

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 Sawicki, Member

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

Meeting Minutes for December 14, 2017

Call to Order

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

Pledge of Allegiance

Roll Call of Board Members

Those present at the meeting 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 Corporation, Operators John Troutman and Joe DiMatteo of Miller Environmental, Solicitor Patrick McKenna and Administrator Anita Ferez were present.

Public Notification: The Board members held an executive session to discuss personnel.

Action on Minutes of Previous Meeting(s)

A Motion to accept the minutes of the November 8, 2017 regular meeting was made by JSB 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. Planning Committee meeting minutes of December 1, 2017. *Noted*
2. Correspondence dated November 28, 2017 from Gawthrop Greenwood, PC with enclosed Notice of Condemnation and Memorandum of Recording for vacant land in fee for access driveway plus temporary construction easement. *Noted*
3. Correspondence dated December 1, 2017 from Gawthrop Greenwood, PC with enclosed Amended Certificate of Service and Affidavit of Service for condemnation of vacant land in fee for access driveway plus temporary construction easement. *Noted*
4. Correspondence dated December 12, 2017 from Carroll Engineering Corporation outlining rates for 2018 (no increase). *Noted*

Reports

Operator – Both John Troutman and Joe DiMatteo were in attendance and provided comment on the various pump station issues.

- a. Beaver Creek – working with Gayle Corp, appears there is an air release valve problem; replaced with item on hand and awaiting new style valves to be installed by Stephenson.
- b. Friendship Village – working with Gayle Corp, rotating assembly needs rebuilt/replaced; bubblers switched.
- c. Ashberry – Pump 1 needs air release valve replaced. As of today, grinder continues to trip out. Vietri to assess grinder issue and lighting.
- d. Reeceville – Vietri to assess and replace, if needed, a bad switch and fan in the drywell and bad exhaust fan in main building.

Engineer

- a. PA Small Water & Sewer Grant Program – authorization to proceed. *Discussion on resubmission of new grant application with consideration of adding water service. Engineer to revisit cost proposal and provide narrative summary to Board members; Administrator to contact local Representative and Senator for support.*
- b. Rules and Regulations. *Summary of document provided, need for further clarification and recommended additions. Solicitor suggests adoption by Resolution. Brief discussion of pertinent information missing from documentation provided by property owner on Horseshoe Pike.*
- c. Draft Fee Schedule. *Review of document; consider under New Business.*
- d. Ashberry driveway – need to reapply for HOP. *HOP will need to be applied for in the Authority's name.*
- e. Ashberry water – well vs public water line. *Yard hydrant within station gates and meter pit at street but no confirmation that water service is connected. Estimated cost of public water v drilling a well provided.*

Administrator

- a. Banking – new capital account. *Explanation of paperwork, signing of same.*
- b. BR&I Year End Transfer – *Discussion on process for surplus revenue sweep into BR&I and capital reserve. A Motion authorizing Administrator to forward surplus revenue in the Authority's revenue fund as of December 31, 2017 less designated operating reserve equal to 1/6th of the adopted operating budget, the February debt service payment and a capital reserve of \$75,000 to the Authority's BR&I account held by the Trustee, TD Wealth Management, was made by RT and seconded by SGM. All members present were in favor. Consideration of capital reserve expenditures will be approved in January 2018.*
- c. Mandatory connections – 1 complete, 2 pending applications. *Noted*
- d. 5 Year Arbitrage Calculation – due 12/27/2017; will be submitted by that date. *Noted*
- e. Computer / IT Assistance – *Noted; summary provided of quote received from CompNet.*
- f. Auditor RFP – discussion. *Summary of SGM review provided; KDN will review and comment.*
- g. Public relations / website – in process. *Noted*

New Business

Resolutions:

04-2017 Establishment of 2018 Budget – *A Motion to adopt Resolution 04-2017 establishing the 2018 Budget of the West Brandywine Township Municipal Authority was made by JSB and seconded by KDN. All members present were in favor.*

05-2017 Establishment of 2018 Sewer Rates – *A Motion to adopt Resolution 05-2017 establishing the 2018 Sewer Rates of the West Brandywine Township Municipal Authority was made by KDN And seconded by JSB. All members present were in favor.*

06-2017 Establishment of Fees for Services – *A Motion to adopt Resolution 06-2017 establishing Fees for Services of the West Brandywine Township Municipal Authority was made by KDN and seconded by JS. All members present were in favor.*

1. From the Board:

- a. *Upon adjournment of executive session, the board discussed the collective performance evaluation for Administrator and proposed increase in salary for calendar year 2018. A Motion to increase the salary of Administrator Anita Ferez to \$40,000 annually was made by SGM and seconded by JSB. A unanimous vote of the board members approved said Motion.*

2. From the Floor:

- a. *None*

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

Payment of Bills / Account Balances

As of November 30, 2017: Friendship Village account balance was \$182,468.93 and Kimberwick account balance was \$178,775.05.

1. Friendship Village Sewer District- \$63,697.84 and ratified payments of \$10,312.74 (includes appraised value on condemnation action) made on 11/21/2017. Payroll of \$4,153.77 made 12/14/2017 for the month of November 2017.

A Motion to pay the bills as indicated and ratify those made on 11/21/2017 was made by JSB and seconded by KDN. All members present were in favor.

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

Carroll Engineering Corporation – breakdown for October 2, 2017 to October 29, 2017. *Noted*

Dates of Upcoming Meetings

Announcement was made of upcoming Board of Supervisors on December 21, 2017 and January 2, 2018, and Municipal Authority meeting on Thursday, January 11, 2018 at 7:30 p.m.

KDN WILL ATTEND 12/21/2017 BOS MEETING TO GIVE REPORT.

Adjournment

A Motion to adjourn the meeting was made by SGM and seconded by JSB. All members present were in favor. The meeting adjourned at 10:13pm.

Respectfully,

Anita Ferez, Administrator