

WEST BRANDYWINE TOWNSHIP MUNICIPAL AUTHORITY

Incorporated 1995

199 Lafayette Road, West Brandywine, PA 19320-1230

Josef G. Obernier, Sr.- Chairman
J. Richard Weaver, Jr.- Treasurer
Sandra G. Martin – Asst. Secretary/Treasurer

William R. McAdoo- Vice Chairman
Joseph S. Boldaz- Secretary

Meeting Minutes for April 9, 2015

Call to Order

The meeting was called to order by Chairman Obernier at 7:31pm.

Pledge of Allegiance

Roll Call of Board Members

Present for the meeting were Joseph Boldaz, Sandra G. Martin, William R. McAdoo, Josef G. Obernier, Sr., and J. Richard Weaver, Jr.

Others Present

Bill Malin of Carroll Engineering and Authority Administrator Anita Ferenz were present.

Public Notification

The Municipal Authority convened in Executive Session on April 9, 2015 to discuss legal matters.

Action on Minutes of Previous Meeting(s)

A Motion was made by Bill McAdoo to accept the minutes of the March 12, 2015 regular meeting, and seconded by Sandy Martin. All members were in favor.

Public Presentation - None

Public Comments (individuals requesting to be on agenda) - None

Correspondence/Communications (information to note and or act upon)

Information to Note:

1. Receipt of correspondence dated March 18, 2015 from Bill Malin of Carroll Engineering Corporation regarding appointment as MA Engineer. *Noted*
2. Receipt of correspondence dated March 17, 2015 from Herbert E. MacCombie, Jr., P.E. to Stephen R. Schaef, VP of TD Wealth Management regarding Engineer's Certificate. *Noted*
3. Receipt of RatingsDirect Summary dated March 16, 2015 from Standard & Poor's Ratings Services. *Noted*
4. Receipt of email dated March 25, 2015 from Chris Bamber of The PFM Group regarding S&P's downgrade in rate of Township/Authority to BBB (Negative Outlook). *Noted*
5. Receipt of correspondence dated March 27, 2015 from Modern Group Power Systems acknowledging service agreement and notifying that major service will be scheduled in May. *Noted*

6. Receipt of correspondence dated March 30, 2015 from Herbert E. MacCombie, Jr., P.E. to PA Department of Environmental Protection with enclosed Chapter 94 Municipal Wasteload Management Plan, 2014 Annual Report. *Noted*
7. Receipt of correspondence dated April 2015 from the Public Employee Retirement Commission requesting completion of the 2015 Act 205 Questionnaire and Reporting Form Request. *Noted*

Information to Act Upon:

1. Receipt of correspondence dated March 19, 2015 from Lucy F. Dowd, Esquire regarding Extender Agreement for 40 Graces Drive property. *Noted*
2. Receipt of correspondence dated March 20, 2015 from The PFM Group with attached Arbitrage Rebate & Yield Restriction Liability Calculation and invoice for services to prepare report. *A Motion was made by Bill McAdoo to process invoice after Administrator contacts the PFM Group to ascertain determination of flat rate for services rendered, and seconded by Sandy Martin.*

Reports

1. Secretary - None
2. Treasurer – as of March 31, 2015, Friendship Village account balance was \$52,877.65 and Kimberwick account balance was \$1,590.26.
3. Administrator – March bills were processed and sent to bulk users on April 3, 2015; Kimberwick quarterly on April 7, 2015, and Friendship Village quarterly on April 8-9, 2015; letter explaining increase in rates was included. A total of 26 delinquent sewer accounts over \$1,000 were forwarded to Portnoff Law Associates to begin the collection process. Operator could not attend meeting but relayed that routine checks were made on all pump stations on April 1, April 6, and April 9, 2015. All were operating normally with only maintenance performed being addition of oil. Operator will submit flows and pump hours for future meetings.
4. Engineer – Successful kickoff meeting held on April 9, 2015. Bill Malin inquired about procedure for future reports, will submit outline a couple days prior to meeting.

