

WEST BRANDYWINE TOWNSHIP MUNICIPAL AUTHORITY

Incorporated 1995

199 Lafayette Road, West Brandywine, PA 19320-1230

Sandra G. Martin, *Chairman*
Joseph Sawicki, *Secretary*
Kent D. Nation, *Treasurer*

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

Meeting Minutes for March 8, 2018

Call to Order

The meeting was called to order by Chairman Martin at 7:00 pm.

Roll Call of Board Members

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, Operator Joe DiMatteo of Miller Environmental and Solicitor Patrick McKenna of Gawthrop Greenwood were present. Administrator Anita Ferenz was absent.

Action on Minutes of Previous Meeting(s)

A Motion to accept the minutes of the February 8, 2018 regular meeting was made by RT and seconded by KDN. All members present were in favor.

Correspondence/Communications (information to note)

1. PMAA February 2018 edition of "the Authority". *Noted*
2. PMAA flyer announcing upcoming Spring Management Workshop. Let Administrator know if you would like to attend. *Noted; JS to let Administrator know if he will attend.*
3. Planning Committee minutes: *All topics noted*
 - a. Ellingsworth mandatory connections – letter and recordable agreement.
 - b. Authority Committees.
 - c. Traditions of America.
 - d. Township Code Chapter 147.
 - e. PAWC Agreement.
 - f. Ashberry Pump Station driveway.
 - g. Sample Agenda.

Reports

Operator

- a. Reeceville meter – calibration reports provided by email. *Discussion about the difference in gpd's since new meter was installed. Engineer will compare readings from meter and readings on PAWC invoice. Suggested Operator or Administrator be present when the next reading is made for billing purposes. Administrator will contact PAWC to determine next read date.*

- b. *Discussion on issues with 3-way valves at pump stations. Operator suggested purchasing a universal valve that could be used at several pump stations. Engineer will research costs to revise piping that will eliminate 3-way valves.*
- c. *Vietri has been working on various electrical issues and will continue Ashberry yard light in March.*
- d. *Request that Operator pull manhole lids to check for water on East Reeceville Road.*

Engineer

- a. *Ashberry pump station – grinder. Discussion on options; i.e. repair what we have, purchase and rebuild the hydraulic unit from a neighboring township, or purchase a refurbished unit more suited to our needs. Engineer will follow up with more information.*
- b. *Hunter’s Crossing Planning Module – status of completion (awaiting PAWC signature). Noted*
- c. *Traditions – discussion of conversation between Engineer and developer’s engineer regarding sewer lines and possible abandonment of existing lines, developer seems receptive. Retainer Agreement to be finalized.*
- d. *Ashberry pump station driveway – discussion of various permitting issues; summary of meeting with Township. Solicitor to provide adequate proof of ownership (Declaration of Taking), Engineer to discuss permitting issues with Township engineer and current E&S. Awaiting updated cost proposal.*
- e. *Capital Reserve Study – review of proposal (\$13,037). A Motion to move forward with the proposed Capital Reserve Study for a total estimated fee of \$13,037 was made by RT and seconded by KN. All members present were in favor.*
- f. *Agendas/Committees – discussion of potential changes and organization of topics for agenda. Engineer and Administrator to further revise potential agenda.*

Solicitor

- a. *Ellingsworth – recordable agreement to be prepared that will explain current situation/understanding and dictate required action if circumstances change in the future.*
- b. *Chapter 147 Ordinance – brief summary/updated provided; proposed ordinance completed and ready for submission to Township for consideration. A Motion to have Solicitor forward proposed Ordinance amending Chapter 147 to Township Solicitor with attached draft specifications and details for Township consideration was made by JSB and seconded by KDN. All members present were in favor.*
- c. *PAWC Agreement – summary provided and lengthy discussion regarding reservation and various agreements; suggestion that a new agreement be negotiated encompassing all prior agreements, for simplicity sake, including extension of understanding with regard to reservation fees. Engineer will provide Board members with areas of concern. Solicitor, Engineer and Administrator to meet to discuss.*

Administrator

- a. *Online payment options – offering by credit card and electronic check. Noted; Administrator to provide further details.*
- b. *WBTMA by-laws – need to update/revise. Noted*
- c. *Audit – preliminary information provided; will be scheduled for end of month or early April. Noted*
- d. *Mandatory connections – 1 complete, 3 pending applications (1 going through PennVEST). Noted*
- e. *Public relations / website – in process, all connection documents are uploaded. Noted*
- f. *Operations Manual – ongoing. Noted*

New Business *None*

Payment of Bills / Account Balances

As of February 28, 2018: Friendship Village account balance was \$126,587.23 and Kimberwick account balance was \$106,012.43.

1. Friendship Village Sewer District- \$60,343.03 and ratified payments of \$2,694.07 made on 2/23/2018.

Payroll of \$5,243.08 made 3/08/2018 for the month of February 2018.

A Motion to pay the bills as indicated and ratify those made on February 23, 2018 was made KDN and seconded by JS. All members present were in favor.

Shared Service Agreement – breakdown for February 2018

Carroll Engineering Corporation – breakdown for January 1, 2018 to January 26, 2018.

Dates of Upcoming Meetings

Announcement was made of upcoming Board of Supervisors meetings on March 15, 2018 and April 5, 2018, and Municipal Authority meeting on Thursday, April 12, 2018 at 7:00 p.m.

KDN WILL ATTEND 3/15/2018 BOS MEETING TO GIVE REPORT.

Adjournment

A Motion to adjourn the meeting was made by JSB and seconded by RT. All members present were in favor. The meeting adjourned at 8:22pm.

Respectfully submitted,

Anita Ferenz, Administrator