

**Easttown Township Municipal Authority
Business Meeting Minutes of the Meeting of January 12, 2016**

Mr. Burnett called the meeting to order at 7:00 pm with Authority members: Douglas Burnett, Todd Pohlig, Martin Cappelletti, C. Richard Morsbach, Kim Reynolds (via conference), A. John May, and Kevin McCauley present. Staff present: Dan Fox, Township Manager; Gary Bernhard, Authority Administrator & Public Works Director; and Brady Flaharty, P.E., Authority Engineer. Supervisor Liaison present: Fred Pioggia.

MINUTES

Motion by Mr. Cappelletti, seconded by Mr. Pohlig, and carried unanimously to approve the regular meeting minutes of December 8, 2015.

BUSINESS

Bond Series 2011

Mr. Fox and Mr. Wolf, of Boenning and Scattergood, Inc., introduced the Authority to an opportunity to refund the series of 2011 bond with a series of 2016 bond with two plan options.

Motion by May, seconded by Mr. Cappelletti, and carried unanimously to recommend that the Board of Supervisors guarantee the series of 2016 bond refunding for further action with Plan B.

AUTHORITY ENGINEERING REPORT

**ENGINEER'S REPORT
January 12, 2016 Meeting**

1. Miscellaneous Projects (5080.65)

➤ Flow Reporting:

- VFSA Meter Reading Report: Prepared report for November 2015 flows, and transmitted same to VFSA. **Action Item:** ARRO will continue to prepare monthly VFSA Meter Reading Reports.
- EMA Flow Reports: Prepared reports for November 2015 flows for discussion at Authority meeting. **Action Item:** ARRO will continue to prepare monthly flow reports.

2. Newtown Pump Station Upgrade (5080.27)

- O&M Manual is still needed from the Electrical contractor. ARRO emailed the Contractor on 11/30/15 stating that revised manual is to be received by 12/11/15 (or Authority may investigate the possibility of utilizing provisions of the Performance Bond to complete the O&M Manual) with final pay application due by 12/28/15 for

final payment in January 2016. Contractor has submitted O&M Manual, and Contractor is now in process of revising the manual.

- The maintenance period for the General Contractor ends 7/15/16. **Action Item:** ARRO to coordinate with Public Works Director in advance of end of maintenance period to have punchlist developed for each contractor.

3. Daylesford Pumping Station Upgrade (5080.46)

- Construction phase is under way. **Action Item:** Contractors to achieve substantial completion by 6/18/16 and final completion by 7/23/16.

4. Berwyn Pumping Station Upgrade (5080.48)

- The end of maintenance period for the General Contractor is 2/10/16. **Action Item:** ARRO to coordinate with Public Works Director in advance of end of maintenance period date to have punchlist developed.

5. Sharps Woods Gravity Main Replacement (5080.51)

- ARRO has resumed design and permitting activities. Permit submissions/resubmissions are ready pending receipt of checks for application fees.
- Two easements are required. One has been executed and recorded. The second, for Natural Lands Trust, is being prepared.
- Project is slated to be publicly bid 2nd quarter 2016.

6. 2012 Maintenance, Repair and Emergency Response (5080.55)

- Application for Payment No. 3 should be included in meeting packets. **Action Item:** Authority to consider approving payment application in bill payment portion of agenda.
- Director of Public Works Report:
 - **Daylesford Drainage Area:**
 1. No scheduled repair work.
 - **Berwyn Drainage Area:**
 1. No scheduled repair work.
 - **Saybrook Drainage Area:**
 2. No scheduled repair work.

7. 2012 Sanitary Sewer System Televising (5080.57)

- Director of Public Works Report:
 - **Daylesford PS Drainage Area:**
 1. Televised approx. 350 L.F. of sewer main and lateral the week of 12/28/15.
 - **Berwyn PS Drainage Area:**
 2. Televised approx. 3,400 L.F. of sewer main and lateral the week of 12/28/15.
 - **Saybrook PS Drainage Area:**
 1. No scheduled televising, cleaning or repair work.

8. Sewer System Operations

- Director of Public Works Report:
 - December 2015 PMI (Preventative Maintenance Inspection).

