

WEST BRANDYWINE TOWNSHIP MUNICIPAL AUTHORITY

Incorporated 1995

199 Lafayette Road, West Brandywine, PA 19320-1230

Joseph S. Boldaz, Chairman

Josef G. Obernier, Sr., Treasurer

Sandra G. Martin, Asst. Sec/Asst. Treas

Sandra G. Martin, Vice Chairman

Rick Tisa, Secretary

Meeting Minutes for January 14, 2016

Call to Order

The meeting was called to order by Chairman Boldaz at 8:03pm

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 from Miller Environmental Inc., Solicitor Stacey Fuller of Gawthrop Greenwood and Administrator Anita Ferenz were present.

Public Notification

An Executive Session was held on Monday, January 11, 2016 to discuss pending legal matter, PAWC v. WBTMA

Action on Minutes of Previous Meeting(s)

A Motion to accept the minutes of the December 10, 2015 regular meeting was made by JGO and seconded by RT. All members present were in favor.

Public Presentation - None

Public Comments (individuals requesting to be on agenda) - None

Correspondence/Communications (information to note and/or act upon)

Information to Note:

1. Receipt of email correspondence dated December 11, 2015 from J. Richard Weaver providing non-reappointment/resignation letter to Township. *Noted*
2. Receipt of PMAA December 2015 publication "The Authority". *Noted*
3. Receipt of correspondence dated December 18, 2015 from Kenneth R. Myers, Esquire of High Swartz announcing his retirement and replacement suggestions if needed. *Noted*
4. Receipt of correspondence dated December 2015 from the PA Department of Community & Economic Development with attached Annual Report of Municipal Authorities 2015. *Noted; Engineer to assist in the preparation.*

5. Receipt of 2016 PMAA Board Member Training seminar flyer. *Noted; JSB, SGM, RT and AF to attend; Administrator to get more detail on presenters.*

Information to Act Upon:

1. Receipt of correspondence dated December 23, 2015 from DNB First with regard to preauthorization to perform wire transfers. Need two signers. Further discussion under New Business. *Noted; forms signed.*

Reports

1. Secretary - None
2. Treasurer – As of December 31, 2015: Friendship Village account balance was \$731,547.24 and Kimberwick account balance was \$134,268.88 - *Noted*
3. Administrator – *Quarterly bills went out the week of July 11, 2015; need to put system in place to act as a checks & balances for payments being entered. Discussion regarding new billing system.*
4. Engineer – See Old Business for Freedom Village and Brandywine Meadows. Discussion and suggestion to revise Allocation of Sewer Capacity Policy that is less complicated.
5. Operator – *Pump run times overall are consistent; pump work to be completed at Ashberry on 1/15/2016; seals need to be replaced at Friendship Village, discussion on what's involved. A Motion to allow \$1,000 or less to replace the seals at Friendship Village and \$800 or less to pull the grinder at Ashberry plus the securing of a quote to repair the grinder was made by JGO and seconded by SGM. All members present were in favor. Reeceville Road battery charger was replaced. Culbertson Run bioxide pump was cleaned and timer was tweaked.*

Old Business

1. Keegan grading issues – exoneration of existing sewer bill (\$3,185.55), payment of \$2,000 by the MA and amendment of existing Agreement in exchange for finalization of this matter. Keegans were going to talk and get back to MA with decision. *Keegans will not agree to amend existing Agreement due to length of time. Discussion among Board members and Mr. Keegan. A Motion to recommend the board consider exoneration of sewer bill (\$3,185.55) plus payment of \$2,000 by the MA to Keegans with no modification to the existing Agreement in exchange for a full release from Keegans releasing the MA from any liability for maintenance of the property and repairs up to this point was made by SGM and seconded by JSB; Motion failed. Further discussion with regard to the release document. A Motion to authorize the righting off of an outstanding balance in the amount of \$3,185.55 and the payment of \$2,000 from the MA to Keegans in exchange for a release of the MA for any prior failure to maintain the easement area pursuant to that agreement and any resulting damage from that failure. Keegans will commit to do the work which will be specified in a document and be completed to the satisfaction of the MA Engineer. If a document reflecting this agreement is executed by the Keegans, then the MA is willing to pay those funds. Keegans will complete all work and inspection made by June 30, 2016 was made by SGM and seconded by JSB. All members present were in favor.*
2. 1403 Horseshoe Pike development – provided letter advising of current availability to serve but not guaranteed until reserved or purchased; need Professional Services Agreement moving forward. *Noted; Solicitor to prepare reimbursement agreement.*
3. Brandywine Meadows – capacity is available for reservation or purchase; need to work with PAWC as it relates to their records for existing allocations. *Issues should be worked out now, need to provide information to PAWC to complete planning module.*

