

WEST BRANDYWINE TOWNSHIP MUNICIPAL AUTHORITY

Incorporated 1995

199 Lafayette Road, West Brandywine, PA 19320-1230

Sandra G. Martin, *Chairman*
Kent D. Nation, *Secretary*
Rick Tisa, *Treasurer*

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

Meeting Minutes March 14, 2019

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 Stacey Fuller of Gawthrop Greenwood and Administrator Anita Ferenz were present.

Public Notification: An Executive Session was held from 9:05pm to 9:25pm to discuss personnel issues.

Actions Taken: (1) A Motion to increase the rate of Bonnie Lucy, Bookkeeper, to \$21 per hour effective April 1, 2019 was made by RT and seconded by KDN. All members present were in favor; and (2) A Motion to increase the paid time off hours for Anita Ferenz, Administrator, an additional 25 hours for a total of 75 hours retroactive to January 1, 2019 was made by RT and seconded by JSB. All members present were in favor.

Action on Minutes of Previous Meeting(s)

A Motion to accept the minutes of the February 14, 2019 regular meeting was made by KDN and seconded by JSB. All members present were in favor.

Public Comment:

1. Carl Hogan of BBD, LLP provided a detailed summary and explanation of the draft audit of financial statements for year ending 2018. Brief discussion on sewer treatment costs; Engineer to review calculations used to obtain budgetary figures. Board members will review in more detail, especially the narrative sections and plan to authorize finalization of document at April meeting.
2. Supervisor John Cassels of E. Reeceville Road appeared to determine the acquiescence of moving MA staff to the Township building; MA Board open to hear options. Additionally, Mr. Cassels provided some information on the interest and possible purchase of the previously approved Culbertson Realty properties and interest in the old Beechwood campground.

Reports:

1. Operator
 - a. Monthly Report. *Noted*
 - b. Friendship PS – continued issues with pump #2. *After installation of isolation and 3-way valves, there remains a few issues. Operator has purchased and will replace a few parts.*

c. Culbertson PS

- i. Preventive maintenance inspection and installation of grease extensions on motors; previously received quote from Stevenson. Action deferred from February. *Discussion concerning alternate vendors closer in proximity to WBT. Pikeland would be interested in doing more work but needs some specific training. Administrator to contact Stevenson to determine whether they have an Authority rotating assembly. Engineer obtained a quote from KBX Golden for inspection and installation of grease extensions. KBX may also be interested in mechanical work on pumps. A Motion to accept the quote provided by KBX Golden to inspect and install new grease fittings on both motors 1 and 2 at the Culbertson Run PS for an amount of \$884.00 total labor and materials was made by RT and seconded by KDN. All members present were in favor.*
 - ii. Replacement of OI Panel View of Allen Bradley screen; quote received from Gorman-Rupp via Gayle Corp. *Brief discussion; Engineer provided information gleaned from Keystone. No action taken.*
- d. *Ashberry PS – brief discussion concerning recent build-up of rags and that educational materials seemed to have helped. Next wet well cleaning, the manhole in close proximity will be pumped out at the same time. JSB suggested we repeat a mailing specific to disposable wipes; KDN suggested maybe providing information to HOAs for their websites and dissemination to its members. RT suggested letting customers know maintenance/repair costs as example of ways to save; consider bullet pointed message on quarterly sewer bills.*

2. Engineer

- a. *Capital Reserve Study. Summary provided of steps taken in completing report and possible incorporation of a structure to set funds aside for the purpose of ultimate replacement; discussion of various scenarios; review of short and long term recommendations. RT requested that every pump station be able to bypass pump if needed. Board members to further review.*
- b. *Chapter 94 Municipal Wasteload Management Annual Report. JSB posed a few questions concerning rain fall consequences, operating issues, meter inconsistency, I&I issues, etc. that may be helpful to PaDEP; requested that Engineer enhance report with clarifying information.*

3. Solicitor

Sipple – Board of View scheduled for May 7th beginning with a site visit at 9:00am and then to law offices of Unruh Turner for hearing. TOA – working on development agreement. Miller – working on revised agreement, will be emailed to Board members; requesting feedback and approval to forward to Miller for review and signature; ratification of formal approval at April meeting.

4. Administrator

- a. *Rate Increases. Review of phone calls received and information provided in return; need to continue in quest to perfect clearer communication. Brief discussion about mandatory connections.*
- b. *Revenue Bond Restructuring. Summary provided for recent restructure of 2009 bonds, and upcoming bond payments. Request Board members consider looking into restructuring of 2012 bonds. Administrator to seek advice from Financial Advisor.*
- c. *Monthly informational report (attached). (1) Administrator to schedule day-time meeting with Dan Weaver of Gayle Corp to secure complete history of MA pump stations, JSB and KDN to attend; and (2) verification of Debt Service Charges (3) applied to quarterly sewer invoices.*

Information to Note:

1. PMAA February 2019 edition of the Authority. *Noted*

New Business - None**Finances:**

As of January 31, 2019:

1. Friendship Village – \$72,047.14
2. Kimberwick – \$122,681.22
3. Capital Expense - \$185,500.89
4. Ashberry Reconstruction (grant) – \$40,040.13

5. Bills paid and to be ratified - \$98,247.15
6. Payroll for regular meetings for February 2019- \$4,913.55
A Motion to pay and ratify the bills as indicated was made by KDN and seconded by JSB. All members present were in favor.

7. Shared Service Agreement – breakdown for February 2019. *Noted*
8. Carroll Engineering Corporation – December 31, 2018 to February 3, 2019. *Noted*

Dates of Upcoming Meetings

Announcement was made of upcoming Board of Supervisors meetings on March 21, 2019 and April 4, 2019, and Municipal Authority, on Thursday, April 11, 2019 at 7:00 p.m.

KDN WILL ATTEND 3/21/2019 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 9:38pm.

Respectfully submitted,

Anita Ferenz, Administrator