

# 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  
Rick Tisa, Asst. Secretary/Treasurer

Joseph S. Boldaz, Vice Chairman  
Sandra G. Martin, Secretary

## Meeting Minutes for October 8, 2015

### Call to Order

The meeting was called to order by Chairman Obernier at 7:28 pm

### Pledge of Allegiance

### Roll Call of Board Members

Present at the meeting were Joseph Boldaz (JSB), Sandra G. Martin (SGM), Josef G. Obernier, Sr. (JGO), Rick Tisa (RT), and J. Richard Weaver, Jr. (JRW)

### Others Present

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

### Public Notification - None

### Action on Minutes of Previous Meeting

A Motion was made by JSB to accept the minutes of the September 10, 2015 regular meeting, and seconded by JRW. All members present were in favor.

### Public Presentation

Daryl Peck, a principal at Concord Public Financial Advisors, Inc., was in attendance to provide an introduction to his company, to discuss the MA's current debt service, and outline various refunding avenues that may be available. Fee charged by Concord for refinancing of Series 2009 bond would be a flat fee, and any financing planning relating to Series 2012 bonds would be provided on an hourly basis. A Motion was made by JSB authorizing Concord to develop an RFP and solicit proposals from a limited number of banks to refinance the Series 2009 bonds and provide results at the November MA meeting. SGM seconded the Motion and all members present were in favor.

In conjunction with the Concord presentation, discussion ensued regarding the formation of a planning committee. A Motion was made by JSB to form a finance planning committee consisting of the engineer, administrator and initially with JSB and RT, SGM serving as an alternate. The Motion was seconded by JRW and all members present were in favor.

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

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

#### Information to Note:

1. Receipt of correspondence dated September 30, 2015 from John E. Good, Esquire regarding 2016 solicitorship. Noted

#### Information to Act Upon:

#### **Reports**

1. Secretary - None
2. Treasurer – As of September 30, 2015, the Friendship Village account balance was \$53,962.44 and the Kimberwick account balance was \$32,548.95.
3. Administrator – 3<sup>rd</sup> quarter residential bills were mailed October 6 and 8, 2015, monthly (bulk) bills were mailed October 6, 2015.
4. Engineer – As built plans provided by Administrator at September meeting were scanned and returned; will be creating a list of items needed from MacCombie's office. RT will offer assistance.
5. Operator – September report reviewed including non-routine activities, particularly at Ashberry which has a transducer problem needing replacement. Meetings with Pikeland Construction regarding grinder at Ashberry and Gayle Corp regarding pump service needs at all pump stations. Culbertson Run and Ashberry wet wells were cleaned, and the VFD was reset at Friendship Village. Due to the problems with the Evoqua pump for the bioxide, the Board members discussed a request to purchase a new Bioxide pump for Culbertson Run and gave Administrator authority to approve quote (\$400 max).

#### **Old Business**

1. PAWC repayment of outstanding balance plus current usage – A total of \$49,000 has been forwarded to PAWC since August 10, 2015, plus \$15,000 being approved tonight. Noted
2. Used equipment in fire training building – emailed Township Manager September 21, 2015 regarding scrap revenue in exchange for Township removal. Noted
3. Keegan grading issues – JSB and Administrator met with Frank Keegan, walked property and created a punch list; awaiting quotes from Sandone Landscaping and tree removing company. Noted; Mr. Keegan provided Quote received from Scott's Tree Service for removal of tree damaged by installation of public water lines, and also reminded the Board that funds should be in an escrow account for completion of his property issues. Mr. Keegan acknowledged receipt of his 3<sup>rd</sup> quarter sewer bill and that upon completion of the agreed upon punch list items, he would pay his bill.
4. Infiltration on Reeceville Road – awaiting size measurement in order to order liners. Administrator to call manufacture for liner pricing.
5. Unused capacity issue – Administrator continues to work on this. Noted
6. Capacity from PAWC – Administrator continues to work on this. Noted.
7. 1403 Horseshoe Pike development – awaiting developer's engineer to provide options on providing sewer to development, preferably with gravity line; received request from attorney's office for "will serve" letter. Noted; suggestion made to prepare a professional services agreement so that escrow can be created for engineering review costs.
8. Funding Agreement between Township and MA – Administrator prepared draft "close the loop" letter, SGM to review and revise. Noted; SGM provided revised letter, Administrator to finalize and deliver to Township building.
9. Shared Services Agreement between West Brandywine Township and the West Brandywine Township Municipal Authority – Administrator working with Township Manager; awaiting further

information. Administrator provided additional information on One Call and lawn mowing activities, will be making revisions to original agreement and providing to Board for comment prior to presenting to Township Manager. RT to assist in assessing value to the truck.

10. RFP for Solicitor (2016) – final draft prepared with no additional comments received; will be sent to potential submitters on Friday, October 9, 2015 with a due date of Tuesday, October 27, 2015.

Noted

### **New Business**

1. Rate Study – evaluation and initial calculations. Engineer states study is about 80% done, suggesting meeting with JGO and Administrator to discuss history. Need to start budget calculations.

### **New Business from the Floor**

1. Frank Keegan – in talking about signage a meeting or so ago, he brought up the fact that a TV was left on the Culbertson Run pump station property and “No Trespassing” , “No Dumping” or “Private Property” signage be placed.

### **New Business from the Board**

1. JSB requested that meeting packets be provided to the Board members one week in advance, or at least by the Monday prior to the meeting; to include Operator and Engineer reports.

### **Public Comments** (individuals not requesting to be on agenda)

#### **Payment of Bills**

1. Friendship Village Sewer District- \$21,255.76, and Ratified Payments of \$27,403.70 on 9/24/2015. Payroll of \$3,253.54 made 10/8/2015 for the month of August.
2. Kimberwick Sewer District- Ratified Payments of \$412.99 on 9/24/2015.

A Motion to pay the Friendship Village and Kimberwick bills and ratify those made on September 24, 2015 was made by SGM and seconded by RT. All members present were in favor.

#### **Dates of Upcoming Meetings**

The dates of the upcoming Board of Supervisors (October 15, 2015 and November 5, 2015) and the next Municipal Authority (November 12, 2015) meetings were announced.

JRW to attend BOS meeting on October 15, 2015 to provide MA report.

#### **Adjournment**

A Motion to adjourn the meeting was made by JSB and seconded by JGO. All members present were in favor. Meeting adjourned at 9:49 pm.

Respectfully submitted,  
Anita Ferez, Administrator