

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 February 11, 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 of Gawthrop Greenwood and Administrator Anita Ferenz were present.

Public Notification

An Executive Session was held on Thursday, February 11, 2016 to discuss pending legal matter, PAWC v. WBTMA

Action on Minutes of Previous Meeting(s)

A Motion to accept the minutes of the January 14, 2016 reorganizational meeting and the January 14, 2016 regular meeting was made by RT and seconded by SGM. All members present 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 January 15, 2016 from TD Wealth Management regarding February 2016 debt service payment for Series 2009 revenue bonds (\$42,651.11). *Noted*
2. Receipt of correspondence dated January 15, 2016 from TD Wealth Management regarding February 2016 debt service payment for Series 2012 revenue bonds (\$101,502.99). *Noted*
A Motion to pay the amounts due on the Series 2009 and 2012 revenue bonds was made by JGO and seconded by SGM. All members present were in favor.
3. Correspondence dated January 28, 2016 to engineer for Brandywine Hospital regarding minor renovation and associated increase in flow. *Noted; receipt of email from PaDEP confirming no further information is required.*

4. Correspondence dated February 3, 2016 to Brookdale Senior Living as a follow up to need to purchase additional capacity; receipt acknowledged, reviewing information, will get back with potential dates for meeting. *Noted*
5. Receipt of Preliminary Objections and Memorandum in Support Thereof filed in the PAWC v. WBTEA matter. *Noted*
6. Receipt of email dated February 9, 2016 from Township Manager with attached revised copy of Shared Services and Utilization of Office Space Agreement for review and comment. *Noted; RT provided a further revised version with his comments requesting board members review. Discussion on general provisions. JSB, RT and Administrator to meet with Township Manager and a Supervisor to discuss agreement.*

Information to Act Upon:

1. Receipt of Planned Maintenance Agreement from Modern Group Power Systems (major service visit on generators at all pump stations). *Noted; a Motion to approve the Planned Maintenance Agreement from Modern Group Power Systems in the amount of \$2,095 for calendar year 2016 was made by SGM and seconded by RT. All members present were in favor.*

Reports

Discussion of restructuring the agenda to allow for action items to be handled early so that professionals can be excused.

1. Secretary - *None*
2. Treasurer – As of January 29, 2016: Friendship Village account balance was \$717,600.23 and Kimberwick account balance was \$157,300.22 *Noted*
3. Administrator – (1) *Envirep, local rep for OmniSite (reporting and alarm system) visited Beaver Creek and Reeceville, may have a client who wishes to tour later; talked about reporting services and a possible connection for Ashberry. (2) S&P is reviewing Township and asking questions of Authority; i.e. did we raise rates in 2016. Board discussion on what information can be provided and what should come from our auditor. (3) Reminder that Ethics forms are due.*
4. Engineer – (1) *PMAA presenters for board member training session are good and worthwhile to attend. (2) 1403 Horseshoe Pike Realty (proposed Wawa development) – reviewed three options with planning committee which were (a) gravity from the site west in Culbertson Run Road to pump station, (b) gravity from high point in Culbertson Run Road to pump station with new pump station near proposed development that will pump to gravity sewer, and (c) new pump station near proposed development to pump northwest in Rt. 322 to existing gravity sewer. Recommendation is to propose option (b). Review of potential site for new pump station that is Township/Authority land (from Krapf).*
5. Operator – (1) *pump run times and flows slightly lower than December; (2) work was done at Ashberry with both pumps operating; grinder pulled on 2/10/2016, awaiting cost of repair; (3) bioxide pump at Culbertson is losing prime, discussion of temporary fixes to date and potential cost of replacement; engineer will research pump design and options (a) repair, (b) repair or replace with service program; (4) Ashberry and Reeceville monthly flows need to be physically read, all others have actual flows; might consider a data recorder at Reeceville pump station, engineer will check with Malden and get an estimate to have a data recorder installed if necessary.*
6. Solicitor – (1) *drafted Agreement for Keegan, requested approval to forward agreement to Keegan for review and comment, and potential execution at March meeting; (2) rescheduled meeting to review documentation and be brought up to speed on Authority matters.*

