

# LONDON GROVE TOWNSHIP MUNICIPAL AUTHORITY REGULAR MEETING MINUTES OF MARCH 2, 2015

**ATTENDEES:** Richard Scott-Harper, Chairman      Gerald Yeatman, Vice Chairman  
Constance Alegranti, Robert Vanella, Walter Borys, Jr. - Board Members  
Karen A. Crossan, Manager      Ed Strauss – AECOM Engineers  
1 visitor

**CALL TO ORDER:** The Chairman called the meeting to order at 7:32 p.m.

**PUBLIC COMMENT:**  
None

## **MINUTES OF REGULAR MEETING – FEBRUARY 2, 2015**

The minutes of the regular meeting held on February 2, 2015 were approved as amended. MOTION WAS MADE BY R. VANELLA TO APPROVE THE MINUTES OF THE REGULAR MEETING HELD ON MARCH 2, 2015 AS AMENDED; SECONDED BY G. YEATMAN; AND CARRIED UNANIMOUS BY A VOTE OF 5-0.

## **FINANCIAL REPORTS FEBRUARY 2015:**

- **FEBRUARY 2015 FINANCIAL REPORTS - Expenditures, Revenues & Transfers** – The financial report's expenditures, revenues & transfers for February of 2015 were reviewed. MOTION WAS MADE BY G. YEATMAN TO APPROVE THE FEBRUARY 2015 FINANCIAL REPORT SUBJECT TO AUDIT; SECONDED BY C. ALEGRANTI; AND CARRIED UNANIMOUS BY A VOTE OF 5-0.

## **CORRESPONDENCE:**

- **WILKINSON BUILDERS - HILLS OF LONDON GROVE** – Ray Gamble of Wilkinson Builders was present to discuss the Hills of London Grove Subdivision and possible trade-off options as outline in his letter as follows:
  - **Option 7H Request:** Waive the full depth 2RC stone backfill where currently required for utility trenches.  
**Board Response:** No Waiver granted LGTMA will not deviate from their Standard Construction Specifications.
  - **Option 8 Request:** The off-site water loop to be revised to connect into Inniscrone's lower entrance rather than going all the way up State Road to the Charter School as currently shown on plan.  
**Board Response:** This request is reasonable and most likely will be approved. However, the official decision will be made when revised plans are submitted.
  - **Option 17 Request:** Accept dedication of Ph 1 sewer and water lines and pump station etc without requirement for video inspections or vacuum jet cleaning of the lines. Further, Municipal Authority to be responsible for preparation of easements, deeds & paperwork necessary for dedication. Wilkinson will not be required to post or replace any performance or maintenance bond for work done by others.  
**Board Response:** Video inspections and vacuum jetting and documents preparations must be done by Wilkinson. The Board is willing to waive the Performance Operation & Maintenance agreement and financial security.
- **FOG PROGRAM INSPECTIONS** – The Board was pleased the FOG Program inspections took place. The Manager provided the Board with a memorandum and spreadsheet with a list of the Commercial Food Establishments and their findings. Overall, it was a great program "kick off" with six violations out of sixteen commercial food establishments. Two grease traps needed to be installed; two grease traps needed to be cleaned and two establishments needed to disconnect the dishwashers from the grease trap. The re-inspections held on March 2, 2015 had four of the six in compliance. The other two were making progress to be in compliance.

**AUTHORITY REPORTS:**

- **MUNICIPAL AUTHORITY STAFF REPORT:** The Municipal Authority Staff Report for the month of February was read and noted.
- **PLANS:**
  - **ROSE HOLLOW** – Ed Strauss reviewed the updated opinion of cost for the Rose Hollow Subdivision and recommended approval via email dated February 18, 2015. MOTION WAS MADE BY R. VANELLA TO APPROVE THE ROSE HOLLOW OPINION OF COST IN THE AMOUNT OF \$160,570.10; SECONDED BY G. YEATMAN; AND CARRIED UNANIMOUS BY A VOTE OF 5-0. This is the amount that will be used for the construction agreement and letter of credit financial security.
- **WATER REPORTS:**
  - **LABORATORY REPORTS** – The January Chester Water Authority and January/February Brandywine Science Laboratory 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 February was read and noted. All operations were running normally throughout the month.
- **SEWER REPORTS:**
  - **LGTMA WWTP OPERATOR** – Jeff Simpson's Sewer Operator Report for the month of February was read and noted.
- **ENGINEER REPORT**
  - **AECOM MONTHLY REPORT** – The AECOM February Monthly Report was read and noted.

**UNFINISHED BUSINESS:**

- NONE

**NEW BUSINESS:**

- **OPEN RECORDS UPDATE** – Amanda Sundquist, Esquire of Unruh, Turner, Burke & Frees notified the LGTMA Open Records Officer, Karen Crossan that there are changes in the Open Record Law regarding home addresses. Subsequently, A. Sundquist advised that the Board to officially adopt a procedure and policy to address these types of Right-To-Know requests. MOTION WAS MADE BY G. YEATMAN TO APPROVE THE PROCEDURE AND POLICY AS OUTLINED IN THE MEMORANDUM; SECONDED BY W. BORYS; AND CARRIED UNANIMOUS BY A VOTE OF 5-0.
- **RES#2015-04 DISPOSAL OF RECORDS** – MOTION WAS MADE BY G. YEATMAN TO ADOPT RESOLUTION #2015-04 DISPOSAL OF RECORDS AS IDENTIFIED IN APPENDIX A RES#2015-04; SECONDED BY W. BORYS; AND CARRIED UNANIMOUS BY A VOTE OF 5-0.
- **RIO SUPPLY** – The Board approved the purchase of a new meter reading device Trimble Nomad last year in the amount of \$4,749.38. Rio Supply allowed us to use Trimble Nomad without paying for it to see if it met our needs. The Trimble Nomad did not receive the mobile reads as anticipated. The MRX9202V2 Mobile Meter Reader was demonstrated with utility billing system and picked up the majority of the reads. The cost of the MRX mobile reader is \$6,250.62. A small laptop is required to

**LGTMA Minutes of Meeting**  
**Page 3**  
**March 2, 2014**

utilize the MRX Mobile Meter Reader. MOTION WAS MADE BY C. ALEGRANTI TO APPROVE THE PURCHASE OF THE MRX9202V2 MOBILE METER READER WITH LAPTOP; SECONDED BY R. VANELLA; AND CARRIED UNANIMOUS BY A VOTE OF 5-0. The Manager advised the Board the backup DAP meter reading gun is not being serviced any longer. It is our hope that the DAP will last longer, but if it does not another purchase will be in the future.

**ADJOURNMENT:**

R. VANELLA MADE A MOTION TO ADJOURN THE MEETING AT 8:21 P.M.; SECONDED BY G. YEATMAN; AND CARRIED UNANIMOUS BY A VOTE OF 5-0.

Respectfully submitted,

Karen A. Crossan  
Municipal Authority Manager

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