Old Business

1. Email and memo dated February 17, 2015 from Public Financial Management, Inc. with regard to possible refunding opportunity of the 2009 Bonds. PFM was to meet with Township to discuss guarantee status. *No savings to refinance bond although MA is looking into local banks for a possible refinance. Administrator to contact Chris Bamber at PFM regarding his efforts with local banks.*
2. Correspondence dated February 18, 2015 from John E. Good, Esquire with enclosed letter for form Extender Agreement for use in the 40 Graces Drive sewer hook-up project. Property owner is seeking reimbursement for a portion of its costs relating to construction of the extension pursuant to the Municipality Authorities Act. *Administrator to research to ascertain whether easements have been granted through adjacent properties for the construction/installation of the extension.*
3. Annual Notification from Aqua Pennsylvania dated March 3, 2015 with enclosed Testing of the Backflow Prevention Device form that requires completion. Initially requested that MacCombie's office complete, however, testing requires Aqua approved backflow testers. Testing done at

- Culbertson Run pump station on March 25, 2015 with approved tester. *Noted, other pump station testing will probably in June/July.*
4. The Authority is establishing its own website. Anita continues to work on this. *Noted*
 5. Determination of worth for used equipment at Kimberwick site – will be determined in spring 2015. *Joe Boldaz will take a look at used equipment.*
 6. WBTMA and WBT v Pulte Homes of PA, LP – pending litigation. Deposition transcripts have been reviewed by those deposed. *Met with attorney during executive session.*
 7. Netherwood Drive properties tied into public sewer. Administrator alerted that house at 160 Netherwood is up for sale; listing boasts public sewer however it appears the property has not been billed for quarterly sewer usage. *Administrator to check account history and send a letter to homeowner with charges for back billing sewer.*
 8. Frank Keegan's grading issues (Culbertson Run Road) – to be taken care of in spring 2015. *Administrator to contact Mr. Keegan to see if he wants to use his own landscaper and submit a quote for grading repair, or use Sandone Landscaping. Schedule meeting with Mr. Keegan, landscaper and someone from MA to mark areas needing repair. Have landscaping repairs complete and agreement signed by Mr. Keegan that matter is finalized.*
 9. Authority Engineer – contract negotiated and finalized with Carroll Engineering Corporation. Kickoff meeting held Wednesday, April 8, 2015. *Noted*
 10. Authority Operator – contract negotiated and finalized with Miller Environmental, Inc. Operator picked up keys on March 31, 2015 and visited all pump stations, should have initial report soon. *Noted*
 11. Infiltration on East Reeceville Road – filling of a single pipe, connected to manhole sub-structure. *Reconsidering decision made; will place discs in manholes on an interim basis to see if problem is solved.*
 12. PAWC repayment of outstanding balance – first payment of \$77,480.92 made on March 16, 2015. Account is currently on hold with PAWC but need to notify them when next payment of \$72,767.53 will be made. Newest reading should have been 4/3/15 with due date toward the end of April. *Noted*
 13. Online payment of bills, required signatures. *Decision made to leave payment of bills as is for the time being, however Administrator will look into a program where residents can pay online once a website is developed.*

New Business

1. In addition to the used equipment at the Kimberwick site, there is also equipment stored in the fire training building. Joe Boldaz stated he would get someone from the Township to accompany him to building to assess value of equipment.
2. Dr. Pristernik inquired what the ramifications would be if Brandywine Hospital disconnects to the WBTMA sewer system and hooks up with Caln Township. He claims Brandywine Hospital is frustrated with the process of building a new hangar and needing to go through Caln and West Brandywine Townships. Administrator stated that some of the frustration was due to not receiving the monthly flow readings which has since been rectified. An additional question was raised by the Board with regard to whether the MA can bill based on total EDUs vs. our current practice of billing what is currently being used. Administrator instructed to locate original documents from 1996 and to consult with John Good regarding our options.
3. A combined question from Paul Gainor and John Cassels was asked with regard to a sink hole in Holly Road. Apparently MacCombie's office previously fixed other such holes. Administrator is

to ask Tom Eells in Public Works to pour cold patch as an interim fix and get a quote from the company who previously fix the problem correctly.

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

Payment of Bills

1. Friendship Village Sewer District- \$76,666.80, and Ratified Payments of \$3,380.35 on 3/26/15.
2. Kimberwick Sewer District- \$174.29, and Ratified Payments of \$493.03 on 3/26/15.

A Motion was made by Bill McAdoo to ratify the payments made on March 26, 2015 and pay the remaining outstanding bills for Friendship Village and Kimberwick Sewer Districts, and was seconded by Rich Weaver.

Dates of Upcoming Meetings

The dates of upcoming Board of Supervisors meeting (April 16, 2015 and May 7, 2015) and the next Municipal Authority meeting (May 14, 2015) were announced.

Adjournment

A Motion to adjourn was made by Joe Boldaz, and seconded by Bill McAdoo. All members present were in favor. Meeting adjourned at 8:32pm.

Respectfully submitted,
Anita Ferez, Administrator