

WEST BRANDYWINE TOWNSHIP MUNICIPAL AUTHORITY

Incorporated 1995

199 Lafayette Road, West Brandywine, PA 19320-1230

Sandra G. Martin, Chairman
Rick Tisa, Secretary
Kent D. Nation, Treasurer
Joseph Sawicki, Member

Joseph S. Boldaz, Vice Chairman/
Asst Secretary/Asst Treasurer
Anita M. Ferez, Administrator

Meeting Minutes for August 10, 2017

Call to Order

The meeting was called to order by Chairman Martin 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), Joseph Sawicki (JS) and Rick Tisa (RT).

Others Present

Engineer Bill Malin of Carroll Engineering Corporation, Operator John Troutman of Miller Environmental (7:57pm), Solicitor Stacey Fuller and Administrator Anita Ferez were present.

Public Notification: An Executive Session was held prior to and during the meeting for the purpose of discussion litigation and real estate matters.

Action on Minutes of Previous Meeting(s)

A Motion to accept the minutes of the July 13, 2017 regular meeting was made by RT and seconded by JSB. All members present were in favor.

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

Correspondence/Communications (information to note)

1. Correspondence dated July 24, 2017 from PIRMA with regard to liability/property loss controls.
Noted

Reports

Operator

- a. Friendship pump issues – *still having issues with higher run hours for pump 2, taking a longer prime time. Investigation has been ongoing; recommend taking a closer look during the wet well cleaning but otherwise request that Pikeland or Stephenson be engaged for further investigation. Operator to call Gayle Corp for troubleshooting after wet well cleaning.*
- b. *Wet wells (all 5) scheduled for August 22, 2017.*
- c. *Generators serviced on July 28 and August 1, 2017.*

- d. *Beaver Creek – discussion on water seeping into the building; possibly due to clogged gutters and landscaping. Administrator will request public works to check gutters at all pump stations as a first step.*
- e. *Pump station flow rates – discussion on where the rates are coming from and accuracy.*

Engineer

- a. *Standard Specifications and Details – Discussion of the Township’s Chapter 147, Sewer Construction, ordinance. While it is enforceable if not followed exactly, it does not cover all aspects of sewer connection and construction, and is not conducive to current practices. Recommendation that the Township rescind/revise Chapter 147 and the Authority develop a set of standard specifications and details which can be modified over time as new situations arise. A Motion to authorize Carroll Engineering to prepare standard sewer specifications and details specific to WBTMA for a cost not to exceed \$1,725.00 was made by JSB and seconded by RT. All members present were in favor.*
- b. *Hunters Crossing – summary of proposed development and meeting held with developer’s sewer consultant, specifically initial design for handling sewer on the property and then the revised method. Developer is proposing a low pressure system connecting the five pads, exiting onto Springton Road, across Route 322, down Culbertson Run Road and tie into the pump station, effectively picking up 13-14 properties along the way. They will also provide a capped main as well as an easement on their property for a pump station if and when the Authority expands. It was suggested that they provide escrow monies for grinder pumps needed for the lateral connections. Awaiting formal submission.*
- c. *Planning meeting – important that board members be kept updated on planning meeting discussions and highlights provided; brief summary of the proposed reconstructed Ashberry Pump Station and grant applied for which was denied, Associated PADEP general permit will be left active and extended in the future if needed. Administrator to include planning meeting minutes in future board packets.*
- d. *Tapping Fee Study – summary provided of actions to date and additional information needed. Resolution to be prepared and voted on at September meeting.*

Solicitor

- a. *Litigation and real estate matters – Discussed under Executive Session.*

Administrator

- a. *Act 537 status – as of 8/07/2017, nothing from DEP. MacCombie’s office is making another inquiry. Noted.*
- b. *Access to Ashberry Pump Station – SGM requested and Solicitor provided an explanation of the indemnity clause, both as MA proposed and Sipple revision. Mr. Sipple relayed his position that he and his family will not agree to indemnity clause. Discussion on issue among Sipple and Board members. Inquiries were made about whether removal of indemnity clause, both ways, would be acceptable or whether Sipple would consider selling the eased land.*
- c. *Resident Issues – billing adjustments, office hours/security – for information only. Noted.*
- d. *Budget preparations – brief discussion; meeting to be scheduled with KDN, JS, engineer, administrator and bookkeeper.*
- e. *Quarterly informational flyers – Noted; board members to review and comment; JSB to provide two other flyers.*

- f. Public relations / website – *Administrator to reach out to DCCC and vo-tech school to inquire about intern.*
- g. PMAA conference – *Noted.*
- h. Wet well cleaning – *scheduled for August 22, 2017 (Franc Environmental).*

New Business

- 1. **From the Board:**
 - a. *None*

- 2. **From the Floor:**
 - a. *None*

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

Payment of Bills / Account Balances

As of July 31, 2017: Friendship Village account balance was \$289,812.63 and Kimberwick account balance was \$110,935.34.

- 1. Friendship Village Sewer District- \$56,200.89 and ratified payments of \$3,019.12 made on 7/26/2017. Payroll of \$3,622.41 made 8/10/2017 for the month of July 2017.

A Motion to pay the bills as indicated and ratify those made on July 26, 2017 was made by JSB and seconded by KDN. All members present were in favor.

Shared Service Agreement – breakdown for July 2017 – *Noted.*

Carroll Engineering Corporation – breakdown for May 29, 2017 to July 2, 2017 – *Noted.*

Dates of Upcoming Meetings

Announcement was made of upcoming Board of Supervisors meetings on August 17, 2017 and September 7, 2017, and Municipal Authority meeting on Thursday, September 14, 2017 at 7:30 p.m.

JS WILL ATTEND 8/17/2017 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 adjourned at 9:56pm.

Respectfully submitted,
Anita Ferez, Administrator