

LONDON GROVE TOWNSHIP MUNICIPAL AUTHORITY REGULAR MEETING MINUTES OF SEPTEMBER 12, 2016

ATTENDEES: Gerald Yeatman, Chairman Richard Scott-Harper, Vice-Chairman
Constance Alegranti, Walter Borys - Board Member
Karen A. Linaweaver, Manager Ed Strauss, AECOM Engineers
Robert Vanella, Board Member – Excused Absence
1 visitor

CALL TO ORDER: The Chairman called the meeting to order at 7:30 p.m.

PUBLIC COMMENT:
▪ **NONE**

BID AWARD:

The sealed bid packets for the Baltimore Pike Water Main Replacement were distributed to the Board Members which were opened and read at the September 12, 2016 meeting. The bid tabulation sheet shows the bidders names and bid dollar amounts as follows:

BALTIMORE PIKE WATER MAIN REPLACEMENT BID TABULATION SHEET	
Date Opened: 8/12/16 Date Awarded: 9/28/16	
Bidders Name	TOTAL BID DOLLARS
Fidelity Contracting LLC	\$327,400
Technivate	\$378,044

MOTION WAS MADE BY R. SCOTT-HARPER TO AWARD THE BALTIMORE PIKE WATER MAIN REPLACEMENT PROJECT TO FIDELITY CONTRACTING LLC IN THE AMOUNT OF \$327,400; SECONDED BY C. ALEGRANTI; AND CARRIED UNANIMOUS BY A VOTE OF 4-0.

MINUTES OF REGULAR MEETING – JULY 28, 2016 - The minutes of the regular meeting held on July 28, 2016 were approved as amended. MOTION WAS MADE BY R. SCOTT-HARPER TO APPROVE THE MINUTES OF THE REGULAR MEETING HELD ON JULY 28, 2016 AS PRESENTED; SECONDED BY W. BORYS; AND CARRIED UNANIMOUS BY A VOTE OF 4-0.

FINANCIAL REPORTS AUGUST 2016:

- **AUGUST 2016 FINANCIAL REPORTS - Expenditures, Revenues & Transfers** – The financial report's expenditures, revenues & transfers for August of 2016 were reviewed. MOTION WAS MADE BY R. SCOTT-HARPER TO APPROVE THE JULY 2016 FINANCIAL REPORT SUBJECT TO AUDIT; SECONDED BY C. ALEGRANTI; AND CARRIED UNANIMOUS BY A VOTE OF 4-0.

CORRESPONDENCE:

- **SAFETY MEMORANDUM** – The Board was in receipt of a memorandum from the Manager to the staff regarding safety rules and regulations. The memorandum instructed staff to use safety practices and procedures in their daily work. Also, that exercising safety measures is expected and mandatory. The memorandum was read and noted.

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AUTHORITY REPORTS:

- **MUNICIPAL AUTHORITY STAFF REPORT:** The Municipal Authority Staff Report for the month of August was read and noted.

PLANS:

- **NONE**

▪ **WATER REPORTS:**

- **LABORATORY REPORTS** – The July and August Chester Water Authority and August Brandywine Science Center reports were reviewed. The reports were found to be acceptable and in compliance with regulatory standards.
- **WATER FACILITY OPERATOR REPORT** – Rich Mattson's Water Operator Report for August was read and noted.
- **COPPER AND LEAD TESTING** – The copper and lead testing required every three years from PADEP was performed. All twenty samples were found to be acceptable and in compliance with regulatory standards.
- **CHESTER WATER AUTHORITY RATE INCREASE** – Chester Water Authority sent a notice that they will be increasing their water rates as of July 31, 2016. The rate increase was a one percent increase.

▪ **SEWER REPORTS:**

- **LGTMA SEWER OPERATOR REPORT** – Jeff Simpson's Sewer Operator Report for the month of August was read and noted.

▪ **ENGINEER REPORT**

- **AECOM MONTHLY REPORT** – The AECOM August Monthly Report was read and noted.

UNFINISHED BUSINESS:

- **NONE**

NEW BUSINESS:

- **PMRS ANNUAL MMO** – MOTION WAS MADE BY R. SCOTT-HARPER TO APPROVE THE ANNUAL PA MUNICIPAL RETIREMENT MINIMUM MUNICIPAL OBLIGATION; SECONDED BY C. ALEGRANTI; AND CARRIED UNANIMOUS BY A VOTE OF 4-0.
- **2017 BUDGET CALENDAR** – The draft budget calendar was approved as follows:
 - **Friday, October 14, 2016** – Budget Packet Ready for Distribution at 4:30 p.m. in "agenda" mailbox.
 - **Monday, October 17, 2016, 5:30 p.m., Township Building, Budget Meeting** – Special meeting for preliminary budget analysis and review the budget packet with the supporting documentation provided to Municipal Authority members.
 - **Monday, November 7, 2016, Regular Meeting** – Full review of proposed budget. Updated valuation of each account category presented to Board in tentative adoption form. Ready Preliminary Approval 2016 Budget.
 - **Monday, November 14, 2016, 5:30 p.m., Township Building, Budget Meeting** – Second special budget meeting, if necessary.
 - **Monday, December 5, 2016, Regular Meeting** – Final Adoption of Year 2017 London Grove Township Municipal Authority Budget.

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- **RES#2016-04 PENNDOT SIGNATORY** – MOTION WAS MADE BY R. SCOTT-HARPER TO APPROVE RESOLUTION #2016-04 NAMING KAREN LINAWEAVER AS SIGNATORY AND LINDA DOWDY AS ATTEST TO SIGN PENNDOT DOCUMENTS ON BEHALF OF THE MUNICIPAL AUTHORITY; SECONDED BY C. ALEGRANTI; AND CARRIED UNANIMOUS BY A VOTE OF 4-0.
- **HEALTH CARE NEW EMPLOYEES** – W. Borys asked the Board to consider having the “new” employee pay for some portion of their health care benefit premium. He said his intention was not for the “existing” LGTMA personnel to pay this cost. He had documentation from personal employment to substantiate that companies do this type of business. Discussion hinged on what type of percentage the Board would consider and if the Board wanted to consider this option at all. K. Linaweaver will provide specific information on health care benefits to the Board at the October meeting for further discussion.

ADJOURNMENT:

R. SCOTT-HARPER MADE A MOTION TO ADJOURN THE MEETING AT 8:30 P.M.; SECONDED BY C. ALEGRANTI; AND CARRIED BY A MOTION OF 4-0.

Respectfully submitted,

Karen A. Linaweaver
Municipal Authority Manager

IMMEDIATELY FOLLOWING THE MEETING, THE BOARD CONVENED TO AN EXECUTIVE SESSION TO DISCUSS PERSONNEL.