

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 October 11, 2018

Call to Order

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

Roll Call of Board Members

Members present 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, Solicitor Patrick McKenna of Gawthrop Greenwood 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 13, 2018 regular meeting was made by JSB and seconded by KDN. All members present were in favor.

Public Comment: *None*

Action/Discussion Items:

1. Operator. *Several maintenance items were taken care of in September; Bioxide will be turned off for the winter months and restarted in the spring; wet well at Culbertson to be cleaned in December. Brief discussion regarding higher than normal flows due to recent calibration and excessive rainfall.*
2. Ashberry driveway – status and paving. *Discussion concerning current status of driveway, potential liability issues and inspections. RT will inspect driveway.*
3. Budget meeting – minutes / rate study. *Summary provided of meeting; continuing to work on budget numbers and capital items for consideration; will have draft circulated prior to November meeting. Grant funds will need to be kept in a separate fund account and a single audit will need to be performed at conclusion; Engineer will provide proposal for engineering costs and construction. Brief review and discussion of rates for 2019 as well as increasing debt service.*
4. Sewer televising and GIS mapping – presentation. *Detailed presentation provided by Engineer; discussion of possible options for set up and inclusion of new development, existing developments, etc as a test case.*

5. Electricity Supply Agreement – ratify signing of agreement to achieve cost savings. *Summary of anticipated savings. A Motion to ratify execution of the Electricity Supply Agreement by Administrator on October 5, 2018 was made by JS and seconded by SGM. All members present were in favor.*
6. PA Small Water & Sewer Grant – commitment letter and grant agreement need signatures. *Brief discussion and review of pertinent requirements and obligations as pointed out by solicitor; expression of need for explicit/extensive recordkeeping for this project. A Motion to approve execution of the Commitment Letter and Grant Agreement from the PA Small Water and Sewer Grant Program in the amount of \$309,217 by the Chairman was made by JSB and seconded by KDN. All members present were in favor. Administrator to prepare article for distribution and comment by Board members.*

Reports:

1. Engineer. *Brief discussion of TOA as it relates to review of sewer plans and change from single family lot to condo status. Administrator advised of inquiry concerning tap-in fee payment; i.e. all up front or as building permits are pulled.*
2. Solicitor. *Discovery in Sipple matter filed; legal billing rates to stay consistent for 2019.*
3. Administrator – attached. *Discussion of property owner requesting installment plan for payment of tap-in fee, no approval given; receipt and approval to sign up utility payments as ACH withdrawals.*

Correspondence/Communications (information to note)

1. Memo dated October 4, 2018 from Miller Environmental regarding additional charges above and beyond scope of work. *Noted*

Payment of Bills / Account Balances

As of September 28, 2018: Friendship Village account balance was \$49,982.09 and Kimberwick account balance was \$183,757.00.

1. Friendship Village Sewer District- \$91,107.54. Payroll of \$4,636.96 made 10/11/2018 for the month of September 2018.

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

P&L – through September 30, 2018. *Noted*

Shared Service Agreement – breakdown for September 2018. *Noted*

Carroll Engineering Corporation – breakdown for July 30, 2018 to September 2, 2018. *Noted*

Dates of Upcoming Meetings

Announcement was made of upcoming Board of Supervisors meetings on October 18, 2018 and November 1, 2018, and Municipal Authority meeting on Wednesday, November 7, 2018 at 7:00 pm (date previously advertised).

JS WILL ATTEND 10/18/2018 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 was adjourned at 9:09pm.

Respectfully submitted,

Anita Ferenz, Administrator