

# WEST BRANDYWINE TOWNSHIP MUNICIPAL AUTHORITY

Incorporated 1995

199 Lafayette Road, West Brandywine, PA 19320-1230

Joseph S. Boldaz, Chairman

Josef G. Obernier, Sr., Treasurer

Sandra G. Martin, Asst. Sec/Asst. Treas

Sandra G. Martin, Vice Chairman

Rick Tisa, Secretary

## Meeting Minutes for April 14, 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), Josef G. Obernier, Sr. (JGO) and Rick Tisa (RT). A vacancy remains on the Board.

### Others Present

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

### Public Notification

### Action on Minutes of Previous Meeting

A Motion to accept the minutes of the March 10, 2016 regular meeting was made by RT and seconded by JGO. All members present were in favor.

### Public Comment (individuals requesting to be on the agenda):

Richard Carras of 175 Old Spring Road requested an explanation of the recent rate increases. Also in attendance to discuss rates were Chris Salcito of 155 Old Spring Road, Melina Hart of 35 Ramblewood Drive, Thomas Snell of 31 Andover Road and Marc/Jennifer Hetzke of 42 N. Hawthorne Road. Authority Engineer provided the process used for the rate study conducted and budget/rate schedule process, as well as explanation of disparity in rates of sewer district. Administrator provided steps taken against delinquent accounts. Discussion among board members, engineer and concerned residents.

### Correspondence/Communications (information to note)

1. PA Department of Labor & Industry, March 16, 2016 - audit of payroll records; **performed 4/12/2016. Noted**
2. PMAA Region One Spring Meeting; **let Administrator know if you want to attend. Noted**
3. Buckley Brion McGuire & Morris LLP – letter to PAWC counsel with Withdrawal/Entry of Appearance documents. *Noted; Solicitor to contact Buckley Brion.*
4. West Brandywine Township – invoice for labor, materials and equipment to complete Kimberwick decommissioning. *Board members taking appropriate time to review and digest invoice; tabled till May meeting.*

## Reports

1. Administrator
  - a. Shared Services Agreement – agreement approved and executed by BOS on 4/7/2016 (attached). Discuss having Authority Solicitor review. *Discussion among Board members and Solicitor; comments received from Township Manager. A Motion to execute the Shared Services Agreement between West Brandywine Township and West Brandywine Township Municipal Authority as written was made by RT and seconded by JGO. JSB, RT and JGO were in favor; SGM opposed.*
  - b. Portnoff Law Associates – request for authorization to file Writs of Execution and Listing for Sheriff's Sale and Free and Clear Sale. *Explanation provided by Solicitor of Sheriff's Sale process; Administrator to review contract with Portnoff. A Motion to provide Administrator with the authority to give Portnoff authorization to proceed with Sheriff's Sale process in accordance with Portnoff's letter dated March 31, 2016 was made by SGM and seconded by RT. Discussion ensued with regard to outstanding amounts due for the two customers in question from the calendar year 2015. SGM modified Motion to include amounts due during calendar 2015 if they can be added. Amended Motion was seconded by RT. All members present were in favor.*
  - c. WBTMA website – continued work on content. *Chris Salcito (155 Old Spring Road) offered some assistance.*
  - d. OmniSite radio upgrades – kits received; requested Envirep to schedule installation. *Noted*
  - e. Address number for pump station buildings – pending. *Noted*
  - f. Plaques for past board members (McAdoo and Weaver); pending for May meeting. *Noted*
  - g. Meters for those residents with wells – pending. *Discussion; Administrator to provide Solicitor and Engineer with copy of Resolution announcing installation of meters.*
  - h. File Review, Document Management, meet on a Saturday morning? *Scheduled date 5/7/2016 at 8:00am; Solicitor to provide guidelines on file retention.*
2. Operator – Flows were down a bit from last month but overall running well with the exception of Ashberry. Even with the installation of the repaired grinder in March we did have a high temperature overload on pump 1; Miller will assess and fix if possible within two weeks. Wet wells to be pumped at the beginning of May.
3. Engineer
  - a. Reeceville Road pump station – flow meter data and possible installation of rain gauge; suggestions for improvement. *Meeting scheduled for 4/19/2016 with North East Technical Sales, Inc. to explore options.*
  - b. Freedom Village at Brandywine (existing facility) – investigation report received; flows high in March. Summary of report given with brief discussion; Administrator to acknowledge report and propose additional monitoring based on high flows, as well as request that Brookdale have their water meter calibrated.
  - c. Brookdale Senior Living (memory care facility) – receipt of availability request; need approval to provide availability letter and reimbursement agreement. *A Motion was made authorizing Administrator to send letter certifying MA has available capacity to service Brookdale Senior Living Memory Care Facility was made by JGO and seconded by SGM. All members in attendance were in favor. Administrator to provide availability of capacity, not guarantee of capacity just availability.*

