

**Easttown Township Municipal Authority
Business Meeting Minutes of the Meeting of June 14, 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, Martin J. Cappelletti, and Kim Reynolds present. Staff present: Gary Bernhard, Directory of Public Works & Authority Administrator; Brady Flaharty, P.E., Authority Engineer; and Fred Pioggia, Supervisor Liaison.

MINUTES

Motion by Mr. Pohlig, seconded by Mr. McCauley, and carried unanimously to approve the regular meeting minutes of May 10, 2016.

BUSINESS

**ENGINEER'S REPORT
June 14, 2016 Meeting**

1. Miscellaneous Projects (5080.65)

➤ Flow Reporting:

- VFSA Meter Reading Report: Prepared report for April 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 April 2016 flows for discussion at Authority meeting. **Action Item:** ARRO will continue to prepare monthly flow reports.

2. Newtown Pump Station Upgrade (5080.27)

- 3 sets of O&M Manuals from the Electrical contractor have been received and distributed to the Easttown Township staff.
- 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)

- Change orders for time extension are included in the meeting packet for both Electrical and General Contractor. **Action Item:** Contractors to achieve substantial completion by 6/18/16 and final completion by 7/23/16, unless time extension change order is approved.
- Applications for payment may be included in meeting packets if received in time from Contractor(s). **Action Item:** Authority to consider approval of payment application(s) 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. NPDES and WQM permits have been received.
- Only one easement is required, and it has been executed and recorded. The Authority Solicitor located the original easement agreement for the portion through Sharps Woods (Natural Lands Trust property), and the original agreement provides for future temporary construction easement as-needed. **Action Item:** Authority Administrator has emailed NLT stating that design and construction will be in accordance with existing agreement.
- Project is slated to be publicly bid 3rd quarter 2016.

6. Maintenance, Repair and Emergency Response (5080.55)

- Director of Public Works Report:
 - **Daylesford Drainage Area:**
 1. No scheduled repair work at this time
 - **Berwyn Drainage Area:**
 1. No scheduled repair work at this time
 - **Saybrook Drainage Area:**
 1. No scheduled repair work at this time

7. Sanitary Sewer System Televising (5080.57)

- 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:
 - May 2016 PMI (Preventative Maintenance Inspection).
 1. **Saybrook Pump Station:**
 - Wet Well: *No action has been taken at this time.*
 - Valve Pit: *No action has been taken at this time.*
 2. **Spring Knoll Pump Station:**
 - Pump #1. Run indicator light: The part has come in but not installed yet.
 3. **Devon Hunt Pump Station:**
 - *No maintenance items 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 #2: Has been repaired under warranty and placed back in operation.
 - Pump #3: Is scheduled to be removed and repaired 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:**
 - Wet Well: *No action has been taken at this time.*
 - Pump #2: *No action has been taken at this time.*
- 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:**
 - Communitor: Has been repaired and placed back in operation.

MUNICIPAL MAINTENANCE; PMI REPORTS

Discussion

CONTRACT EXTENSIONS

PSI Pumping Solutions – Daylesford Pump Station Project Time Extension
AJM Electric - Daylesford Pump Station Project Time Extension

Motion by Mr. Pohlig, seconded by Mr. McCauley, and carried unanimously to extend the contracts for PSO Pumping Solutions and AJM Electric for the Daylesford Pump Station Project.

MONTHLY LIST OF BILLS & FINANCIAL REPORT

**EASTTOWN MUNICIPAL AUTHORITY
 LIST OF BILLS - JUNE 14, 2016**

1. Operating Fund (FUND 62)		
ARRO Consulting Inc. (1020)		
Inv #33323 05/25/16 Miscellaneous Services	\$1,000.60	\$1,000.60
Buckley Brion		
Inv #10046 05/25/16 Valley Creek Sewer	(\$421.88)	(\$421.88)
Total Operating Fund		\$578.72
2. 2011 Project Fund (Fund 80)		
ARRO Consulting, Inc. (#667)		
Inv #33316 05/25/16 Newtown PS Upgrade	\$756.00	

Inv #33315 05/25/16 Daylesford PS Upgrade	\$21,861.47	
Berwyn PS Upgrade	\$0.00	
Inv #33318 05/25/16 I/I Eradication	\$455.00	
Inv #33317 Sharps Woods Gravity/Main Replacement	\$2,293.00	
Inv #33320 05/25/16 Wilson Road Force Main Emer. Replacement	\$1,341.40	
Sanitary Sewer Sys Televising	\$0.00	\$26,706.87
RACO Manufacturing & Engineering Co. (#668)		
Daylesford PS Retrofit Project, Inv #92187, Dated 05/09/16	\$3,938.00	\$3,938.00
PSI Pumping Solutions, Inc (#669)		
Daylesford PS Upgrade Project, Payment 4, Dated 05/20/16	\$15,123.15	\$15,123.15

Motion by Mr. May, seconded by Mr. Mr. Cappelletti, and carried unanimously to approve the bills for June 14, 2016.

CAPACITY REQUESTS

1016 Newtown Street Road

This project was tabled until Staff resolves any issues or agreements with capacity related to Newtown Township.

435 Conestoga Road

Motion by Mr. May, seconded by Mr. Mr. McCauley, and carried unanimously to approve capacity agreement for 435 Conestoga Road.

DISCUSSION

None

PUBLIC FORUM

None

The meeting adjourned at 8:10 pm.

Respectfully submitted,
Kate Jones
Recording Secretary