

WEST BRANDYWINE TOWNSHIP MUNICIPAL AUTHORITY

Incorporated 1995

199 Lafayette Road, West Brandywine, PA 19320-1230

Josef G. Obernier, Sr.- Chairman
J. Richard Weaver, Jr.- Treasurer
Sandra G. Martin – Asst. Secretary/Treasurer

William R. McAdoo- Vice Chairman
Joseph S. Boldaz- Secretary

Meeting Minutes for June 11, 2015

Call to Order

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

Pledge of Allegiance

Roll Call of Board Members

Present at the meeting were Joseph S. Boldaz (JSB), Sandra G. Martin (SGM), Josef G. Obernier, Sr. (JGO) and J. Richard Weaver, Jr. (RW). William McAdoo (WM) was absent.

Others Present

Authority Engineer Bill Malin from Carroll Engineering Corporation (CEC), Operator John Troutman from Miller Environmental and Administrator Anita Ferez were present

Public Notification

Action on Minutes of Previous Meeting

A Motion was made by JSB to accept the minutes of the May 14, 2015 regular meeting, and seconded by SGM. All members present were in favor.

Public Presentation - None

Public Comments (individuals requesting to be on agenda) - None

Correspondence/Communications (information to note and or act upon)

Information to Note:

1. Receipt of PMAA's brochure for the 73rd Annual Conference & Trade Show being held August 23-26, 2015 in Lancaster. *Noted*
2. Receipt of PMAA's rules and regulations for enrollment of candidates for service awards. *Noted*
3. Receipt of email from PFM dated May 29, 2015 with regard to publishing our 2014 audited financial statements in compliance with the continuing disclosure requirements for outstanding debt. *Noted*

Information to Act Upon:

1. Receipt of Statement of Values from PIRMA with request to review and update if needed. *Noted; board members to review and advise Anita if a change is needed on valuations.*

2. Brandywine Meadows – awaiting final review by MacCombie of pump station design and planning module. MacCombie’s office requesting new engineer complete review. We have bills from MacCombie for this project totaling \$560.00 to date. *Bill Malin to come up with estimate cost to complete. A Motion was made by JSB that if CEC can complete the review for the amount that is remaining in escrow, we allow CEC to complete the review of the pump station. If it’s in excess of that amount, the suggestion would be that we go back to the developer and tell them that the review will be more or consider having the previous engineer complete the review. JGO seconded the Motion; all members present were in favor.*

Reports

1. Secretary - None
2. Treasurer – as of May 29, 2015, Friendship Village account balance was \$35,210.88 and Kimberwick account balance was \$15,465.38.
3. Administrator – changes were made to the OmniSite alarm system to reflect new operator contact information; 160 Netherwood back billing has been paid in full; Portnoff collection efforts to date are \$8,257.00.
4. Engineer – Bond book returned and disc provided; need for township meeting to discuss responsibilities and workshop meeting with board members to kick around ideas and set procedures.
5. Operator – review of flows and general maintenance for last month; investigated pump at Ashberry Pump Station that showed a high heat alarm, Anita to contact electrician (Vietri). Operator performed a safety inspection, formal report to follow; need confined space signage and suggests that “Private Property” signs be put on gated fences. Two air release valves need to be rebuilt, one at Friendship Village and Reeceville; repair kits are available to purchase, MA will purchase; tentatively scheduled to fix on June 25, 2015. Wet wells cleaned on June 2, 2015. Culbertson Run was in pretty bad shape, over 50% covered and may require more than two cleanings per year; all others were in good shape. Bioxide level at Culbertson Run has been the same since April 1, 2015. Its intent is to have a continual drip. We should consider having the digital mechanism calibrated, get flow rates from provider.

