

WEST BRANDYWINE TOWNSHIP MUNICIPAL AUTHORITY

Incorporated 1995

199 Lafayette Road, West Brandywine, PA 19320-1230

Joseph S. Boldaz, Chairman
Josef G. Obernier, Sr., Treasurer
Vacant Position

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

Meeting Minutes for July 14, 2016

Call to Order

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

Pledge of Allegiance

Roll Call of Board Members

Present at the meeting were Joseph S. Boldaz (JSB), Sandra G. Martin (SGM), Josef G. Obernier, Sr. (JGO) and Rick Tisa (RT). **A vacancy remains on the Board.**

Others Present

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

Public Notification – Prior to adjournment of this meeting, an announcement was made by Chairman Boldaz that the Board would hold an Executive Session immediately following to discuss personnel issues.

Action on Minutes of Previous Meeting(s)

A Motion to accept the minutes of the June 9, 2016 regular meeting was made by SGM and seconded by RT. All members present were in favor.

Public Comment (individuals requesting to be on the agenda): - None

Correspondence/Communications (information to note)

1. 2015 Audited Financial Statements – continuing disclosure requirements fulfilled through the EMMA (Electronic Municipal Market Access) Dataport of the MSRB (Municipal Securities Rulemaking Board). *Noted*
2. Service Order and Report (5) from Modern Group re PM on generators (7/1/2016 and 7/5/2016). *Noted; Administrator to request price for replacement of batteries and whether the work can be completed in one day.*
3. Shared Services Agreement ledger, as of June 30, 2016. *Noted*
4. PMAA publication of “The Authority”. *Noted*

Reports

1. Operator

- a. Ashberry pump station. Stephenson was out at the end of June to get the rotator assembly up and running, however the pipe to the air release valve snapped on pump 2 and pump 1 had a clog that was unable to run. Both pumps were inoperable for two days. Repairs were made, wet well physically pumped in the interim. Detailed discussion of ramifications and options moving forward. Administrator provided complaint by property owner of 840 Reeceville Road and damage to lawn; discussion relative to easement use and repair of lawn. Administrator to provide easement documents to Solicitor for review. A Motion authorizing Administrator to meet with property owner of 840 Reeceville Road to discuss parameters of repair to damaged lawn, report back to Board and thereafter have repair completed, not to exceed \$1,200 in cost, with the caveat that Solicitor review the easements focusing on use of the 810 Reeceville easement and eliminating the 840 Reeceville easement was made by SGM and seconded by RT. All members present were in favor.
- b. Beaver Creek station. Several alarms; Gayle Corp was out and replaced a fuse; should be fixed.
- c. Discussion on flow discrepancy; need for overall review of Ashberry pump station by third party to determine needed repairs/replacements for optimum use, engineer will research; pitting issues on impellers; future tie-ins or options that could be helpful to issues with oversized pumps.

2. Engineer

- a. Freedom Village at Brandywine (existing facility) – continued increased flows. Update provided; proposed letter to be sent. Administrator to provide letter to board for review and send upon approval.
- b. Bioxide – update on meeting held June 28, 2016. Representative repaired system and is currently working; proposal received by engineer for a maintenance program, not a good option at this time; will continue with operator monitoring the system. Operator will advise Administrator when bioxide is at a level that requires replenishment.
- c. Update on status of Act 537 Plan. Township provided response to PaDEP's initial review letter; pending.
- d. PAWC – update on meeting held June 22, 2016. Very good meeting; PAWC wants to do a further analysis of need and update; may update initial agreement knowing it will be a long process although they are amenable to modifying by letter; engineer and solicitor to review initial agreement to determine scope of changes.
- e. 1403 Horseshoe Pike Realty development – pending; awaiting proposed pump station design, location and connection from developer's engineer. Slight delay due to change in engineer and miscommunication. Request a public presentation at August meeting by developer; notify Sutton Woods representative.
- f. Impeller damage (Reeceville) – detailed discussion on causes and potential options; Administrator to search for as-built plans for the pump stations.