- d. 1403 Horseshoe Pike development – preliminary design; need reimbursement agreement. *Easement exists; Solicitor to contact HOA. Mr. Keegan inquired about design and connection point.*
- e. Brandywine Meadows – awaiting requested Section J supplemental data from PAWC; receipt of review letter from MacCombie to WBT re revised final subdivision and land development plans. *Noted; Engineer suggested scheduling a meeting with PAWC to get the process moving.*
- f. *Bioxide – pending; will have information by May meeting.*

4. Solicitor

- a. PAWC Release Agreement. *Solicitor to discuss matter with law firm to finalize.*
- b. Reimbursement Agreement. *Two version provided, one for small projects like individuals and one for larger projects like developers. Board members to review and provide comments.*
- c. Keegan Release Agreement – JSB was to visit Keegans; status and next steps. *Agreement signed by Mr. and Mrs. Keegan with one change, the changing of the time frame for completion to the end of October. A Motion to Approve the Release Agreement, as amended, with Mr. and Mrs. Keegan as presented April 14, 2016 was made by SGM and seconded by RT. All members present were in favor.*
- d. Pulte EDU status. *Solicitor to contact Sigmund Fleck for update.*
- e. *1403 Horseshoe Pike – contact with HOA re easement area.*

**New Business**

1. **From the Board:**

- a. Reeceville Pump Station Fencing damage. *Receipt of Invoice from Manley Fence to make repair. RT to follow up.*

2. **From the Floor:**

- a. Frank Keegan – advisement that cars are parking on the driveway and yard area of the Culbertson Run pump station; damaging vault hatches. Discussion of various options such as bolt bollards on the concrete or parking lot bumpers. Ask Operator to check doors; request police report.

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

**Payment of Bills / Account Balances**

As of March 31, 2016: Friendship Village account balance was \$572,879.14 and Kimberwick account balance was \$181,325.23.

- 1. Friendship Village Sewer District- \$17,355.45, and Ratified Payments of \$381,239.04 on 3/29/2016. Payroll of \$4,417.53 made 4/14/2016 for the month of March 2016.
- 2. Kimberwick Sewer District- \$103.50, and Ratified Payments of \$98.00 on 3/29/2016. *A Motion to pay the Friendship Village and Kimberwick bills and ratify those made on March 29, 2016 was made by JGO and seconded by SGM. All members present were in favor.*

**Dates of Upcoming Meetings**

Announcement of upcoming meetings of Board of Supervisors on April 21, 2016 and May 5, 2016 at 7:30 p.m., and Municipal Authority on May 12, 2016 at 7:30 p.m.

**JSB WILL ATTEND THE 4/21/2016 BOS MEETING TO GIVE REPORT**

**ANNOUNCEMENT MADE THAT BOARD WILL CONVENE IN EXECUTIVE SESSION IMMEDIATELY FOLLOWING REGULAR BOARD MEETING TO DISCUSS LITIGATION MATTERS.**

**Adjournment**

A Motion to adjourn the meeting was made by JGO and seconded by RT. All members present were in favor. Meeting adjourned at 10:03pm.

Respectfully submitted,  
Anita Ferenz, Administrator