

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. Ferez, *Administrator*

Meeting Minutes for February 14, 2019

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 Stacey Fuller 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 January 10, 2019 reorganizational and regular meetings was made by JSB and seconded by KDN. All members present were in favor.

Public Comment: *None*

Reports:

1. Operator
 - a. Monthly Report - *Noted*
 - b. Friendship PS (need approval of items ii and iii)
 - i. Isolation valve work done February 6, 2019 - *Noted*
 - ii. Quotes(2) from Xylem for bypass pumping when 3-way valve is replaced. *Review of quote from Xylem (one day) and Pikeland; extensive discussion on both and need for clarification on set up/delivery charges. Operator to confirm Xylem will set up, including removal of equipment from truck, for stated daily cost. A Motion to have Xylem deliver, unload and set up pump at Friendship PS, unload and Pikeland to perform work as outlined on Proposal dated February 11, 2019 in the amount of \$2,070.00 and help, if needed, with bypass pump set up for a total amount not to exceed \$3,002.00 was made by JSB and seconded by KDN. All members present were in favor.*
 - iii. Proposal from Pikeland for replacement of 3-way valve – *Noted; see above.*
 - c. Culbertson PS (need approval of item i)

- i. Quote from Stevenson for preventive maintenance inspection and installation of grease extensions on motors. *Review and discussion of quote and need to check other contractors more local. Action deferred until March meeting.*
 - d. Beaver Creek PS (need approval of item i)
 - i. Quote from Gayle Corp for installation of reversing contactor set regarding recent problems. *Operator provided detailed explanation of events and requested approval of Gayle quote of \$1,917.00. Lengthy discussion of VFDs including need. Engineer recommended further research of problem by Keystone. A Motion to authorize Keystone to research the recent events and suggested changes made by Gayle Corp, and, if recommended, bypass the VFDs to correct the situation at a cap of \$2,500 was made by JSB and seconded by RT. All members were in favor.*
2. Engineer
 - a. Ashberry reconstruction – revised Scope of Services (need approval). *Brief review of revised Scope of Services by Engineer and brief review of engineering selection process instituted by DCED by Administrator. A Motion to approve Carroll Engineering Corporation to proceed with the Design and Bidding services as provided for in the Scope of Services as prepared by Carroll Engineering Corporation dated November 20, 2018 and revised February 7, 2019 was made by JSB and seconded by KDN. All members present were in favor.*
3. Solicitor - *None*
4. Administrator
 - a. Monthly informational report (attached). *Brief discussion on status of East Reeceville Road manhole plugs, contract with Operator, and demolition of Friendship Elementary School. Solicitor and Engineer to collectively prepare a revised Operator Contract. Engineer to provide the correct location and method to cap the sewer line that extends to Friendship Elementary School.*

Information to Note:

- 1. PMAA February 2019 communication re attendance at Region 1 meetings. *Noted*

New Business - *None*

Finances:

As of January 31, 2019:

- 1. Friendship Village – \$57,890.35
- 2. Kimberwick – \$197,075.62
- 3. Capital Expense - \$178,010.89
- 4. Ashberry Reconstruction (grant) – \$40,017.19

- 5. Bills paid and to be ratified - \$103,962.85
- 6. Payroll for reorganizational/regular meetings for January 2019- \$5,186.32
A Motion to pay and ratify the bills as indicated was made by JSB and seconded by JS. All members present were in favor.

- 7. Shared Service Agreement – breakdown for January 2019 - *Noted*

8. Carroll Engineering Corporation – December 3 to December 30, 2018 - *Noted*

Dates of Upcoming Meetings

Announcement was made of upcoming Board of Supervisors meetings on February 21, 2019 and March 7, 2019, and Municipal Authority, on Thursday, March 14, 2019 at 7:00 p.m.

SGM WILL ATTEND 2/21/2019 BOS MEETING TO GIVE REPORT.

Adjournment

A Motion to adjourn the meeting was made by RT and seconded by KDN. All members present were in favor. The meeting was adjourned at 8:25pm.

Respectfully submitted,

Anita Ferenz, Administrator