

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. Ferez, *Administrator*

Meeting Minutes for November 7, 2018

Call to Order

The meeting was called to order by Chairman Martin at 7:51pm.

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 Engineering, Operator Dean Miller of Miller Environmental, Solicitor Stacey Fuller of Gawthrop Greenwood and Administrator Anita Ferez were present.

Public Notification: An Executive Session was held during the public meeting of November 7, 2018 to discuss potential litigation matters, after which the Solicitor was directed to review the contract with Miller Environmental Inc. and advise Miller of the Board's intent to issue a Request for Proposals for operation and maintenance services.

Action on Minutes of Previous Meeting(s)

A Motion to accept the minutes of the October 11, 2018 regular meeting was made by RT and seconded by KDN. All members present were in favor.

Public Comment: *None*

Action/Discussion Items:

1. Operator. *Bioxide shut off at Culbertson for the winter months, replacement of WISA bubbler pump at Culbertson, motors greased (excluding Culbertson), installation of exhaust fan at Beaver Creek, assembled key tools for entry into wet and dry wells for each station. Clarification of recent communication check alarms being received and hopeful resolution by installing new batteries in the units. Action items reviewed and concern expressed in lack of motor greasing at Culbertson and disassembly of discharge check valve at Friendship. Lengthy discussion surrounding SSO on 10/21/2018 including all applicable steps taken and issues surrounding a breakdown in communication within Miller Environmental.*
2. 2019 Budget. *Draft budget distributed and general discussion on several line items such as operation, construction and development engineering fees, debt principal and interest, repair/maintenance of pump operation, etc. as well as items to be removed. Additional discussion of grant project and*

funding necessary. Inquiry of estimated engineering fees and potential administrative fees, and time frame for construction.

Reports:

1. Engineer. *None*
2. Solicitor. *Exchange of discovery in the Sipple Board of View matter; awaiting updated appraisal.*
3. Administrator – *Brief discussion of Ashberry driveway; changing alarm call out and ordering of new batteries for alarm units; inquiry about capping sewer line for Friendship, need to check with Township re demolition permit; possible leaking lateral causing puddling at East Reeceville Road manhole, Solicitor to research whether sewer infrastructure was dedicated. Discussion of operator issues and desire to put Miller Environmental on notice, Solicitor to review current contract, Engineer to prepare RFP. Review of budget considerations for capital expenditures in 2019.*

Correspondence/Communications (information to note)

1. PMAA October 2018 edition of The Authority. *Noted*
2. Correspondence dated October 12, 2018 from Gawthrop Greenwood PC regarding no change in hourly rate for legal fees in 2019. *Noted*
3. Memo dated November 1, 2018 from Miller Environmental regarding additional charges above and beyond scope of work. *Noted*
4. Portnoff Summary of Collections as of 9/30/2018. *Noted*

Payment of Bills / Account Balances

As of October 31, 2018: Friendship Village account balance was \$105,327.64 and Kimberwick account balance was \$190,844.44.

1. Friendship Village Sewer District- \$96,326.75 and ratified payments of \$2,717.75 made on 10/24/2018. Payroll of \$4,769.11 made 11/7/2018 for the month of October 2018.

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

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

Carroll Engineering Corporation – breakdown for September 3 through September 30, 2018. *Noted*

Dates of Upcoming Meetings

Announcement was made of upcoming Board of Supervisors meetings on November 15, 2018 and December 6, 2018, and Municipal Authority meeting on Thursday, November 13, 2018 at 7:00 p.m.

RT WILL ATTEND 11/15/2018 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 was adjourned at 9:38pm.

Respectfully submitted,

Anita Ferenz, Administrator