

**Easttown Township Municipal Authority
Business Meeting Minutes of the Meeting of March 8, 2016**

Mr. Burnett called the meeting to order at 7:00 pm with Authority members: Douglas Burnett, Todd Pohlig, Martin Cappelletti, C. Richard Morsbach, A. John May, and Kim Reynolds (via conference) present. Staff present: Dan Fox, Township Manager and Brady Flaharty, P.E., Authority Engineer.

MINUTES

Motion by Mr. Cappelletti, seconded by Mr. Pohlig, and carried unanimously to approve the regular meeting minutes of February 9, 2016.

BUSINESS

AUTHORITY ENGINEERING REPORT

1. Miscellaneous Projects (5080.65)

➤ Flow Reporting:

- VFSA Meter Reading Report: Prepared report for January 2016 flows, and transmitted same to VFSA. **Action Item:** ARRO will continue to prepare monthly VFSA Meter Reading Reports.
- EMA Flow Reports: Prepared reports for January 2016 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 revisions are still needed from the Electrical contractor.
- 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. Project appears to be on schedule.

4. Berwyn Pumping Station Upgrade (5080.48)

- The end of maintenance period for the General Contractor was 2/10/16. End of maintenance period punchlist was issued prior to the end of the maintenance period. **Action Item:** General Contractor to address punchlist items.

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. **Action Item:** Authority to obtain acceptable planting design and associated cost from Doyle & McDonnell for presentation to NLT.
 - Project is slated to be publicly bid 3rd quarter 2016.
- 6. 2012 Maintenance, Repair and Emergency Response (5080.55)**
- Director of Public Works Report:
 - **Daylesford Drainage Area:**
 1. A list of various manhole frames and covers have been scheduled for repair.
 - **Berwyn Drainage Area:**
 1. A list of various manhole frames and covers have been scheduled for repair.
 - **Saybrook Drainage Area:**
 1. A list of various manhole frames and covers have been scheduled for repair.
- 7. 2012 Sanitary Sewer System Televising (5080.57)**
- A change order may be considered by Authority if received and processed in time for inclusion in meeting packets.
 - Director of Public Works Report:
 - **Daylesford PS Drainage Area:**
 1. No scheduled televising, cleaning or repair work.
 - **Berwyn PS Drainage Area:**
 1. No scheduled televising, cleaning or repair work.
 - **Saybrook PS Drainage Area:**
 1. No scheduled televising, cleaning or repair work.
- 8. Sewer System Operations**
- Director of Public Works Report:
 - February 2016 PMI (Preventative Maintenance Inspection).
 - 1. Saybrook Pump Station:**
 - Valve Pit: *No action has been taken at this time.*
 - Wet Well: *No action has been taken at this time.*
 - *No other action taken at this time*
 - 2. Spring Knoll Pump Station:**
 - *No maintenance items at this time.*
 - 3. Devon Hunt Pump Station:**
 - Pump #2: *No other action taken at this time*
 - 4. Exeter Pump Station:**
 - *No maintenance items at this time.*
 - 5. Newtown Pump Station:**
 - *No maintenance items at this time.*
 - 6. Berwyn Pump Station:**
 - Pump #1: Still out for repair under warranty.
 - 7. Daylesford Pump Station:**
 - *No action taken at this time in lieu of the station retrofit.*
 - 8. Foxcreek Pump Station:**
 - *No maintenance items at this time.*

9. Millbrook Pump Station:

- Meter Pit: Water was pumped out the week of 2/22/16

10. Pinecroft Pump Station:

- *No maintenance items at this time.*

11. Berwyn Estates Pump Station:

- *No maintenance items at this time.*

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.
- Pump #2: The re-build will be completed the week of 3/7/16 and re-installed.

MUNICIPAL MAINTENANCE; PMI REPORTS

Discussion

228 CHESTER ROAD; EASEMENT AGREEMENT

Motion by Mr. May, seconded by Mr. Pohlig, and carried unanimously to approve the Easement Agreement for New Sanitary Sewer Line and Termination of Easement for Existing Sanitary Sewer Line.

CHANGE ORDER

Motion by Mr. May, seconded by Mr. Morsbach, and carried unanimously to authorize change order number 3 for Pipe Services Corporation for Sanitary Sewer Televising 2012.

MONTHLY LIST OF BILLS & FINANCIAL REPORT

LIST OF BILLS

Operating Fund (FUND 62)

ARRO Consulting Inc. (1016)

GIS Applications & Maintenance	\$0.00	
Inv #31980 02/24/16 Miscellaneous Services	\$5,101.60	\$5,101.60

Total Operating Fund **\$5,101.60**

2011 Project Fund (Fund 80)

ARRO Consulting, Inc. (#660)

Inv #31977 02/24/16 Newtown PS Upgrade	\$765.00	
Inv #31973 02/24/16 Daylesford PS Upgrade	\$14,710.21	
Inv #031978R 02/24/16 Berwyn PS Upgrade	\$180.00	
Inv #31975 02/24/16 I/I Eradication	\$325.00	
Inv #31791 02/24/16 Sharps Woods Gravity Main Replacement	\$6,675.94	
Inv #31979 02/24/16 Wilson Road Force Main Emer.	\$2,946.00	

Replacement		
Maintenance, Repair & Emer. Response	\$0.00	
Inv #31976 02/24/16 Sanitary Sewer Sys Televising	<u>\$611.76</u>	\$26,213.91

Total 2011 Project Fund **\$26,213.91**

Motion by Mr. May, seconded by Mr. Cappelletti, and carried unanimously to approve the bills for March 8, 2016.

CAPACITY REQUESTS

None

DISCUSSION

None

PUBLIC FORUM

None

The meeting adjourned at 7:10 pm.

Respectfully submitted,
Kate Jones
Recording Secretary