

WEST GOSHEN SEWER AUTHORITY  
REGULAR MEETING  
February 6, 2019  
7:00 PM

The regular meeting of the West Goshen Sewer Authority was held on Wednesday, February 6, 2019 at the West Goshen Township Administration Building. Those present were:

<b><u>Authority</u></b>	<b><u>Unruh, Turner</u></b>	<b><u>Administration</u></b>	<b><u>HRG</u></b>
Theodore Murphy	Ross Unruh	Mike Moffa	Josh Fox
Tina Smith		Casey Lalonde	
Dan Tierney			
Phil Corvo			
Shaun Walsh			

1. The regular meeting of the Authority was called to order at 7:07 PM by Ted Murphy.
2. The Authority meeting minutes for the regular meeting of January 2, 2019 and the emergency meeting of January 16, 2019 were motioned for approval by Phil Corvo. Seconded by Tina Smith. Approved 5-0.
3. Ted Murphy, Authority Chair, announced that:
  - a) An Executive Session was held this evening to discuss legal matters.
  - b) The Consulting Engineer's (HRG) annual certification had been submitted in accordance with the bond requirements.There were no other announcements.
4. Ted Murphy advised that a letter from the Westtown solicitor had been received today regarding the dispute and that discussions would continue.
5. The Authority discussed the additional detailed information provided by Casey Lalonde on the accounting services provided by the Township. The Memorandum of Understanding on accounting services allows for periodic reassessment, and an updated analysis of the time commitment from the Township Finance department supported the increase in the monthly fee proposed. Tina Smith motioned to approve a fee increase from \$1,250.00 to \$2,500.00 per month for Township accounting services provided to the Authority. Seconded by Phil Corvo. Approved 5-0
6. Wastewater Superintendent Report for the month of November was presented by Mike Moffa.
  - a) The treatment plant operated in compliance with the NPDES permit.
  - b) Treated 205 million gallons of wastewater. Average of 6.6 mgpd.
  - c) Pressed for disposal 328 tons of solid waste.
  - d) Average Total Phosphorous discharge concentration for January = 0.64 mg/L. (The lowest measurement during the month was 0.4 mg/L)
  - e) The Digester Building boiler conversion to gas is now fully complete with changeover to PECO gas supply occurring on February 4<sup>th</sup>.
  - f) Electric service replacement to the Washington Street Pump Station continues. The

transformer vault has been installed and associated conduit, cabling work progressed. There has been a 3-week delay on delivery of the PECO equipment and it is now anticipated that the new system will be energized in March.

- g) The line replacement and manhole lining/replacement for the collapsed 14” gravity flow sewer line under 5-Points road is scheduled to begin the week of February 18<sup>th</sup>. A road detour is necessary while work is being performed. It is expected the project will take 4 weeks.

7. Solicitor’s Report was presented by Ross Unruh.

- a) The status of the Sewage Treatment Agreement with Westtown Township was discussed in the Executive Session. See item #4 also.
- b) Ross Unruh described the requirement to file a Quiet Title Complaint to obtain an accurate deed for the Trinity Drive Pump Station property. Shaun Walsh motioned for the Chairman to sign the verification form and for the Solicitor to file the complaint. Seconded by Tina Smith. Approved 5-0
- c) Ross Unruh described that a detailed title search showed that the property parcel intended to be swapped by Aqua with the Sewer Authority at Downing Avenue Pump Station was in fact owned by West Chester Municipal Authority and not Aqua (as successor to Philadelphia Suburban Water) as previously thought. Therefore, conveyance of the parcel deed to Aqua from West Chester Borough is needed before the swap can occur. The intention is to have a larger contiguous lot for the Pump Station to meet the Township requirements for impervious cover ratio.

8. Treasurers Report dated February 6, 2019 was presented by Dan Tierney (See report for details)

- a) Phil Corvo motioned to approve as Requisition #256 from the Bond Construction Fund, Application for Payment No. 13 as submitted by Eastern Environmental Contractors, Inc., in the amount of \$16,721.99 for work completed through January 16<sup>th</sup>, 2019 for Contract 17-3 (Anaerobic Digester Replacement – General Construction). Seconded by Dan Tierney. Approved 5-0
- b) Phil Corvo motioned to approve as Requisition #257 from the Bond Construction Fund, Application for Payment No. 9 as submitted by Garden Spot Electric, Inc., in the amount of \$73,818.27 for work completed through January 16<sup>th</sup>, 2019 for Contract 17-6 (Anaerobic Digester Replacement - Electrical Construction). Seconded by Shaun Walsh. Approved 5-0
- c) Shaun Walsh motioned to approve as Requisition #258 from the Bond Construction Fund, Application for Payment No. 6 as submitted by GEM Mechanical Services, Inc. in the amount of \$12,103.59 for Contract 17-7 (Anaerobic Digester Replacement - Mechanical Construction) Seconded by Tina Smith. Approved 5-0
- d) Dan Tierney motioned to approve as Requisition #259 from the Bond Construction Fund, Application for Payment No. 5 (Final) for Contract 17-2 (Headworks – Electrical Construction) in the amount of \$31,124.25 to PSI Pumping Solutions, Inc. Seconded by Phil Corvo. Approved 5-0
- e) Dan Tierney motioned to approve for payment, Requisitions #260 through #268 from the Bond Construction Fund, and Tapping Fee Fund Requisitions of \$54,498.95 and Developers Invoices of \$112.50. Seconded by Ted Murphy. Approved 5-0.

