

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 March 9, 2017

Call to Order

The meeting was called to order 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, Operator John Troutman of Miller Environmental, Solicitor Patrick McKenna, and Administrator Anita Ferez were present.

Public Notification: None

Action on Minutes of Previous Meeting(s)

A Motion to accept the minutes of the February 9, 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):

1. Rich Sipple to discuss easement on property. Mr. Sipple summarized progress of the project from inception to removal of offer of additional easement area and acquiescence of allowing a gravel driveway within the existing easement area. Upon further consideration of the need for the driveway by the MA, he has reconsidered and is willing to allow the gravel driveway within the existing easement area, requesting no compensation aside from paying for attorney fees generated for review of any documentation requiring signature by Mr. and Mrs. Sipple. Additional inquires/requests surround being held harmless against any DEP issues, wanting to do as much as possible to keep 10-12 existing trees along easement area safe from construction (will request a report from Tree Doctor and provide to MA), and allowance to give or assign any of the connections that were provided for within the existing easement agreement.

Board members entered Executive Session for the purpose of discussing real estate matter and thereafter recommenced the regular public meeting at 8:08pm.

Solicitor summarized the terms of the understanding; compensation at \$1.00 and to include the cost for review of any documentation by an attorney of Sipple's choosing, indemnification, investigation for trees although it may not be added into the documentation. A memorandum

of understanding will be provided first for review by board members and then Sipple, followed by a new Easement Agreement again provided first for review by board members and then Sipple. If acceptable, Sipple to sign and return to MA at their April board meeting. The document will thereafter be recorded. Research will be done with regard to hook ups contained in existing agreement.

Correspondence/Communications (information to note)

1. February 2017 edition of "the Authority" from PMAA. *Noted*
2. 2017 PMAA Spring Management Workshops, held April 5, 2017 in Hershey, PA. *Noted*
3. Correspondence dated February 8, 2017 from PA Department of Labor & Industry regarding State Workers' Insurance Fund audit of payroll records. Will be set up sometime after March 25, 2017 as indicated. *Noted*
4. Correspondence dated February 10, 2017 from Portnoff Law Associates with regard to Bankruptcy of property owners of 110 N. Hawthorne Road. *Noted*
5. Correspondence dated February 23, 2017 from DNB First announcing new team for assisting us with banking needs. *Noted*

Reports

Operator

February was a relatively good month with consistent pump times. Ashberry - force main was walked and an air release valve installed. Grinder was pulled and taken for repair, should take 6-8 weeks. Friendship Village – rotating assembly for pump 1 was changed out by Pikeland, showed evidence of pitting. Brief discussion about causes and potential for placement with stainless steel units. Engineer to research cost.

Engineer

- a. Presentation to the Township re how MA would like to expand system (from Planning Committee meeting).
Engineer provided review of updated understanding on issues delaying approval of Township's Act 537 Plan by DEP. While initially willing to wait for approval of Act 537 Plan, it now seems more prudent to devise MA objectives to expand the system and present to BOS for consideration. Discussion ensued regarding various other issues related to the Act 537 Plan status and timing of meeting to be scheduled between DEP and Township. Topic will be discussed again at the next planning meeting; scheduled for March 30, 2017. Administrator will send Outlook invitation.
- b. 1403 Horseshoe Pike Realty – a challenge has been filed against the conditional use decision; project has been scaled back to just the Wawa and CVS with the other proposed pads in a holding pattern. Engineer provided basic design proposed by developer's engineer.
- c. Reeceville PS – met with Keystone Engineers at site to take a look at the control panel in an effort to understand and provide measures for continued operation regardless of power surges or other electrical problems. Can potentially provide troubleshooting help in emergency situations.
- d. Chapter 94 report status – Engineer is working on it. A Motion to authorize Administrator to sign Chapter 94 report on behalf of the Authority/permittee was made by JSB and seconded by SGM. All members present were in favor.

Administrator

- a. Capital reserve/operating reserve/BR&I transfers – brief explanation of possible options, for both now and for setting policy. A Motion to authorize Administrator to forward surplus revenue, as noted in Financial Advisor’s Scenario #2, in the Authority’s revenue fund less designated operating reserve equal to 1/6th of the adopted budget and capital reserve of \$100,000 was made by KDN and seconded by RT. All members present were in favor. Administrator will contact Trustee to coordinate proper set up of account for funds.
- b. Statement of Financial Interests – form contained in your folder, can be done online but need copy for office records. *Noted*
- c. Board member vacancy – provide BOS with name of previous interested individual or keep searching. *Noted; Brief discussion; Administrator to reach out to further potential individuals.*
- d. Informational flyers --- (1) rag problem – target to those property owners who flow to Ashberry (Ashberry development, portion of Reeceville Road, and Monacy Manor); (2) fats/oils/grease – target to those property owners who flow to Culbertson Run (entire Kimberwick sewer district). *Noted; JSB to assist Administrator.*
- e. Meter installations – 18 of 20. *Noted*
- f. Bookkeeper – as needed basis; status. *Update provided; engagement letter to be prepared.*

New Business

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

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

Payment of Bills / Account Balances

As of February 28, 2017: Friendship Village account balance was \$86,826.22 and Kimberwick account balance was \$337,315.09.

1. Friendship Village Sewer District- \$69,531.20 and ratified payments of \$3,201.74 made on 2/24/2017. Payroll of \$3,524.91 made 3/9/2017 for the month of February 2017.

Shared Service Agreement – breakdown for February 2017.

Carroll Engineering Corporation – breakdown for January 2, 2017 to January 29, 2017

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

Dates of Upcoming Meetings

Announcement was made of upcoming Board of Supervisors meetings on March 16, 2017 and April 6, 2017 and Municipal Authority meeting on Thursday, April 13, 2017 at 7:30 p.m.

SGM WILL ATTEND 3/16/2017 BOS MEETING TO GIVE REPORT; KDN WILL BE BACKUP.

Adjournment

A Motion to adjourn the meeting was made by JSB and seconded by KDN. All members present were in favor. The meeting adjourned at 9:25pm.

Respectfully submitted,
Anita Ferenz, Administrator