3. Solicitor

- a. 1403 Horseshoe Pike Realty development – meeting with Sutton Woods HOA; pending. Jeff Baker from Sutton Woods was in attendance to learn more about the project and how it will be connected to public sewer. Brief overview given by both solicitor and engineer.

- b. Reimbursement Agreements – finalized. Create fee schedule and adopt with budget and sewer rate resolutions in December.
4. Administrator
- a. August 2016 bond payments – see correspondence dated July 5, 2016 from TD Wealth Management. Need Motion to Approve making bond payments due August 13, 2016; DNB will be calling board members for wire authorization. A Motion to make the payments for the two bond issues as long as he is not involved was made by JGO and seconded by RT. All members present were in favor.
 - b. Portnoff Law Associates – request for authorization to file Writ of Execution and Listing for Sheriff’s Sale and Free and Clear Sale. Need Motion to provide Administrator with the authority to give Portnoff authorization to proceed with Sheriff’s Sale process in accordance with Portnoff’s letter dated June 27, 2016. Discussion of process; request that Administrator make one final effort, by phone call, to have delinquency paid. A Motion authorizing Portnoff to proceed with the Sheriff’s Sale process in accordance with their letter of June 27, 2016 was made by RT and seconded by JGO. All members present were in favor.
 - c. Invoice for final decommissioning of Kimberwick spray irrigation field – request for update made by Township Manager. Lengthy discussion on project and options relative to payment. A Motion to split the invoice fifty/fifty to be accompanied by a letter stating that in the future, no work is to be performed in which the Authority is to be contributing funds without first getting estimated costs with a clear scope of work to complete a project was made by JSB and seconded by JGO. All members present were in favor.
 - d. Bond refinancing – update on request made for Township to continue as guaranty; see presentation piece provided to Township. Review provided by JSB of appearance before the BOS, including unanimous support of Township. Discussion by the board of process and future needs; put a temporary hold on proceeding while requesting memo from bond counsel outlining time perimeters and requirements/responsibilities of each party.
 - e. Meters for those residents with wells – pending; coordinating installation with Tri-County Water Services. Update given; Administrator to move forward with letter to residents and thereafter send spreadsheet with property information to Tri-County Water for installation scheduling.
 - f. Address number for pump station buildings – pending; should have soon, got lost in the shuffle.
Noted
 - g. Informational flyer – pending. Receipt of various pieces of information; Administrator to prepare draft of informational piece for review.

New Business

1. From the Board:

- a. Bentley/Longview ground settlement. RT provided update on situation and suggested we request a quote for the services of Public Works to fill in depressed area, pack down and monitor for additional settlement.
- b. Township growth stimulation – request by Township to brainstorm. Item will be put on the agenda as a regular topic of discussion. JGO suggested offering the Township several ways to reduce their operating expenses; SGM suggested sharing ideas for financial savings in addition to stimulating growth.

- c. Easements – SGM recommended the Authority perform some form of regular inspection and get documentation, including photographs, of the condition of the areas covered by our easements.

2. **From the Floor:** None

Public Comments (individuals not requesting to be on agenda)

Payment of Bills / Account Balances

As of June 30, 2016: Friendship Village account balance was \$182,357.02 and Kimberwick account balance was \$217,594.68.

1. Friendship Village Sewer District- \$22,894.51, and Ratified Payments of \$71,718.60 on 6/21/2016. Payroll of \$4,343.40 made 7/14/2016 for the month of June 2016.
2. Kimberwick Sewer District- \$753.50, and Ratified Payments of \$94.00 on 6/21/2016.

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

Dates of Upcoming Meetings

Announcement of upcoming meetings of Board of Supervisors, on July 21, 2016 and August 4, 2016, and Municipal Authority, Thursday, August 11, 2016 at 7:30 p.m.

SGM WILL ATTEND 7/21/2016 BOS MEETING TO GIVE REPORT

Adjournment

A Motion to adjourn the meeting was made by SGM and seconded by JGO. All members present were in favor. Meeting adjourned at 10:18pm.

Respectfully submitted,
Anita Ferenz, Administrator