

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

Mr. Burnett called the meeting to order at 7:00 pm with Authority members: Douglas Burnett, Todd Pohlig, C. Richard Morsbach, A. John May, Kevin McCauley, and Kim Reynolds (via conference) present. Staff present: Gary Bernhard, Directory of Public Works & Authority Administrator and Brady Flaharty, P.E., Authority Engineer.

Chairman Burnett announced that the Authority meet in executive session prior to the meeting to discuss potential litigation.

MINUTES

Motion by Mr. May, seconded by Mr. Pohlig, and carried unanimously to approve the regular meeting minutes of March 8, 2016.

BUSINESS

AUTHORITY ENGINEERING REPORT

1. Miscellaneous Projects (5080.65)

➤ Flow Reporting:

- VFSA Meter Reading Report: Prepared report for February 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 February 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.
- Application for Payment No. 2 from the General Contractor should be included in meeting packets. **Action Item:** Authority to consider approval of payment application in bill payment portion of the Agenda

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)

- Permit application submissions/resubmissions have been made.
- 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 manhole frames and covers to be repaired began the week of 4/4/16.
 - **Berwyn Drainage Area:**
 1. A list of manhole frames and covers to be repaired began the week of 4/4/16.
 - **Saybrook Drainage Area:**
 1. A list of manhole frames and covers to be repaired began the week of 4/4/16.

7. 2012 Sanitary Sewer System Televising (5080.57)

- Application for Payment No. 4 (Final) should be included in meeting packets. **Action Item:** Authority to consider approval of payment application in bill payment portion of the Agenda.
- 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:
 - March 2016 PMI (Preventative Maintenance Inspection).
 1. **Saybrook Pump Station:**
 - Wet Well: *No action has been taken at this time.*
 2. **Spring Knoll Pump Station:**
 - *No maintenance items at this time.*
 3. **Devon Hunt Pump Station:**
 - Pump #2. Run indicator light: The part will be in the week of 4/11/16 and installed.
 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: Has been repaired under warranty and placed back in operation.
 - Pump #2: Has been removed 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 is scheduled to be pumped out the week of 4/11/16.
- 10. Pinecroft Pump Station:**
 - *No maintenance items at this time.*
- 11. Berwyn Estates Pump Station:**
 - Meter Pit: Water is scheduled to be pumped out the week of 4/11/16.
- 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

LIST OF BILLS

**EASTTOWN MUNICIPAL AUTHORITY
 LIST OF BILLS - April 12, 2016**

1. Operating Fund (FUND 62)		
ARRO Consulting Inc. (1017)		
GIS Applications & Maintenance	\$0.00	
Inv #32468 03/24/16 Miscellaneous Services	<u>\$2,669.60</u>	<u>\$2,669.60</u>
Buckley Brion		
Inv #8928 01/12/16 Valley Creek Sewer	\$638.40	\$638.40
Inv #9114 02/02/16 General	\$285.00	\$285.00
Inv #9138 02/02/16 Valley Creek Sewer	\$131.10	\$131.10
Inv #9472 03/09/16 General	\$95.00	\$95.00
Inv #9500 03/09/16 Valley Creek Sewer	\$786.60	\$786.60
Inv #9726 04/06/16 General	\$133.00	\$133.00
Inv # 9750 04/06/16 Valley Creek Sewer	<u>\$292.60</u>	<u>\$292.60</u>
Total Operating Fund		\$5,031.30

2. 2011 Project Fund (Fund 80)**ARRO Consulting, Inc. (#661)**

Inv #32473 03/24/16 Newtown PS Upgrade	\$108.00	
Inv #32469 03/24/16 Daylesford PS Upgrade	\$16,426.28	
Inv #32474 03/24/16 Berwyn PS Upgrade	\$252.00	
Inv #32466 03/24/16 Berwyn PS Resolution	\$720.00	
Inv #32470 03/24/16 I/I Eradication	\$65.00	
Inv #32472 03/24/16 Sharps Woods Gravity/Main Replacement	\$5,224.87	
Inv #32467 03/24/16 Wilson Road Force Main Emer. Replacement	\$2,100.00	
Maintenance, Repair & Emer. Response	\$0.00	
Inv #32471 03/24/16 Sanitary Sewer Sys Televising	\$65.00	\$24,961.15

PSI Pumping Solutions, Inc. (#662)

Daylesford PS Upgrade Project, Payment 2, Dated 03/30/16	\$25,966.35	
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Pipe Services Corporation (#663)

Sanitary Sewer Televising, Payment 4 (Final), Dated 04/06/16	\$734.36	
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Total 2011 Project Fund**\$26,700.71**

Motion by Mr. May, seconded by Mr. Morsbach, and carried unanimously to approve the bills for April 12, 2016.

CAPACITY REQUESTS**4 Midland Avenue; 4 Midland Avenue Development LLC**

Motion made by Mr. May, seconded by Mr. Morsbach, and carried unanimously to approve the capacity request for 4 Midland Avenue.

DISCUSSION

None

PUBLIC FORUM

None

The meeting adjourned at 7:50 pm.

Respectfully submitted,
Kate Jones
Recording Secretary