

# 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. Ferenz, *Administrator*

## Meeting Minutes for December 13, 2018

### Call to Order

The meeting was called to order by Chairman Martin at 7:00pm.

### 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 Joe DiMatteo of Miller Environmental, Solicitor Patrick McKenna and Rob Denison of Gawthrop Greenwood and Bookkeeper Bonnie Lucy were present.

**Public Notification:** An Executive Session was held to discuss litigation matters.

### Action on Minutes of Previous Meeting(s)

*A Motion to accept the minutes of the November 7, 2018 regular meeting was made by JSB and seconded by KDN. All members present were in favor.*

**Public Comment:** *None*

### Action/Discussion Items:

1. Operator.
  - a. Friendship Village – replacement of 3 way valve. *Lengthy discussion of need for replacement of the 3 way valve and appropriate method of handling effluent flow during replacement of the valve; i.e., pump and haul vs bypass pumping. Pictures of 3 way valve examined; options explored of changing isolation valve first and then follow up with repair/replacement of 3 way valve. A Motion to get a proposal from Pikeland for time and materials to remove spool piece and install insulation valve at Friendship PS so bypass pumping can be utilized in the future was made by JSB and seconded by KDN. Engineer to also look at Beaver Creek PS as well. All members present were in favor.*
  - b. Culbertson Run PS – continued discussion concerning lubrication of motors; recommendation to have Stephenson overhaul motors made by Operator. *JSB requested Operator to revisit situation and determine what is below the shroud and if it is removable, provide pictures.*
  - c. *JSB requested that any manuals in any pump station that does not pertain to that particular pump station be removed and put in MA office.*

## Reports:

1. Engineer – 2019 final revenue projections; 2018 Trust Indenture report. *Noted*
  - a. RFP – *draft provided to Board focusing on issues encountered since the last RFP and recommending that MA Solicitor prepare agreement/contract. Members to review.*
2. Solicitor – *all discussion held in executive session.*
3. Administrator (attached)
  - a. Meeting dates for 2019 – 2<sup>nd</sup> Thursday for all months except November (Wednesday 11/13/2019). *Noted*
  - *Discussion among Board members and engineer regarding the filling up of manhole with ground water in East Reeceville Road, and potential fixes. JSB to contact Administrator to obtain plans and/or further information. A Motion authorizing the purchase of an 8” mechanical plug to be installed on the last gravity manhole on East Reeceville Road at a cost not to exceed \$500 with cost and installation to be paid from the Shared Services Agreement was made by JSB and seconded by KDN. All members present were in favor.*
  - *Regarding the Sewer Grant, request made of Engineer to provide a man hour breakdown of costs as they relate to the reconstruction of the Ashberry PS; decision of doing work in phases; use of PennBid; and explanation of funding mechanism to know maximum out-of-pocket attributable to the Authority.*
  - *Administrator to communicate with Sipple regarding need to stay off newly installed driveway.*
  - *Administrator to clarify compensation for joint meetings.*

## Correspondence/Communications (information to note)

1. Correspondence dated November 15, 2018 from Carroll Engineering Corporation providing hourly engineering rates for 2019. *Noted*
2. Correspondence dated November 28, 2018 from Carroll Engineering Corporation with sewer review comments for Traditions of America. *Noted*
3. Correspondence dated November 30, 2018 from WBTMA Administrator to Miller Environmental, Inc. providing notice of the issuance of a Request for Proposals. *Noted*
4. Memo dated December 3, 2018 from Miller Environmental regarding additional billings for November. *Noted*
5. Correspondence dated December 5, 2018 from Gawthrop Greenwood providing supplemental responses in the Sipple litigation matter. *Noted*
6. Invoice dated December 5, 2018 from Township for installation of driveway to Ashberry PS. *Noted*

## New Business

1. 2019 Sewer Rates. Need to approve and sign Resolution 5-2018. *A Motion to approve Resolution 05-2018 for the 2019 Sewer Rates for West Brandywine Township Municipal Authority was made by KDN and seconded by JSB. All members present were in favor.*
2. 2019 Budget. Need to approve and sign Resolution 6-2018. *A Motion to approve Resolution 06-2018 establishing the 2019 Budget for West Brandywine Township Municipal Authority was made by JSB and seconded by KDN. All members present were in favor.*

## Payment of Bills / Account Balances

As of November 30, 2018: Friendship Village account balance was \$89,594.88 and Kimberwick account balance was \$203,829.52.

1. Friendship Village Sewer District- \$94,387.55 and ratified utility payments of \$2,929.73. Payroll of \$4,811.66 made 12/13/2018 for the month of November 2018.

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

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

Carroll Engineering Corporation – October 1 to October 28, 2018. *Noted*

**Dates of Upcoming Meetings**

Announcement was made of upcoming Board of Supervisors meetings on December 20, 2018 and January 7, 2019, and Municipal Authority, on Thursday, January 10, 2019 at 7:00 p.m.

**JS WILL ATTEND 12/20/2018 BOS MEETING TO GIVE REPORT.**

**Adjournment**

*A Motion to adjourn the meeting was made by JSB and seconded by KDN. All members present were in favor. The meeting was adjourned at 9:11pm.*

Respectfully submitted,

Anita Ferenz, Administrator