Old Business

1. Keegan grading issues – authorization to write off outstanding balance of \$3,185.55 and payment by MA of \$2,000 to Keegan in exchange for release for any prior failure to maintain the easement area pursuant to Memorandum Agreement and any resulting damage from that failure. Keegans commit to do work to satisfaction of MA engineer. Agreement memorializing terms to be prepared by Solicitor. *Noted; see Solicitor report above; SGM and RT to provide comments.*
2. 1403 Horseshoe Pike development – Engineer to work with developer on design; Solicitor to prepare Professional Services Reimbursement Agreement. *Noted; see Engineer's report above; Solicitor to develop a form type reimbursement agreement for use in these matters.*
3. Brandywine Meadows – receipt of correspondence from Engineer to PAWC regarding supplemental data for planning module and request for PAWC to complete Chapter 94 Consistence Determination. Awaiting requested information from PAWC. *Noted.*
4. Shared Services Agreement between West Brandywine Township and the West Brandywine Township Municipal Authority – revised agreement received, under review. *Noted; see "Information to Note" above.*
5. OmniSite upgrade to three radio units (Culbertson, Beaver Creek & Reeceville) – Administrator, Engineer and Operator to research options; shouldn't wait too long before upgrading. *Noted; discussion about services needed, i.e. 15 minute reporting, and possibility of surveillance cameras for security. Administrator to research costs of service based on reporting needs. Relating to installation of upgraded units, a Motion to Authorize Administrator to have Envirep upgrade the three radio units at the quoted price of \$225 each plus an installation cost that is acceptable to Administrator and Engineer was made by SGM and seconded by RT. JGO amends the Motion to include a "not to exceed" \$1,500 total for the three units and installation by Envirep, seconded by RT. All members present are in favor.*
6. Freedom Village at Brandywine (existing facility) – follow up letter sent; suggested scheduling a meeting to discuss options. *Noted.*
7. Brookdale Senior Living (memory care facility for Freedom Village) – email sent to engineer asking they provide formal request for availability in writing; will need Professional Services Reimbursement Agreement. *Noted; discussion on method of connection and calculation of needed capacity.*

Outstanding Items

1. PA Department of Community & Economic Development Annual Report of Municipal Authorities 2015 – needs completion. *Noted; Engineer helping.*
2. Funding Agreement – WBT and WBTMA. *Noted; discussion among board members and solicitor; consensus to remove from agenda.*
3. Address number to be installed on pump station buildings. *Noted; discussion on placement; contact Township's Emergency Management Coordinator.*
4. Plaques for past board members (Goins, Cassels, McAdoo and Weaver). *Noted; Administrator working on project.*

New Business from the Floor

New Business from the Board

1. JGO – Budget and billings not on the website and should be.
2. JGO – request that separate email address be available for Administrator and Bookkeeper.

3. JGO – Administrator’s emails show “westbrandywine” instead of “west brandywine”.
4. JGO – requests that email address display show only name but not the actual email address.
5. RT – questioning whether there is an Authority “work” email address that can be used instead of a personal or individual work email address for means of communication. Solicitor suggests that separate email addresses for each board member be created through the “.org” website. Administrator to create new emails for board members.
6. JSB – Engineer recently addressed our user fees and suggests the Engineer review our tapping fees for adequacy; Engineer will do cursory review and propose a plan at March meeting.
7. Kimberwick spray irrigation field – well vault remains without a grate covering; recommendation to punch hole in bottom and fill with stone to properly abandon.

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

Payment of Bills

1. Friendship Village Sewer District- \$151,625.13, and Ratified Payments of \$68,449.13 on 1/26/2016. Payroll of \$5,096.49 made 2/11/2016 for the month of January 2016.
2. Kimberwick Sewer District- zero
A Motion to pay the Friendship Village bills and ratify those made on January 26, 2016 was made by JGO and seconded by SGM. All members present were in favor.

Dates of Upcoming Meetings

1. Board of Supervisors, on Thursdays, February 18, 2016 and March 3, 2016 at 7:30 p.m.
2. Municipal Authority, Thursday, March 10, 2016 at 7:30 p.m.

JSB will attend BOS meeting on February 18, 2016 to give MA report.

Adjournment

A Motion to adjourn the meeting was made by RT and seconded by JGO. All members present were in favor. Meeting adjourned at 9:21pm.

Respectfully submitted,
Anita Ferez, Administrator