

# WEST BRANDYWINE TOWNSHIP MUNICIPAL AUTHORITY

Incorporated 1995

199 Lafayette Road, West Brandywine, PA 19320-1230

Sandra G. Martin, Chairman  
Rick Tisa, Secretary  
Kent D. Nation, Treasurer

Joseph S. Boldaz, Vice Chairman/  
Asst Secretary/Asst Treasurer  
Anita M. Ferenz, Administrator

## Meeting Minutes for February 9, 2017

### Call to Order

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

### 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), and Rick Tisa (RT). There is a vacancy on the Board.

### Others Present

Engineer Bill Malin of Carroll Engineering Corporation, Operator John Troutman of Miller Environmental, Solicitor Stacey Fuller, and Administrator Anita Ferenz were present.

**Public Notification:** All future Municipal Authority public meetings will be held in the Township building at 198 Lafayette Road.

### Action on Minutes of Previous Meeting(s)

A Motion to accept the minutes of both the January 12, 2017 reorganizational meeting and the January 12, 2017 regular meeting was made by JSB and seconded by KDN. All members present were in favor.

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

1. Rich Sipple to discuss easement on property. Mr. Sipple addressed the board with regard to the easement area and the construction of a gravel driveway from Reeceville Road to the Ashberry pump station with turnabout at approximately the halfway point. Board members entered Executive Session for the purpose of discussing a real estate acquisition; no decisions were made. Thereafter, regular meeting recommenced.

### Correspondence/Communications (information to note)

1. Correspondence dated January 26, 2017 from TD Wealth Management with regard to the debt service payment on the Series 2012 bond in the amount of \$101,452.92; due February 13, 2017.
2. Correspondence dated January 26, 2017 from TD Wealth Management with regard to the debt service payment on the Series 2016 bond in the amount of \$5,134.86; due February 13, 2017.

**A Motion to make both bond payments, Series 2012 in the amount of \$101,452.92 and Series 2016 in the amount of \$5,134.86, was made by JSB and seconded by SGM. All members present were in favor.** Correspondence to DNB First authorizing wire transfers was executed by the Chairman and Vice Chairman, with brief discussion of bank's procedures to wire the funds.

## Reports

### Operator

1. Pikeland was in to replace upper seal in Beaver Creek pump 2, air release valve replaced in pump 2 as well.
2. Pikeland also delivered grinder from Ashberry to Deckman for evaluation, cost to repair was \$4,250. Rags getting caught in the grinder is the ultimate cause for damage to motor. Discussion of various options, including trash baskets. Engineer had some preliminary costs for basket and installation and attendant maintenance for removal of the trash. **A Motion to authorize Deckman to repair the grinder was made by JSB and seconded by RT.** All members present were in favor. Engineer will look into definitive cost for trash basket and installation for potential future use. Further discussion about jetting lines.
3. SSO at Reeceville Road was summarized, appears there was some sort of power blip that caused a communication problem between the pumps and the control panel and ultimately the alarm system. System was reset and has been working accurately since incident. Lengthy discussion on possible causes and steps to take to ensure it functions properly. Consideration given to schedule meeting onsite with representatives for the pumps and alarm system to look at problem, possibly extend it to a telemetry consultant. Engineer will provide a little more information.
4. Ashberry – the sewer line was walked to check for air release valves; none were found. Manhole near pond on Smith property was flooded, discovered plug where air release valve should have been. Air release valve installed in place of the plug.

### Engineer

- a. Ashberry – trash basket for grinder. *Discussed under Operator report.*
- b. Reeceville PS – pump and communication operations; need for meeting. *Discussed under Operator report.*
- c. Capital Reserve Study. *Pushed to March meeting.*
- d. Request by Township for review of revised version of Chapter 148 Sewers section in Ordinance. Engineer summarized the changes and how they affect the Authority, as well as provided some suggestions for the Township to take into consideration prior to adoption. Engineer will provide comments to Township.

### Administrator (updates)

- a. Freedom Village – sensor replaced by Malden on 2/1/2017; awaiting further response from Brookdale Senior Living re average billing issue. Should have reply by 2/7/2017. *Noted; Brookdale has agreed to the estimate provided in Authority correspondence dated January 27, 2017.*
- b. Beaver Creek – cable and mounting bracket received from Envirep; antenna installed on outside of building. *Noted; RT performed installation.*
- c. Meter Installations – as of 2/3/2017, 8 out of 20 were performed. *Noted.*
- d. Performance review. *Brief discussion of performance evaluation and review. A Motion to approve and ratify performance review and salary increase as previously approved by the board members was made by SGM and seconded by KDN. All members present were in favor.*
- e. SGM – requested update on accounting/bookkeeper situation. Administrator discussed latest option and will follow up.

## **New Business**

### **1. From the Board:**

- a. JSB – suggested that Administrator have a list of contractors with attendant rate schedule to call when needed, companies that are local to us. Engineer mentioned Keystone Engineering which is an electrical engineering firm that may help with control issues. Administrator to also check with Caln Township for options.

### **2. From the Floor:**

- a. *None*

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

## **Payment of Bills / Account Balances**

As of January 31, 2017: Friendship Village account balance was \$228,610.69 and Kimberwick account balance was \$325,378.14.

1. Friendship Village Sewer District- \$31,627.53 and ratified payments of \$47,420.92 made on 1/26/2017. Payroll of \$3,624.91 made 2/9/2017 for the month of January 2017.

Shared Service Agreement – breakdown for January 2017.

Carroll Engineering Corporation – breakdown for October 31, 2016 to November 27, 2016

**A Motion to pay the bills as indicated and ratify those that were made on January 26, 2017 was made by SGM and seconded by JSB.** All members present were in favor.

## **Dates of Upcoming Meetings**

Announcement was made of upcoming Board of Supervisors meetings on February 16, 2017 and March 2, 2017, and Municipal Authority meeting on, Thursday, March 9, 2017 at 7:30 p.m.

**RT WILL ATTEND THE 2/16/2017 BOS MEETING TO GIVE REPORT.**

## **Adjournment**

**A Motion to adjourn the meeting was made by JSB and seconded by KDN.** All members present were in favor. The meeting adjourned at 9:58pm.

Respectfully submitted,  
Anita Ferenz, Administrator