

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 March 10, 2016

Call to Order

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

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. Discussion among board members regarding email from Bob Schini relative to interrupted service on the board; new circumstances arose where he is not able to serve at this time; request that he formally rescind his prior email. JGO to call Bob Schini.

Others Present

Engineer Bill Malin of Carroll Engineering Corporation, Operator John Troutman of Miller Environmental Inc., and Administrator Anita Ferez were present.

Public Notification - None

Action on Minutes of Previous Meeting(s)

A Motion to accept the minutes of the February 11, 2016 regular meeting was made by RT and seconded by JSB. All members present were in favor.

Public Presentation – None

Correspondence/Communications (information to note)

1. PA Department of Labor & Industry, February 9, 2016 - audit of payroll records; **no date scheduled yet.**
2. PA Public Employee Retirement Commission, February 22, 2016 - pension funding; **not applicable to WBTMA.**
3. 2016 PMAA Spring Management Workshops; **let Administrator know if you want to attend.**
4. PMAA "The Authority" publication, February 2016.

Reports

1. Administrator
 - a. Email addresses for board members – created; working on website content. *Noted*
 - b. Shared Services Agreement – meeting with Township; awaiting revised agreements. *Summary provided by Supervisor Cassels. Discussion on fair share costs and proposed shared services. Action remains with Township. Outcome of truck pending; Administrator to ask Solicitor whether we need to put the truck*

out to bid, can we seek interest from surrounding municipalities. Will research and obtain other estimates.

- c. *OmniSite radio upgrades – kits ordered; to be installed by Envirep when received. Noted*
- d. *Address number for pump station buildings – working with EBT Fire Company, WBT Emergency Management and WBT Public Works; should be installed in March. Noted*
- e. *Plaques for past board members (Cassels, McAdoo and Weaver); presentation of clocks at April meeting. Noted; Supervisor Cassels declines receiving award; Board to abide by request.*
- f. *Meters for those residents with wells – resident inquiry. Noted; discussion of 2013 Resolution announcing installation of meters, number of properties that get meters read and those that need meters; need for Resolution to allow individual to enter property/yard to read meters, and possible right for periodic inspection of meter installations. Administrator will seek opinion from Solicitor.*

2. Operator

Flow were a little higher than they were in January, no pump issues. Grinder was pulled, repaired and reinstalled at Ashberry, more details to follow in next month's report. Pikeland will send quote to replace seals at Friendship Village and Reeceville Road, both have some seal leakage; brief discussion on flows from pump station to pump station. Issue of water in Beaver Creek pump station building due to rain discussed, possible reasons including flows during a rain event, and corrective measures reviewed.

3. Engineer

- a. *1403 Horseshoe Pike development – preliminary design; need reimbursement agreement. Discussion on easement mentioned previously but not found; JGO requested that Engineer call MacCombie to obtain document and/or information.*
- b. *Brandywine Meadows – awaiting requested Section J supplemental data from PAWC. Noted*
- c. *Freedom Village at Brandywine (existing facility) – investigation plan due March 29, 2016. Noted*
- d. *Brookdale Senior Living (memory care facility) – engineer reviewing availability request; need reimbursement agreement. Noted; Engineer provided developer with recommendation and request for modification.*
- e. *Chapter 94 Report – provide summary. Further discussion about potential I&I issues relative to higher flows during rain events and the “health” of the system, and development projections for the coming years as required in the report. Additional discussion about Beaver Creek having water in building and remedies to correct. RT to investigate.*
- f. *Reeceville Road pump station – flow meter and data; suggestions for improvement. Engineer has done some research on data and rain gauge recorders. Will report back after receiving additional information and recommendations on proceeding forward.*

4. Solicitor

- a. *Keegan Release Agreement – forwarded to Mr/Mrs Keegan; may be signed at March meeting. Noted; Keegans not in attendance.*
- b. *Reimbursement Agreement – receipt of draft from Solicitor requesting comment; Engineer provided comments; awaiting revisions.*

New Business

1. From the Board:

- a. *Additional public meeting/monthly conference call – Initially brought up by JGO because of a lot of stuff that's going on and sits too long with only monthly meetings; discussion on advertising special meetings, need for extra meetings, possible monthly conference calls (not full board).*

- b. File Review, Document Management, meet on a Saturday morning? *Discussion on organization of files in the back room in such a way that allows easy recovery of files. JSB, RT, Engineer and Administrator to follow through on file organization.*
- c. Carrol Engineering, undelivered invoices – *Engineer discussed error with firm’s billing program where not all bills were being generated; allowance given to pay “old” billings in installments. Further discussion of whether some billing items can still pass through to developers, even after months since time of service/work.*
- d. JGO – *vacancy on the board. He’s ok to advertise for it, would like to interview candidates and to move this along. SGM asked Supervisor Cassels about protocol on making an appointment. He requested that the Authority board make a recommendation and handle any interviewing, stresses that service be the top attribute. RT reiterated his position on candidates to fill vacancy. Proposal and agreement to put notification in email blast snippets through the Township, can legitimately be a resident or business owner in the Township; will also alert Township’s citizens finance advisory board for any interest.*
- e. RT – *bylaws. Any copy he has looked at has pages 3 and 4 missing; requested complete copy. JGO advised he would contact John Good.*
- f. RT – *Pulte EDUs. Need to determine whether they have reverted back to us yet.*

2. From the Floor - None

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

Payment of Bills / Account Balances

As of February 29, 2016: Friendship Village account balance was \$536,646.39 and Kimberwick account balance was \$175,149.34.

- 1. Friendship Village Sewer District- \$15,492.19, and Ratified Payments of \$51,381.54 on 2/23/2016. Payroll of \$3,369.06 made 3/10/2016 for the month of February 2016.
- 2. Kimberwick Sewer District- \$123.50.

A Motion to pay the Friendship Village and Kimberwick bills and ratify those made on February 23, 2016 was made by SGM and seconded by RT. All members present were in favor.

Dates of Upcoming Meetings

- 1. Board of Supervisors, on Thursdays, March 17, 2016 and April 7, 2016 at 7:30 p.m.
- 2. Municipal Authority, Thursday, April 14, 2016 at 7:30 p.m.

RT WILL ATTEND THE 3/17/2016 BOS MEETING TO GIVE REPORT.

Adjournment

A Motion to adjourn the meeting was made by JGO and seconded by RT. All members present were in favor. Meeting adjourned at 9:37pm.

Respectfully submitted,
Anita Ferez, Administrator