4. Funding Agreement between Township and MA – receipt of redlined version from Supervisor Morris; questions on actual need for such a document. *Item tabled.*
5. Shared Services Agreement between West Brandywine Township and the West Brandywine Township Municipal Authority – Administrator requested estimated costs of items performed and scheduled meeting in order to negotiate agreement; awaiting Township response. *Noted; alert Township that they are permitted to utilize truck as needed to plow snow until this agreement is negotiated.*
6. OmniSite upgrade to three radio units (Culbertson, Beaver Creek & Reeceville) – payment for 2016 is \$1,536 (same as 2015; \$384 each for 4 stations); Administrator, Engineer and Operator to research options. *Noted.*
7. Freedom Village at Brandywine (existing facility) – continued research with regard to discrepancy in flows; attempted view of meter pit by engineer. *Discussion on readings from sewer meters vs water meters; visited site; spoke with, obtained and reviewed detailed information on meter installation and flows from W.G. Malden; need to correspond again with new information and again request payment for additional tapping fees. Discussion on payment of final agreed upon amount, i.e. payment plan vs one lump sum.*
8. Brookdale Senior Living (memory care facility for Freedom Village) – requesting availability of capacity. *Noted; need formal request for availability in writing; need reimbursement agreement.*
9. Address number to be installed on pump station buildings – Administrator will check code requirements, purchase and install. *Noted.*
10. Manhole liners on East Reeceville Road. *Discussion of issue; item on hold.*
11. Pool and spa drain on Freedom Village. *Drainage goes into the sewage system.*
12. Pulte EDUs. *Awaiting email from litigation attorney.*

New Business

1. Bank Accounts: online access and signing authorization. *Discussion on both issues; Administrator and Bookkeeper to be allowed online access for informational purposes only; no need for Administrator to have signing authorization once RT is added.*
2. Purchase of plaques for past service to the MA. *JGO would like to issue plaques, similar to what he received from the Township to Goins, Cassels, McAdoo and Weaver; Administrator to make inquiry. A Motion to purchase and award a plaque to Goins, Cassels, Weaver and McAdoo (those not issued something previously by Ron Rambo) was made by JSB and seconded by SGM. All members were in favor. Past members to be invited in for presentation.*

New Business from the Floor

New Business from the Board

1. JGO would like to request the board to agree to add an agenda item called “Outstanding Items”; example – manhole covers on East Reeceville Road. Administrator to add.

Public Comments (individuals not requesting to be on agenda)

Payment of Bills

1. Friendship Village Sewer District- \$104,535.54, and Ratified Payments of \$22,969.34 on 12/22/2015. Payroll of \$7,069.25 made 1/14/2016 for the months of November and December 2015.
2. Kimberwick Sewer District- Ratified Payments of \$427.46 on 12/22/2015.

A Motion to pay the Friendship Village and Kimberwick bills and ratify those made on December 22, 2015 was made by SGM and seconded by RT. All members present were in favor.

Dates of Upcoming Meetings

1. Board of Supervisors, on Thursday, January 21, 2016 and February 4, 2016 at 7:30 p.m.
2. Municipal Authority, Thursday, February 11, 2016 at 7:30 p.m.

JSB will attend Board of Supervisors meeting on Thursday, January 21, 2016 to give MA report.

Adjournment

A motion to adjourn the meeting was made by SGM and seconded by RT. All members present were in favor. Meeting adjourned at 10:07pm.

Respectfully submitted,
Anita Ferez, Administrator