

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 September 14, 2017

Call to Order

The meeting was called to order by Chairman Martin at 7:31pm.

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), Joseph Sawicki (JS) and Rick Tisa (RT).

Others Present

Engineer Bill Malin of Carroll Engineering Corporation, Operator John Troutman of Miller Environmental and Administrator Anita Ferez were present.

Public Notification: An Executive Session was held during the meeting for the purpose of discussing litigation and real estate matters.

Action on Minutes of Previous Meeting(s)

A Motion to accept the minutes of the August 10, 2017 regular meeting was made by RT 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. August 2017 edition of "the Authority" publication from PMAA. *Noted*
2. Correspondence dated August 31, 2017 from DNB First regarding added features to Free Business Checking accounts. *Noted*
3. Planning Committee meeting minutes from August 24, 2017. *Noted; certain items reviewed under Administrator's Report.*

Reports

Operator

- a. Friendship pump issues – *Dan Weaver of Gayle Corporation, rep for Gorman Rupp pumps, visited site and made some adjustments; pump 2 seems to be operating normally; operator will monitor and request formal report from Gayle Corp on adjustments made. It was noted that the pumps are original installation and will need replacement in the future.*

- b. Culbertson Run pump issues – *Dan Weaver also visited this site due to newly developed low pump run times for pump 2; awaiting report from Gayle Corp on status of visit and potential added action needed.*

Engineer

- a. Standard Specifications and Details – *Engineer has prepared a draft document which will ultimately replace contents of Township Chapter 147 Ordinance. Engineer to provide draft document to Board; Solicitor authorized to prepare proposed draft language of revised Chapter 147 Ordinance for Township consideration.*
- b. Hunters Crossing – *Engineer summarized recent meeting and email exchange with developer's sewer consultant. Board discussion on options. It was recommended that the applicant attend upcoming Authority meeting to discuss options moving forward.*
- c. Capital Reserve Study – *Engineer revisited proposed undertaking of study. Brief discussion on timing and costs. Project tabled for now.*

Administrator

- a. Act 537 status – as of 9/13/2017, see email. *Noted; Engineer to follow up with Beth Mahoney.*
- b. BOS letter to residents re mandatory connection. *Redlined version discussed; Administrator will make additional minor revisions and return to Supervisor Cassels for his consideration. Need to update policies and procedures regarding meters and preparation of checklist of mechanics for connection prior to joint meeting between the Board of Supervisors, Municipal Authority Board and affected residents within 150' of a sewer line.*
- c. Quarterly informational flyers – SGM comments. *Discussion on all four flyers; main comments on need for logo or WBTMA contact information. Order to send is flushable wipes, FOG, sump pumps and I&I.*
- d. Tapping Fee Resolution. *Brief review and discussion. A Motion to approve and adopt Resolution 02-2017 with regard to setting of the Authority tapping fee at \$3,725.00 per EDU as presented was made by JSB and seconded by KDN. All members present were in favor.*
- e. Access to Ashberry Pump Station – *Brief discussion about method of payment for construction / installation of driveway. A Motion to authorize Solicitor to file a Declaration of Taking, in fee, for condemnation of the WBTMA easement area within the property of 810 Reeceville Road, with the understanding that upon service of said Declaration upon the property owner Solicitor has the authority to negotiate an administrative settlement for a friendly condemnation was made by JSB and seconded by KDN. All members present were in favor.*
- f. Budget preparations – status update, see P&L. *Review of various changes and renaming of line items; brief discussion of potential projects that may need to be budgeted and where standards are set for what gets budgeted in operations or capital account or BR&I account. Proposed rates for 2018 reviewed and discussed with Engineer.*
- g. Auditor RFP – *Administrator requested approval to explore potential audit services for 2018; approval received, RFP to be forwarded to 5-6 organizations including current auditor.*
- h. Public relations / website – pending. *Noted*
- i. General – gutters cleaned at all pump stations; delinquent accounts sent to Portnoff; modifications to billing program; clean-up/organization of office. *Noted*

New Business

1. **From the Board:**

a. *None*

2. **From the Floor:**

a. *None*

Public Comments (individuals not requesting to be on agenda)

Payment of Bills / Account Balances

As of August 31, 2017: Friendship Village account balance was \$91,516.17 and Kimberwick account balance was \$132,094.77.

1. Friendship Village Sewer District- \$64,262.23 and ratified payments of \$2,035.36 made on 8/23/2017. Payroll of \$3,751.83 made 9/14/2017 for the month of August 2017.

A Motion to pay the bills as indicated and ratify those made on August 23, 2017 was made by KDN and seconded by JSB. All members present were in favor.

Shared Service Agreement – breakdown for August 2017 - *Noted*

Carroll Engineering Corporation – breakdown for July 3, 2017 to July 30, 2017 - *Noted*

Dates of Upcoming Meetings

Announcement was made of upcoming Board of Supervisors meetings on September 21, 2017 and October 5, 2017, and Municipal Authority meeting on Thursday, October 12, 2017 at 7:30 p.m.

JS WILL ATTEND THE 9/21/2017 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 9:32pm.

Respectfully submitted,

Anita Ferez, Administrator