public meeting date from Thursday, November 10, 2016, to Tuesday, November 15, 2016, was advertised in the Daily Local News on November 7, 2016, placed on both Authority and Township website, and posted on door. *Noted*

Action on Minutes of Previous Meeting(s)

A Motion to accept the minutes of the October 13, 2016 regular meeting was made by SGM and seconded by KDN. All members present were in favor.

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

1. Helen Esbenshade, member of Public Financial and Municipal Law Department of Lamb McErlane PC, MA bond counsel. Brief discussion on documentation needed to be signed in order to satisfy bond closing scheduled for November 22, 2016. Signatures obtained of Chairman Boldaz and Assistant Secretary Martin.

Correspondence/Communications (information to note)

1. PMAA October 2016 edition of "the Authority". *Noted*
2. Receipt of correspondence dated October 20, 2016 from Gawthrop Greenwood, PC regarding 2017 fees for Legal Services. *Noted*
3. Receipt of correspondence dated November 3, 2016 from Kimmel, Lorah & Associates, LLP regarding audit services for 2017 (financial statements 2016). *Noted*
4. Receipt of correspondence dated November 4, 2016 from Portnoff Law Associates, Ltd. Requesting approval to file Writs of Execution and list for Sheriff's Sale and free and clear sale (15 Greenhill Road). **A Motion was made to file Writs of Execution for the property at 15 Greenhill Road as**

noted in the correspondence from Portnoff Law Associates, Ltd dated November 4, 2016 and provide approval for the Administrator to proceed was made by SGM and seconded by KDN. All members present were in favor.

Reports

1. Operator

Discussion regarding continued issues at Ashberry; currently with rags in check valves, pumping back into wet well to cause high levels, pump only operating at 30gpm instead of 100gpm. Wet well was pumped and Gayle Corp called for service. Scheduled for 11/16/2016. Engineer will research issue with Operator. Communication failure alarms with Beaver Creek pump station continues although Verizon investigated. OmniSite suggested options such as AT&T radio unit instead of a Verizon one, high gain antenna, or an external antenna with extended coax cable to mount antenna higher. Administrator will research costs for various options.

2. Engineer

Grant Application was submitted for use at Ashberry pump station; committee meets in December but probably won't make decisions at that time.

- a. 1403 Horseshoe Pike Realty – update and steps moving forward. *From Planning Committee meeting, consensus was to size the wet well for future capacity and let developer size everything else for what they need for their development and also have them, while they're installing the force main, to install a capped force main in for the future. Suggestion to send letter to Krapf Bus to see if they are interested in connecting to public sewer, timing and projected flows. Engineer will follow up with developer's engineer.*
- b. 2017 Budget and Rate Schedule – pending. *Summary of proposed budget and explanation of differences between 2016 and 2017. JGO inquired about solicitor fees followed by discussion on cost saving options. Summary provided on calculation of debt service charge and proposed revenue from customer rates for 2017. Confirmation provided that average quarterly residential usage of 12,540 is calculated by actual usage for the past 7 quarters. Reminder that residents tend to go back several years to when the rates were flat and need to be educated on the actual usage method. Betty Marshall, 4 Ashberry Lane, was in attendance inquiring about increase in rates for 2017 and request to hold costs down. Discussion of costs of constructing public sewer through existing developments, i.e. Cross Creek, and time frame for realizing recouped revenue plus new user fees to the system as well as potential DEP obstacles.*
- c. Act 537 – status. *Noted, Township continues to work on getting DEP concerns addressed.*

3. Solicitor

No issues to be addressed other than some comments on the budget and preparation of a formal rate schedule.

4. Administrator

- a. Billing system – update and proposals (hopefully). *Discussion on two full billing programs and a QuickBooks version, who uses them, what they can do and some general costs associated; "finish" services being the print/fold/stuff/stamp/mail portion of the process; and a complete outsource option. Brief summary about option of using a temporary service for bookkeeping, can also help with customization of QuickBooks.*
- b. Meters for those residents with wells – 11 installations as of 10/31/2016); follow up letters sent by Tri-County. Need direction on how to proceed. *Summary provided on installations to date;*

Administrator recommends that a final letter be sent to residents giving deadline for installation of meter with the MA paying for the installation and thereafter if meter is installed, resident will be responsible for payment. Additionally, a request was made to raise the flat rate charged to those individuals who do not have meters. After discussion of various options, decision made to revise the existing Resolution 02-2012 regarding payment of meter installation, adoption of rate scheduled and elevated flat rate. To be acted on at December meeting.

- c. Expansion of system – letter to BOS re Cross Creek development; discussion held at Planning Committee meeting 11/3/2016. *Noted; discussed under Engineer report.*
- d. Informational flyer – draft history and FAQs provided, JSB revising. *Noted; Administrator to send both documents to all board members for review and comment.*

New Business

1. From the Board:

- a. RT – Keegan; have we scheduled an inspection date? Administrator making contact.
- b. RT – Address numbers installed at the pump stations with the exception of Ashberry; awaiting new 911 address number from Township Manager.
- c. JGO – copy of lists of current sewer users for board members to identify a potential person to fill a board vacancy.

2. From the Floor:

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

Payment of Bills / Account Balances

As of October 31, 2016: Friendship Village account balance was \$218,574.04 and Kimberwick account balance was \$281,608.21.

1. Friendship Village Sewer District- \$13,409.47 and ratified payments of \$45,769.82 made on 10/25/2016. Payroll of \$3,032.88 made 11/10/2016 for the month of October 2016.

Shared Service Agreement – breakdown for October 2016.

Carroll Engineering Corporation – breakdown for August 29, 2016 to October 2, 2016

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

Dates of Upcoming Meetings

Announcement was made of upcoming meetings of Board of Supervisors, on November 17, 2016 and December 1, 2016, and Municipal Authority, Thursday, December 8, 2016 at 7:30 p.m.

KDN WILL ATTEND THE 11/17/2016 BOS MEETING TO GIVE REPORT.

Adjournment

A Motion to adjourn the meeting was made by SGM and seconded by KDN. All members present were in favor. Meeting adjourned at 9:31pm.

Respectfully submitted,
Anita Ferez, Administrator