Old Business

1. Invoices from Buckley Brion for the years 2014 and 2015 with regard to the Pulte litigation. Anita has compared what the MA has paid versus payments made according to the invoices. Requested a meeting with Dale to discuss payments made by Township; awaiting date/time for meeting.
Noted
2. Shellenberger (267 Monacy Road) refund request from May 2013 through April 2014 due to Authority’s delay in installing water meters after announcement of same in January 2013. Anita located letter to residents dated February 2013 announcing the change from flat rate to usage rate. The letter requesting residents’ cooperation with plumbing contractor is dated 5-2-2014. Meter was installed within days. *Anita to find Resolution; research north side of Monacy Road (odd numbers) to see neighbor usage and installation dates.*

3. Flat rate sewer billings for 59 Andover (Davis) prior to replacement or repair of meter. Anita reviewed records again and email residents to advise that bill was accurate due to a bad meter reading. Reply received from residents and forwarded to board members. *Decision made to use average of 3rd and 4th quarters of 2014 and 1st quarter of 2015 to re-calculate 2nd quarter of 2014 bill.*
4. Modern Group performed annual maintenance on all generators over the course of two days (5-28-2015 and 6-1-2015). Replaced leaking heater hose at Beaver Creek Pump Station *Noted*
5. 40 Graces Drive – RESOLUTION NEEDED. *Discussion among board members, Anita and Engineer with regard to history and recommendations. SM felt there was some legitimacy to Executor's concerns and request for reimbursement of legal fees but suggested reimbursement of a portion related to the preparation of Extender Agreement. CEC discussed various recommendations for connection. JSB noted that this matter has been going on for close to two years and thinks reimbursement, at least a portion, is warranted. JGO not in agreement to refund any portion of attorney's fees but wants to allow connection to proceed. RW undecided. A Motion was made JSB to accept the Maintenance Agreement as written and seconded by JGO. All members present were in favor.*
6. Refunding of the 2009 Bonds. Chris Bamber requested copies of 2014 audited financial statements before approaching local banks about refinancing. Kimmel Lorah should have them finalized by the end of June. *Noted*
7. The Authority is establishing its own website. John Cassels is assisting Anita with this effort. Tweaks being made, should be in a position to notify residents with next quarterly billing. *Brief discussion about MA link that is currently inaccurate under the Township's website; as soon as MA website is finalized, Township will add a link directly to our site.*
8. Used equipment at Kimberwick site – JSB assessed inventory, a few items (stainless steel mixer and aerators) should be placed on MuniBid, retain the manhole frames and covers for potential future use. Need good pictures with description to list for sale. There was an opening in the tank cover that John Cassels temporarily fixed. *Anita advised that Township is willing to remove items and, in return, retain scrap funds received. Anita will confirm with Township that they will clear area up.*
9. Used equipment stored in the fire training building -- Anita has key to building and needs help to inventory, photograph and determine worth. *Operator will assist Anita.*
10. WBTMA and WBT v Pulte Homes of PA, LP – pending litigation. Trial currently schedule for end of July; settlement offer provided to Pulte with no response to date. *Noted*
11. Netherwood Drive properties tied into public sewer. Anita will take another trip to the development and try to determine definite hook ups and whether they are being billed. *Noted*
12. Frank Keegan's grading issues (Culbertson Run Road) – to be taken care of in spring 2015. Anita is working on this. *Mr. Keegan had some issues with (1) the crane being left outside when it was supposed to be inside, (2) will continue to cut grass but wants the MA and/or public works to do maintenance. Mr. Keegan states that grass isn't always cut by Township so he has been cutting it but doesn't do general maintenance such as weed trimming, removal of pine needles, etc. Discussion ensued about soil settlement and request that Mr. Keegan mark those areas that need to be addressed on his property. Maintenance of Ashberry Pump Station discussed as well. Anita will discuss the grass cutting and maintenance issues with the Township Manager.*
13. Infiltration on East Reeceville Road – John Cassels met with the representative of Parson Environmental Products on the previous Pulte development property. Rep was to make proposal of what he feels the MA should do to correct the problem. Awaiting proposal. *John Cassels and Parson representative pulled all manholes and determined that plastic inserts were not the answers. Parson suggested that the manholes be pumped and videoed to determine what the*

problem is. Both force and gravity lines in Reeceville Road are full of ground water. Anita to supply CEC with as-built plans for lines in question and contact Caln Township to see if they are able to televise the lines after pumping. Pipe Data would be another option for televising. Operator will evaluate and provide options, including costs, at the July or August meeting.

