

WEST BRANDYWINE TOWNSHIP MUNICIPAL AUTHORITY

Incorporated 1995

199 Lafayette Road, West Brandywine, PA 19320-1230

Sandra G. Martin, *Chairman*
Joseph Sawicki, *Secretary*
Kent D. Nation, *Treasurer*

Rick Tisa, *Vice-Chairman*
Joseph S. Boldaz, *Asst. Secretary/Treasurer*
Anita M. Ferenz, *Administrator*

Meeting Minutes for June 14, 2018

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 Anthony Verwey of Gawthrop Greenwood and Administrator Anita Ferenz were present.

Public Notification: An Executive Session was held to discuss potential litigation.

Action on Minutes of Previous Meeting(s)

A Motion to accept the minutes of the May 10, 2018 regular meeting was made by JSB and seconded by KDN. All members present were in favor.

Public Comment

Mike McGinley of 28 Connies Drive was in attendance seeking a reduction in a recent quarterly sewer invoice. Due to two outside leaky faucets not discovered for a couple months, the first quarter 2018 sewer invoice was higher than usual. The general consensus of the Board was that while it is an unfortunate situation and sympathy is expressed, granting a reduction would set a precedent that is not in keeping with policies and procedures of the Authority. No monetary reduction was granted.

Action/Discussion Items:

1. Ashberry – driveway and water service. *Aqua says MA needs to do a main extension for public water; suggestion made to hold off till receipt of grant results and if unsuccessful, consider at that time or possibility of digging a well. Review of comments from MacCombie letter; conference call had and resolution achieved; need follow up to provide paper trail. Question posed on location of gas line within easement area; Administrator will pull designed plans received from PECO to the 1-call placed.*
2. Friendship Village pump station – follow up on Keystone meeting of June 6, 2018. *Summary of recent pump and control issues; review of findings as discovered by Keystone; various modifications were made and verified as operational. Keystone to follow up with Culbertson Run and Beaver Creek to make certain all are operating similarly. Desire of Board to have this type of specific information contained in a manual of overall pump operation.*

3. Operator. *Bioxide was increased at Culbertson Run for the summer months, possible dehumidifier problem at Culbertson Run, will check next month; replaced pipe right after the air release valve at Beaver Creek.*
4. Meter calibrations – suggestion made last meeting to have pump station meters calibrated; W.G. Malden can do it for \$150 each, by end of June. *Noted*
5. Resolution 03-2018 adopting Standard Sewer Specifications and Details for West Brandywine Township Municipal Authority. *A Motion to adopt Resolution 03-2018 “Standard Sewer Specifications and Details for West Brandywine Township Municipal Authority” as prepared by Carroll Engineering Corporation was made by JSB and seconded by RT. All members present were in favor.*
6. Sewer connection – 59 Connie’s Drive (not mandatory). *Review of request of property owner for MA to provide lateral stub from sewer main to just inside property line. Detailed discussion of easement issues and costs of construction to provide said lateral stub. Upon review of potential easement and construction costs to provide a lateral stub, Board is not willing to do so free of charge, may consider assistance with access to sewer main, i.e. easement across neighboring property.*
7. Garden meters. *Information provided on just one variety of meter and possible process to be followed if use of garden meters are allowed. Concerns discussed regarding being tamper proof, installation guidelines, administratively time consuming, etc. Tabled for further discussion in July.*

Reports:

1. Engineer – attached
2. Solicitor – attached
3. Administrator - attached

Correspondence/Communications (information to note)

1. PMAA brochure for 76th Annual Conference & Trade Show – September 9-12, 2018 in Erie, PA. *Noted*
2. Township Ordinance No. 2018-04 amending Chapter 147, Sewer Construction. *Noted*

New Business -- None

Payment of Bills / Account Balances

As of May 31, 2018: Friendship Village account balance was \$78,159.83 and Kimberwick account balance was \$157,158.98.

1. Friendship Village Sewer District- \$82,346.55 and ratified payments of \$2,688.48 made on 5/23/2018. Payroll of \$4,909.04 made 6/14/2018 for the month of May 2018.

A Motion to pay the bills as indicated and ratify those made on May 23, 2018 was made by KDN and seconded by JS. All members present were in favor.

Shared Service Agreement – breakdown for May 2018. *Noted*

Carroll Engineering Corporation – breakdown for April 2, 2018 to April 29, 2018. *Noted*

Dates of Upcoming Meetings

Announcement was made of upcoming Board of Supervisors meetings on June 21, 2018 and July 5, 2018 and Municipal Authority on Thursday, July 12, 2018 at 7:00 p.m.

RT WILL ATTEND 6/21/2018 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 8:34pm.*

Respectfully submitted,

Anita Ferenz, Administrator