- 1. Saybrook Pump Station:**
 - Chemical Room - Heat Tape: *No action has been taken at this time*
 - Valve Pit: *No action has been taken at this time.*
 - Wet Well: Cleaned on 12/23/15.
- 2. Spring Knoll Pump Station:**
 - Pumps: *No action has been taken at this time.*
- 3. Devon Hunt Pump Station:**
 - *No maintenance items at this time.*
- 4. Exeter Pump Station:**
 - Wet Well: Switch was removed and cleaned. It's operational at this time.
 - Blower: The shaft bearings were greased and the blower belt was replaced.
- 5. Newtown Pump Station:**
 - Bioxide System: The bioxide is not delivered in the winter. Therefore the fan is not needed at this time and is the responsibility of Evoqua, who we lease the unit from.
- 6. Berwyn Pump Station:**
 - Pump #2: Due to the limit switch glitch, the pump has been decommissioned until a new control in the VFD is implemented.
 - Hydrovane Air System: *No action taken at this time.*
 - Bioxide Tank: The fan will be replaced before the delivery of Bioxide in warmer weather.
 - Check Valve: Check valves do slam on occasion based on the speed of the pumps. No need for concern at this time.
- 7. Daylesford Pump Station:**
 - *No action taken at this time in lieu of the station retrofit.*
- 8. Foxcreek Pump Station:**
 - Pump #1: The pump has improved since last inspected. There must have been a small blockage.
 - Wet Well: Cleaned on 12/23/15
- 9. Millbrook Pump Station:**
 - Meter Pit: Water was pumped out the week of 12/28/15
- 10. Pineroft Pump Station:**
 - Meter Pit: Water was pumped out the week of 12/28/15
- 11. Berwyn Estates Pump Station:**
 - Meter Pit: Water was pumped out the week of 12/28/15
 - Heater: A new thermostat is on order
- 12. The Greens at Waynesborough:**
 - Muffin Monster: The Muffin Monsters are pulled annually in the spring for inspection and service. We will check for excessive wear.

MUNICIPAL MAINTENANCE; PMI REPORTS

Discussion

MONTHLY LIST OF BILLS & FINANCIAL REPORT

MONTHLY LIST OF BILLS AND FINANCIAL REPORT - JANUARY 12, 2016

1. Operating Fund (FUND 62)		
ARRO Consulting Inc. (1006)		
Inv #00000 GIS Applications & Maintenance	\$0.00	
Inv #31090 12/21/15 Miscellaneous Services	<u>\$1,439.50</u>	<u>\$1,439.50</u>
Total Operating Fund		\$1,439.50
2. 2011 Project Fund (Fund 80)		
ARRO Consulting, Inc. (#649)		
Inv #31097 12/21/15 Newtown PS Upgrade	\$630.00	
Inv #31093 12/21/15 Daylesford PS Upgrade	\$5,245.22	
Inv #00000 Berwyn PS Upgrade	\$0.00	
Inv #31216 01/06/16 Berwyn Resolution	\$245.00	
Inv #31217 01/06/16 Berwyn Resolution	\$525.00	
Inv #31218 01/06/16 Berwyn Resolution	\$560.00	
Inv #31219 01/06/16 Berwyn Resolution	\$350.00	
Inv #31096 12/21/15 I/I Eradication	\$1,700.16	
Inv #31094 12/21/15 Sharps Woods Gravity Main Replacement	\$10,365.80	
Inv #31092 12/21/15 Wilson Road Force Main Emer. Replacement	\$1,045.00	
Inv #00000 2012 Maintenance, Repair & Emer. Response	\$0.00	
Inv #31095 12/21/15 Sanitary Sewer Sys Televising	<u>\$157.50</u>	\$20,823.68
Ron Smith, Inc. (#650)		
Pmt App #3 Dated 12/31/15 - 861 Maple Ave	\$2,993.86	\$2,993.86
Tredyffrin Township (#651)		
Capital - fourth quarter Dated 12/03/15	\$720,548.00	\$720,548.00
Total 2011 Project Fund		\$744,365.54

Motion by Mr. May, seconded by Mr. McCauley, and carried unanimously to approve the bills for January 12, 2016, with the payment of Requisition 651 being contingent upon approval of Mr. May after a conversation with the Township Manager and Engineer.

CAPACITY REQUESTS

None

DISCUSSION

The Authority discussed draft language for a potential grease trap ordinance requiring Township applicable commercial properties to submit proof of trap maintenance on a basis

yet to be determined. The Authority asked Township staff to provide a list of commercial properties that would be affected by the potential ordinance.

PUBLIC FORUM

None

The meeting adjourned at 8:20 pm.

Respectfully submitted,

Kate Jones

Recording Secretary