

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 February 8, 2018

Call to Order

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

Roll Call of Board Members

Members present at the meeting were Joseph S. Boldaz (JSB), Sandra G. Martin (SGM), Kent D. Nation (KDN), Joseph Sawicki (JS) and Rick Tisa (RT).

Others Present

Operator Joe DiMatteo of Miller Environmental, Solicitor Stacey Fuller 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 both the January 11, 2018 reorganization meeting and regular meeting was made by JSB and seconded by KDN. All members present were in favor.

Public Comment (individuals requesting to be on the agenda): *None*

Correspondence/Communications (information to note)

1. PMAA flyer on Board Member training to be held in March 2018. *Noted; JS will determine availability and advise Administrator.*
2. Correspondence dated January 16, 2018 from TD Wealth Management regarding bond payment due on Series 2012, interest only. Amount due on February 13, 2018 is \$101,396.49. *Noted*
3. Correspondence dated January 16, 2018 from TD Wealth Management regarding bond payment due on Series 2016, interest only. Amount due on February 13, 2018 is \$21,263.23. *Noted*
4. Correspondence dated January 24, 2018 from PaDEP regarding WQM Permit for Ashberry Pump Station Reconstruction. *Inquiry of whether there's an expiration date; if so, keep track. 5 years*
5. Correspondence dated February 2, 2018 from WBTMA Administrator to WBT BOS re Mandatory Connection for 1576 Horseshoe Pike. *Noted; suggestion that the BOS consider a suspension versus a complete waiver if leniency is granted. Administrator will relay to BOS.*
6. Planning Committee minutes:
 - a. Rules and Regulations / Ellingsworth mandatory connections. *Addition of "multi family dwelling" definition, remainder the same as last presented. Resolution prepared.*

- b. Ashberry Pump Station Grant – status. *Application due February 28, 2018; Engineer provided enhanced narrative. Letters of support received from State Senator and House Representative. Resolution prepared to accompany grant materials.*
- c. Lauren Lane Sewer Area – letter. *Engineer provided proposed letter to SGM for review; Administrator will send to Supervisor Cassels.*
- d. PAWC Capacity / Agreement. *Administrator to review agreement; Engineer to provide suggested revisions to Solicitor for at least extension of the existing agreement or with overall revisions.*
- e. Turkey Hill Connection. *Pending; nothing new from Turkey Hill or PAWC.*
- f. Capital Reserve Study. *Has been on hold; cost is included in the capital account budget. Request that we continue to hold until March meeting.*
- g. Authority Committees. *SGM provided overview of committee concept to streamline decision making. Discussion on need, and possibility of setting up workshop sessions; continue in March.*

Reports

Operator

- *Notification provided of replacement meter installed by PAWC and access to Reeceville Road PS; discussion on operation and discrepancy of new meter. Request that Miller include meter issue on February's report; Administrator to pull Agreement with PAWC to review specifics regarding meter; Administrator or Miller to be present for all future calibrations. Continue at March meeting.*
- *Ashberry pump run times are down which is good; Operator provided procedure being followed with regard to rags until a determination is made on the grinder. Various electrical issues discussed; Operator will obtain cost to replace heaters at Beaver Creek. Wet well cleaning will be limited to Ashberry and Culbertson in March. Operator will contact Evoqua representative to discuss repair of bioxide pumps/hoses.*

Engineer

- a. Ashberry pump station – flushing/televising of lines and grinder. *Discussion of need to flush/televis at this time, especially since the rag issue is being closely monitored; preference given to replacement of grinder. JSB provided information on a used muffin monster and accessory items needed, awaiting confirmation of rebuild of unit, will provide pictures to Operator; Operator will research electrical costs; JS to research costs for a new muffin monster with applicable retrofit.*
- b. Hunter's Crossing Planning Module – status of completion. *Engineer provided updated table of allocated capacity to PAWC as requested, awaiting final signatures by PAWC.*

Solicitor

- *Update on condemnation action; Petition to Deposit Estimated Just Compensation to be filed with the Court on February 9, 2018. Administrator to schedule meeting with Township Manager and Public Works Director, SGM and RT to refresh understanding of future driveway. Brief discussion on HOP driveway permit and need to modify or refile to obtain in the Authority's name.*

Administrator

- a. Audit – engagement letter. *Brief discussion; execution of same.*
- b. Mandatory connections – 1 complete, 3 pending applications (1 going through PennVEST). *Noted*
- c. Public relations / website – in process. *Noted*
- d. Operations Manual – ongoing. *Noted; starting with procedural duties.*

New Business

1. Resolutions

- a. 01-2018 - Resolution authorizing the Reconstruction of the Ashberry Pump Station. *A Motion to adopt Resolution 01-2018 authorizing the Reconstruction of the Ashberry Pump Station (needed for PA Small Water & Sewer Grant) was made by JSB and seconded by KDN. All members present were in favor.*
- b. 02-2018 - Resolution adopting Rules and Regulations dated February 2018. *A Motion to adopt Resolution 02-2018 adopting Rules and Regulations dated February 2018 was made by JSB and seconded by KDN. All members present were in favor.*

2. From the Board:

- a. JSB – consideration of having a substitute or alternative board member if the Authority would need someone to achieve a quorum for voting purposes. Brief discussion; Solicitor will review bylaws.

3. From the Floor: None

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

Payment of Bills / Account Balances

As of January 31, 2018: Friendship Village account balance was \$167,192.84 and Kimberwick account balance was \$131,582.14.

1. Friendship Village Sewer District- \$66,029.37 and ratified payments of \$2,830.60 made on 1/19/2018. Payroll of \$5,153.53 made 2/08/2018 for the month of January 2018.

A Motion to pay the bills as indicated and ratify those made on January 19, 2018 was made by KDN and seconded by RT. All members present were in favor.

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

Carroll Engineering Corporation – breakdown for December 4, 2017 to December 31, 2017. *Noted*

Dates of Upcoming Meetings

Announcement was made of upcoming Board of Supervisors meetings on February 15, 2018 and March 1, 2018, and Municipal Authority meeting on Thursday, March 8, 2018 at 7:00 p.m.

JSB ATTEND THE 2/15/2018 BOS MEETING TO GIVE REPORT.

Adjournment

A Motion to adjourn the meeting was made by JSB and seconded by KDN. All members present were in favor. The meeting adjourned at 9:27pm.

Respectfully submitted,

Anita Ferenz, Administrator