14. PAWC repayment of outstanding balance plus current usage – due to late payment of installment portion, automated billing system deactivated installment plan. Anita is working with Keith Gabage on a solution. For now, need to pay the current usage on time and installment plan within two weeks afterward. *Noted*
15. Brandywine Hospital - can we bill based on capacity vs actual usage. Agreement between Reeceville Associates and WBT for Extension of Public Sewer from the City of Coatesville shows capacity allocated. *Noted.*
16. Freeze break in pipe at Station 46. Claims have been filed; awaiting further documentation from Aqua. Coverage will be granted. *Noted*
17. Inspection of vents/cleanouts of sewer residents – to be done in the summer. *Noted; communication to be sent with 2nd quarter bills requesting vent covers be put back on.*
18. 47 Connies Drive – sewer line back up. Have not received report from Eldredge or had further contact from owner/tenant. *Letter to be sent to owner/tenant that matter is considered closed since no report was received from Eldredge.*

New Business

1. Sample Ordinance to amend sewer use and Sewer Capacity Relinquishment Agreement. *JGO advised that Township Solicitor is currently reviewing the draft documents. Sadsbury Township has exact problem WBTMA does with bulk users who have been allocated with more capacity than what is actually used. Further discussion between board members with regard to applicability and with Engineer regarding background and understanding. SGM wishes to review document more fully. CEC will research and bring back options to accomplish desired effect.*
2. Profit and Loss Statement. *YTD P&L v budget. For clarity, report will be classified as a revenue and expenditures statement.*

New Business from the Floor

1. Jim McBride, 36 Graces Drive, would like to get some answers on how they can connect and where. Plumber should be able to determine the best route to connect. Anita to secure as-built plan and provide elevation to McBride.
2. Chris Salcito, Old Spring Road, asked why rates have increased, is there anything that can be done to help residents with pool water without having to pay twice, once coming in with Aqua and then again as it goes out as sewer. Lengthy discussion between resident and board members with board members agreeing that no consideration will be made to offset the costs to fill the pool.
3. Monacy Manor development - Operator to verify flows and Anita to determine how many properties travel to Ashberry pump station. MA trying to determine whether compromised sewer line was properly abandoned.

New Business from the Board

1. JGO requested of Engineer and/or Operator whether it would be better if a proposed development (Wawa) gravity to an existing spray irrigation plant or construct another pump station. Wawa will be instructed to request capacity in writing and in person, not just verbally.
2. JGO, in his capacity as a supervisor, commented that in reviewing an agreement that the Township wants the MA to sign with regard to parameters for Public Works (Tom Eells) to perform PA One Calls for the MA, it was discovered that the agreement also contained a section with regard to the MA truck. The Township is proposing that the MA lease the truck to the Township for \$1 per year for the exclusive use by the Township. JGO understands as a supervisor but doesn't agree as a MA board member. JSB agreed that the truck should not be leased to the Township for \$1, especially if the MA is to continue to be responsible for insurance and upkeep. He would rather sell the truck as he doesn't see a need for keep it. SGM agreed with both JGO and JSB with regard to not wanting to lease the truck to the Township for \$1, suggesting that Anita attempt to determine a blue book value for it. Board will determine if we put on Municibid and advertise publically once estimated value is determined.

Public Comments (individuals not requesting to be on agenda) – *Discussed in New Business from the Floor.*

Payment of Bills

1. Friendship Village Sewer District- \$57,977.83, and Ratified Payments of \$6,599.63 on 5/26/15.
2. Kimberwick Sewer District- \$115.00, and Ratified Payments of \$312.27 on 5/26/15.

A Motion to pay the Friendship Village and Kimberwick bills and ratify those made on May 26, 2015 was made by Rich Weaver, seconded by SGM. All members present were in favor.

Dates of Upcoming Meetings

1. The dates of upcoming Board of Supervisors meetings (June 18, 2015 and July 2, 2015) and the next Municipal Authority meeting (July 9, 2015) were announced.

Adjournment

JSB will attend the BOS meeting of June 18, 2015 to give report on MA.

A Motion to adjourn the meeting was made by JSB, seconded by JGO. All members present were in favor. Meeting adjourned at 10:35pm.

Respectfully submitted,
Anita Ferez, Administrator