

WEST BRANDYWINE TOWNSHIP MUNICIPAL AUTHORITY

Incorporated 1995

199 Lafayette Road, West Brandywine, PA 19320-1230

Sandra G. Martin, *Chairman*
Kent D. Nation, *Secretary*
Rick Tisa, *Treasurer*

Joseph S. Boldaz, *Vice-Chairman*
Joseph Sawicki, *Asst. Secretary/Treasurer*
Anita M. Ferenz, *Administrator*

Meeting Minutes - December 12, 2019

Call to Order

The meeting was called to order by Chairman Martin at 7:15pm.

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 Engineer, Operator Kevin Dougherty of Miller Environmental and Solicitor Stacey Fuller of Gawthrop Greenwood, as well as Bookkeeper Bonnie Lucy were also present.

Public Notification: Two separate Executive Sessions were held. (1) Prior to the regular meeting to discuss personnel issues. No action or decisions were made; and (2) from 9:04pm to 9:39pm to discuss legal matters re RRPS. *A Motion to authorize CEC to evaluate the Friendship, Culbertson Run and Beaver Creek pump stations with regard to the generator exhaust systems, prepare a report setting forth any deficiencies and CEC recommendation and design for repairs, and solicit proposals for those repairs all by the January 9, 2020 meeting was made by JSB and seconded by RT. All members present were in favor.*

Action on Minutes of Previous Meeting(s)

A Motion to accept the minutes of the November 4, 2019 special meeting, November 13, 2019 regular meeting and November 25, 2019 special meeting was made by RT and seconded by KDN. All members present were in favor.

Public Comment: None

Reports:

1. Operator
 - a. Monthly Report. Brief status of RRPS temporary electric pumps and need for Vietri to install heat tape to finalize subproject. Consider options of covering wet well vaults for security and safety issues. Engineer inquired about auto dialer at Ashberry.
2. Engineer
 - a. Proposed Rates for 2020. Summary given of proposed rates and debt service charge; confirmation that rates for the two sewer districts will be equal and as a result of the refinancing the debt service charge was lowered. Calculations were based on residential, flat rate and bulk customers. JSB inquired about whether Brandywine Hospital has always been

and continues to be the largest bulk user (Freedom Village is largest). JSB also suggested that bulk users be contacted in August to determine anticipated future flows.

- b. Proposed Budget for 2020. Summary given of proposed budget.
- c. Grant Opportunity – consideration of adding Reeceville Rd PS to grant upgrading/revising current pump station control systems at Friendship, Beaver Creek and Culbertson. Possible new Resolutions needed.
 - i. Summary provided by Engineer of situation at RRPS with regard to control system repair vs replacement; preliminary testing to be done by Keystone on 12/16/2019 and with again with insurance expert on 12/18/2019. Engineer to write a letter to the Board with regard to RRPS control system stating serious risks of repairing and using existing control equipment vs recommendation to replace. Letter to be provided to Solicitor for review the week of 12/16/2019.

Engineer provided reasoning for possibly increasing grant request to cover RRPS. Discussion among Board and consultants with outcome being to stick with the original grant request amount of \$300,000.

- d. CEC building inspector viewed the RRPS structure and Engineer provided summary of needed repairs; discussion on possible process through insurance. Engineer to approach Township about permit and inspection requirements.
- e. Generator was inspected by Modern on 12/02/2019 and provided a service checklist of issues and parts to be initially replaced/repared to achieve start up; phase two is whether it will actual start up and hold a load. Engineer will need to design exhaust system; need separate contractor to install.

3. Solicitor

- a. Discussion in Executive Session.

4. Administrator

- a. Short Term Funding. Solicitor refreshed Board on need and reviewed proposal and process to proceed; lengthy discussion among Board and consultants. *A Motion to proceed with the Mid Penn Bank financing and authorize the professionals to proceed with preparation of the appropriate Resolution to be signed at January meeting was made by RT and seconded by JS. All members were in favor.*
- b. Monthly informational report (attached). *Noted*

New Business:

1. Resolution – Establishment of 2020 Budget. *A Motion to approve Resolution No. 04-2019 establishing the WBTMA budget for the calendar year 2020 was made by JSB and seconded by KDN. All members present were in favor.*
2. Resolution – Establishment of 2020 Sewer Rates. *A Motion to approve Resolution No. 05-2019 establishing the WBTMA sewer rates for calendar year 2020 was made by JSB and seconded by KDN. All members present were in favor.*

Information to Note:

1. Correspondence dated 11/15/2019 from Aqua America with regard to possible flow from new sewer connections or failing on-lot septic systems in WBT utilizing the wastewater treatment plant in EBT. JSB provided brief summary of Aqua's concerns with underutilization of its Little Washington WWTP in East Brandywine. Administrator to draft letter to Township providing Aqua's letter.

2. Correspondence dated 11/18/2019 from Carroll Engineering Corporation requesting reappointment and providing billing rates for 2020. *Noted*
3. Correspondence dated 11/20/2019 from PMAA requesting paper/session topics for 2020 Annual Conference held 8/30 – 9/02/2019 in Hershey. *Noted*
4. Correspondence dated 12/01/2019 from Miller Environmental with additional billing for November. *Noted*
5. Correspondence dated 12/01/2019 from Miller Environmental with additional billing for fire incident at RRPS for November. *Noted*
6. Communication dated 12/02/2019 from Rick Tisa regarding resignation from WBTMA. *Noted; Township to place vacancy on their website, preference to appoint someone on the sewer system.*
7. Communication received 12/09/2019 from S&T Bank. *Noted*

Finances:

As of November 29, 2019:

1. Friendship Village – \$172,567.01
2. Kimberwick – \$193,910.85
3. Capital Expense - \$116,470.57
4. Ashberry Reconstruction (grant) – \$40,265.29
5. Mid Penn DSRF - \$562,566.29
6. Bills paid and to be ratified

\$ 23,823.24	Ashberry Grant
\$ 55,569.87	RRPS Fire – approved expenses by IRM
\$ 73,832.14	Regular Operational Expenses
7. Payroll for regular meeting for November 2019- \$6,252.55

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

8. Carroll Engineering Corporation – September 30 through November 3, 2019. *Noted*

Dates of Upcoming Meetings

Announcement was made of upcoming Board of Supervisors on December 19, 2019 and January 6, 2020, and next Municipal Authority, on Thursday, January 9, 2020 at 7:00 p.m.

JS WILL ATTEND THE 12/19/2019 BOS MEETING TO GIVE THE REPORT.

Adjournment

A Motion to adjourn the meeting was made by RT and seconded by SGM. All members present were in favor. The meeting adjourned at 9:45pm.

Respectfully submitted,

Anita Ferenz, Administrator