Resident Margie Swart asked about the unpaid HRG invoices due to insufficient funds in the deposit account for the developer of the Woodlands at Graystone. Casey Lalonde advised that the developer will be providing a check by February 8<sup>th</sup> to fund the account. If it is not received, no inspections will be performed starting February 11<sup>th</sup> and the site work would be stopped.

Ted Murphy suggested that the Authority and the Township should now initiate the Working Group that had been previously proposed by Robin Stuntebeck, Board of Supervisors, to determine the appropriate funding mechanism for unplanned expenditures in the collection system such as the replacement/repairs to the sewer line on 5-Points road. Robin Stuntebeck suggested the Working Group be comprised of the Township Manager, Township Finance Director, Authority Engineer (HRG), Township Consulting Engineer (Carroll), 2 members from the Board of Supervisors and 2 Authority Board members. Shaun Walsh motioned for Ted Murphy and Dan Tierney to join the proposed Working Group. Seconded by Phil Corvo. Approved 5-0

Dan Tierney described the current cash position of the Authority and the timing of maturing CD's. The Authority discussed the need to keep a higher cash position to cover the unplanned repairs to the sewer line on 5-Points road. Dan Tierney motioned to approve increasing the cash balance by \$500,000 to be a minimum of \$750,000 from the previous \$250,000. Seconded by Ted Murphy. Approved 5-0

Dan Tierney described his discussion with Fulton Bank to eliminate or reduce its fees. Fulton Bank had agreed to reduce part of the tiered fee on the Bond Construction Fund. For a balance of \$0.00 to \$2,000,000 the bank will reduce that part of the fee to 20 basis points from the current 25 basis points. The Authority discussed with Casey Lalonde the no fee arrangement the Township has with TD Bank (but with no management of investments). Ted Murphy motioned for Dan Tierney to discuss reduced fee banking arrangements with Citizens Bank and TD Bank for the Checking/Money Market/CRIM accounts. Seconded by Tina Smith. Approved 5-0

9. Engineers Report dated February 1, 2019 was presented by Josh Fox (See report for details).
  - a) Ted Murphy motioned to authorize HRG to execute Contract Closeout Documents for Contract Nos. 17-1, 17-2, 17-8, and 17-9 for the Headworks Improvement Project and the Enhanced Chemical Addition Project. Seconded by Shaun Walsh. Approved 5-0
  - b) & 9. c) & 9. d)  
Ted Murphy motioned to approve Change Order No. 3 for Contract 17-3; Change Order No. 3 for Contract 17-6; and Change Order No.2 for Contract No. 17-7 for an extension of time of 171 days as a result of weather impact on the construction schedule. Seconded by Tina Smith. Approved 5-0
  - e) This agenda item had been previously authorized at the January 2<sup>nd</sup> meeting of the Authority.
  - f) Shaun Walsh motioned to authorize notice of award and notice to proceed for Contract No. PR-18-1 for the Ballasted Flocculation and Clarification System Procurement to EVOQUA upon receipt of the Water Quality Management Part II Permit from PADEP. Seconded by Phil Corvo. Approved 5-0
10. Developers Activity Report, dated January 31, 2018 was presented by Josh Fox (See report for details).
  - a) Ted Murphy motioned to approve signing the Improvement Agreement in the amount of \$55,222.50 with Glenn White Builders for the development known as 901 Little Shiloh Road. Seconded by Dan Tierney. Approved 5-0

Ross Unruh requested that HRG/Plant Superintendent review the developers' deposits to identify any that could be returned due to project completion.

11. Shaun Walsh reviewed with the Board members a revised draft Investment Policy for the Sewer Authority. The draft is based on a sample template provided by the Government Finance Officers Association (GFOA) and has had input from the Township Finance Director, Authority Solicitor and Fulton Bank management. The Board resolved the remaining open items in the draft. **Action: Shaun Walsh** to provide a final version for possible approval at the March meeting of the Authority.
12. The discussion on an Authority policy regarding sanitary sewer repairs and Township storm-water management ordinance was postponed to a future meeting.
13. Any Other Business
  - a) Casey Lalonde and Robin Stuntebeck shared the planned new ENewsletter by the Township. **Action: Tina Smith** to provide a contribution from the Sewer Authority highlighting recent progress with the Capital Program, how residents can help avoid creating sanitary sewer system problems, and other newsworthy items. Input is due to Casey Lalonde by March 15<sup>th</sup> for the Spring edition.
  - b) Resident Margie Swart asked if the Authority is aware of the requirements of resolution 24-2016 on the developer of the Woodlands at Graystone and how this is monitored. The Authority and the Township Manager believe the normal work processes of the Township Staff/Engineers and Solicitors involved with this project ensure the requirements are met.
  - c) Resident Dr. Doug White asked how a residence with a sewer line discharging at an elevation below the sewer main gets connected to the collection system. Mike Moffa advised that the home owner has to install a pump at the residence to lift the discharge into the sewer main. The pump installation and maintenance is the responsibility of the home owner.

There being no other business, Shaun Walsh motioned to adjourn the meeting at 9:53 PM, seconded by Tina Smith. Approved 5-0

Respectfully submitted,

Shaun Walsh, Secretary