

WEST BRANDYWINE TOWNSHIP MUNICIPAL AUTHORITY

Incorporated 1995

199 Lafayette Road, West Brandywine, PA 19320-1230

Joseph S. Boldaz, Chairman
Josef G. Obernier, Sr., Treasurer
Kent D. Nation

Sandra G. Martin, Vice Chairman/
Asst Secretary/Asst Treasurer
Rick Tisa, Secretary

Meeting Minutes for October 13, 2016

Call to Order

The meeting was called to order by Chairman Boldaz 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), Josef G. Obernier, Sr. (JGO) and Rick Tisa (RT). Ken Nation, new board member, appointed to fill the vacancy created by J. Richard Weaver whose term expired December 2015.

Others Present

Engineer Bill Malin of Carroll Engineering Corporation, Operator John Troutman of Miller Environmental, Inc., Solicitor Stacey Fuller and Administrator Anita Ferenz were present.

Public Notification - None

Action on Minutes of Previous Meeting(s)

A Motion to accept the minutes of the September 8, 2016 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):

1. 1403 Horseshoe Pike Realty – Fred Ebert to discuss pump station design and connection. *Preliminary presentation of proposed connection route and design of pump station was presented by Fred Ebert and Blake Romanowski. Discussion of maximum potential residential connections along proposed route and need for pump design to allow for additional flows beyond that of the proposed development. Residents in attendance were Joanne Goleash (1412 Horseshoe Pike), Judy McFadden (1416 Horseshoe Pike), Penny Ray (1424 Horseshoe Pike) and Karen Sload (1427 Horseshoe Pike). All voiced concerns. Township Manager suggested that Mr. Ebert review Section 147 of the Township Code which deals with Sewer Construction. Engineer will be providing a summary of the proposed pump station and recommend steps (contact adjacent property owners, recommended facilities) for the MA to proceed.*
2. WBT/Dale Barnett – discussion on Kimberwick decommissioning and resultant invoice. *Township Manager inquired whether there were any specific issues about the decommissioning invoice that resulted in the Authority only paying one-half of the total. Summary provided by RT and decision of Authority to accept request to share in expenses.*
3. Series 2009 Bond refinancing – Daryl Peck to provide summary of process and recommendation; Tim O’Neill to provide documentation for moving forward (Resolution). *Presentation made by Daryl Peck of RFP process, proposals received and calculation of overall savings achieved; provided recommendation for selection of proposal and most prudent years to realize the savings. Form of Proposal executed by JSB,*

authorizing Guaranteed Sewer Revenue Note, Series of 2016, to Fulton Bank. Tim O'Neill explained and discussed the required Resolution, Second Supplemental Guaranty Agreement and Second Supplemental Trust Indenture.

- a. *Resolution 02-2016 authorizing and directing the issuance of a West Brandywine Township Municipal Authority Guaranteed Sewer Revenue Note, Series of 2016 in the aggregate principal amount of \$1,904,000 was voted on and received unanimous support by the Board. Resolution executed by JSB as Chairman, and adopted October 13, 2016.*

Correspondence/Communications (information to note)

1. Receipt of Informational Session for Pennsylvania American Water Customers – held October 26, 2016 in South Coatesville. Let Administrator know if you wish to attend. *Noted; JSB, JGO, KDN and Engineer will be attending.*
2. Receipt of correspondence dated October 7, 2016 from Carroll Engineering Corp re proposed scope of work and fee to complete a Sewer Capital Reserve Study. *Detailed explanation of proposal was made by Engineer with discussion by the Board. A Motion was made to allow Carroll Engineering Corporation to conduct a Sewer Capital Reserve Study and provide a written report with accompanying inventory and photographs of equipment to the Authority for a cost not to exceed \$5,562.00 as outlined in proposal was made by JGO and seconded by SGM. All members were in favor.*

Reports

1. Operator

Aside from routine operation and maintenance activities, Ashberry pump station has experienced several low level alarms, possibly due to being too close to the pumps, which were reset. It also appears that the Ashberry pump 1 hour meter does not record correctly. A Motion authorizing Administrator to securing pricing for replacement of meter and provided the cost does not exceed \$500 approving replacement of the meter. Operator to provide Administrator with meter type. Manholes in East Reeceville Road will be pumped out by Operator in early November.
2. Engineer
 - a. PA Small Water and Sewer Program – Ashberry. Need final approval to proceed. *Summary provided with addition to application of correcting access (ingress and egress) to pump station bringing the total project to \$358,500, 15% of which is \$53,800. Discussion of possible need for a short term line of credit or loan to pay contractor while waiting for reimbursement of grant monies if grant is awarded. A Motion to authorize WBTMA to apply for a grant from the PA Small Water and Sewer Program to be used for reconstruction of the Ashberry pump station was made by SGM and seconded by JSB. All members present were in favor.*
 - b. Act 537 – status. *Overall summary of the Township's Act 537 was presented by Engineer, including some recommendations to move forward with Authority growth ahead while the plan is sitting with PaDEP. Solicitor to prepare a memo regarding the statute, ordinance and legal requirements for possible letter to BOS.*
 - c. 2017 Budget and Rate Schedule – pending. *Budget and rates are being worked on; goal is to have rates equalized by 2020.*
 - d. Freedom Village (existing facility) – meter is faulty, at minimum sensors need to be replaced. *Discussion on possible need for two meters and if only one is installed to service both the existing and memory care facility, Authority should require an agreement between the two entities that if the memory care is sold, that entity will be required to install its own separate meter.*
3. Solicitor

4. Administrator
 - a. Bookkeeping / billing system – in-house v outsourcing. *Administrator looking into several billing systems, both issues are pending.*
 - b. Bad Meters – Tomasic recommendation; informational procedure document is pending. *Summary provided and recalculation explained. A Motion to have Administrator offer a credit of \$618.40 to property owners was made by JSB and seconded by JGO. All members present were in favor. Administrator to discuss credit with property owners prior to applying credit.*
 - c. Meters for those residents with wells – 11 installations as of 10/13/2016; follow up letters sent by Tri-County. *Noted*
 - d. Expansion of system – letters to BOS re Indian Run Mobile Home Park and home on southerly Manor Road; pending. *Decision made to hold off on both letters and concentrate on a letter regarding connection of Cross Creek development. Engineer to provide some information.*
 - e. Informational flyer – draft history and FAQs provided, JSB revising. *Pending*

New Business

1. **From the Board:** *None*
2. **From the Floor:** *none*

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

Payment of Bills / Account Balances

As of September 30, 2016: Friendship Village account balance was \$215202.59 and Kimberwick account balance was \$255,546.34.

1. Friendship Village Sewer District- \$73,842.08 and ratified payments of \$1,457.67 made on 9/19/2016. Payroll of \$3,029.03 made 10/13/2016 for the month of September 2016.

Shared Service Agreement – breakdown for September 2016.

Carroll Engineering Corporation – breakdown for August 1, 2016 to August 28, 2016

A Motion to pay the bills as indicated was made by SGM and seconded by JGO. All members present were in favor.

Dates of Upcoming Meetings

Announcement was made of upcoming meetings of Board of Supervisors on October 20, 2016 and November 3, 2016, and Municipal Authority on Thursday, November 10, 2016 at 7:30 p.m.

JSB WILL ATTEND THE 10/20/2016 BOS MEETING TO GIVE REPORT, KDN and RT may attend as well.

Adjournment

A Motion to adjourn the meeting was made by RT and seconded by JGO. All members present were in favor. Meeting adjourned at 10:40pm.

Respectfully submitted,
Anita Ferenz, Administrator