

# 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. Ferez, Administrator

## Meeting Minutes for May 11, 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, Solicitor Stacey Fuller, and Administrator Anita Ferez were present.

**Public Notification:** Executive sessions were held on Thursday, May 4, 2017, and during this May 11, 2017 meeting to discuss real estate matters.

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

*A Motion to accept the minutes of the April 13, 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):** *None*

### Correspondence/Communications (information to note)

1. Receipt of PMAA April 2017 publication of "the Authority". *Noted*
2. Receipt of Notice of Proposed Water & Wastewater Rate Changes provided by PAWC. *Noted*
3. Receipt of Comprehensive Status Report received from Portnoff Law Associates. *Noted*

### Reports

Operator – *No representative was present at meeting, however report was provided. Board members inquired (a) whether the Ashberry grinder electrical issue has been resolved and (b) how the investigation was going relative to the high pump hours at Friendship Village. Administrator will reach out for further information.*

### Engineer

- a. Capital Reserve Study. *Update on Keystone Engineering review of pump station control panel at Reeceville Road pump station. Summary provided of proposal approved back at the end of 2016*

*and the additional items presented at April meeting, i.e. as-built drawings and controls and operations of pumps. Decision deferred until June meeting.*

- b. *Tapping Fees Update. Engineer and Solicitor met to discuss calculations and need to update; summary provided of tapping fees charged to date and recalculation to conform with Act 57. Engineer to provide proposal.*
- c. *Act 537 Update. Positive outlook for approval after meeting with PaDEP to discuss their various concerns and the Township's responses and expanded explanation of programs being instituted. Engineer to provide Chapter 94 information to MacCombie for inclusion in final response to PaDEP.*
- d. *Ashberry Pump Station Design – JSB requested information on the plans and related materials that were generated as a result of the Small Water & Sewer Grant program in which we previously made application, and the PaDOT minimum use driveway permit. Engineer to provide JSB with permit application; driveway permit secured.*

#### Administrator

- a. *Audit – scheduled for week of May 22, 2017. Noted*
- b. *Generators – looking in to maintenance programs; pending. Noted; Engineer will provide additional contacts; consider having Operator record generator run hours.*
- c. *Propane tanks – PWD informed that tanks needs to be inspected yearly; Administrator to research ownership and follow up with inspection.*
- d. *Board member vacancy – A Motion to recommend that the BOS consider Joseph Sawicki as a candidate to fill the vacancy on the Authority's Board was made by JSB and seconded by KDN. All members present were in favor.*
- e. *Informational flyers – (1) rag problem and (2) fats/oils/grease – pending. Noted*
- f. *Ashberry Access Driveway – EXECUTIVE SESSION entered to discuss legal/real estate matter. EXECUTIVE SESSION ended and regular public meeting recommenced. A Motion to (a) approve the Access Easement Agreement as prepared by the Authority Solicitor for the fee of \$10,800 plus legal fees not to exceed \$1,000 as full and complete compensation subject to receipt of the Agreement signed by the Sipples by June 1, 2017 and (b) allow the Authority Chairman to execute said Access Easement Agreement if the same is returned signed prior to the next Authority Board meeting of June 8, 2017 was made by JSB and seconded by KDN. All members present were in favor.*

#### New Business

1. **From the Board:** - None
2. **From the Floor:** - None

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

#### Payment of Bills / Account Balances

As of April 28, 2017: Friendship Village account balance was \$213,560.97 and Kimberwick account balance was \$69,254.21.

1. Friendship Village Sewer District- \$64,225.11 and ratified payments of \$2,733.87 made on 4/24/2017. Payroll of \$3,517.47 made 5/11/2017 for the month of April 2017.

*A Motion to pay the bills as indicated and ratify those that were made on April 24, 2017 was made by JSB and seconded by RT. All members present were in favor.*

*Profit & Loss, Budget v Actual (January – April 2017). Discussion regarding accuracy of document and the need for additional information. Board members requested that bookkeeper attend next meeting to provide explanations and/or guidance on methods to project a clearer picture on the Authority's financial status. Additional discussion regarding developer escrow accounts and set up options.*

*Shared Service Agreement – breakdown for April 2017. Noted*

*Carroll Engineering Corporation – breakdown for February 27, 2017 to April 2, 2017. Noted*

### **Dates of Upcoming Meetings**

Announcement was made of upcoming Board of Supervisors meetings on May 18, 2017 and June 1, 2017, and Municipal Authority meeting on Thursday, June 8, 2017 at 7:30 p.m.

**KDN WILL ATTEND 5/18/2017 BOS MEETING TO GIVE REPORT.**

### **Adjournment**

*A Motion to adjourn the meeting was made by JSB and seconded by SGM. All members present were in favor. The meeting adjourned at 9:19pm.*

Respectfully submitted,  
Anita Ferez, Administrator