

LONDON GROVE TOWNSHIP MUNICIPAL AUTHORITY

REGULAR MEETING MINUTES OF APRIL 6, 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 – Excused Absence
No visitors

CALL TO ORDER: The Chairman called the meeting to order at 7:40 p.m.

EXECUTIVE SESSION: The Chairman announced that the London Grove Township Municipal Authority convened to an executive session immediately following the March 2, 2015 public meeting to discuss personnel.

PUBLIC COMMENT:
None

MINUTES OF REGULAR MEETING – MARCH 2, 2015

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

FINANCIAL REPORTS MARCH 2015:

- **MARCH 2015 FINANCIAL REPORTS - Expenditures, Revenues & Transfers** – The financial report's expenditures, revenues & transfers for March of 2015 were reviewed. MOTION WAS MADE BY C. ALEGRANTI TO APPROVE THE FEBRUARY 2015 FINANCIAL REPORT SUBJECT TO AUDIT; SECONDED BY W. BORYS; AND CARRIED UNANIMOUS BY A VOTE OF 5-0.
- **1st QUARTER 2015 BUDGET ANALYSIS** – The 1st quarter 2015 budget analysis was provided to the Board. All operating accounts which include the General, Water and Sewer Accounts were within the guidelines and projections of the 2015 budget.

CORRESPONDENCE:

- **NONE**

AUTHORITY REPORTS:

- **MUNICIPAL AUTHORITY STAFF REPORT:** The Municipal Authority Staff Report for the month of March was read and noted.
- **PLANS:**
 - **HILLS OF LONDON GROVE** – AECOM memorandum dated March 15, 2015 regarding the water and sanitary sewer conditions of the first section in the Hills of London Grove subdivision was read and noted. The memorandum disclosed a punchlist of items that must be completed prior to dedication.
 - **POWERS SUBDIVISION** – AECOM letter dated March 13, 2015 review on the current plan of the Powers Subdivision was read and noted.
 - **HA SUBDIVISION** – AECOM letter dated March 31, 2015 recommending Ha Subdivision escrow reduction #2. in the amount of \$41,978.63 was reviewed. MOTION WAS MADE BY R. VANELLA TO APPROVE HA SUBDIVISION ESCROW REDUCTION #2 IN THE AMOUNT OF \$41,978.63 AS RECOMMENDED BY AECOM; SECONDED BY G. YEATMAN; AND CARRIED UNANIMOUS BY A VOTE OF 5-0

- **WATER REPORTS:**
 - **LABORATORY REPORTS** – The February Chester Water Authority and the March 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 March was read and noted. All operations were running normally throughout the month. The Meetinghouse Road customers were out of water due to a one inch frozen water main. This line serves two LGTMA customers the other customers serviced by the water line reside in West Grove Borough. A new main will be installed this spring to rectify this from further issues.

- **SEWER REPORTS:**
 - **LGTMA WWTP OPERATOR** – Jeff Simpson's Sewer Operator Report for the month of March was read and noted.

 - **CHAPTER 94 REPORT 2014** – The annual Chapter 94 report was prepared by Jeffrey Simpson again this year. The report is due to PA DEP to explain the sewer operations for the year before. The report was professional and accepted by PA DEP. **MOTION WAS MADE BY G. YEATMAN TO APPROVE/RATIFY THE 2014 SEWAGE CHAPTER 94 REPORT; SECONDED BY R. VANELLA; AND CARRIED BY A VOTE OF 5-0.**

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

UNFINISHED BUSINESS:

- NONE

NEW BUSINESS:

- **ANNUAL WATER SUPPLY REPORT 2014**– The Manager presented the 2014 Annual Water Supply Report to the Board. She was delighted to report that the Municipal Authority's unaccounted water for the year of 2014 was an exceptional 7.5%. The average unaccounted water loss in the Commonwealth of Pennsylvania is approximately 18 to 20%. The employees who maintain the water system should be commended for this percentage. The LGTMA water system is 92.5% secure from unaccounted water loss even with the annual fire flushing program. These percentages may fluctuate when there are fires in our community but overall these numbers are superb.

- **MERNER PROPERTY AGREEMENT AND EASEMENT** – The Board was presented with an executed Conservation Easement and Property easement from London Grove Township for the former Merner Property located at 220 Sullivan Road now owned by London Grove Township Municipal Authority. The documents were reviewed, revised and recommended for approval by both the Township and Municipal Authority solicitors. **MOTION WAS MADE BY G. YEATMAN TO APPROVE THE AGREEMENT OF SALE AND PURCHASE OF A CONSERVATION EASEMENT; SECONDED BY W. BORYS; AND CARRIED UNANIMIOUS BY A VOTE OF 5-0.**

- **RICHARD MATTSON LETTER OF THANKS** – An incredible letter was received from a resident on Meeting House Road commending Richard Mattson for his swift response and efficient action taken when called by the resident without water. She further explained that Richard stayed in constant contact with her informing her of the progress of the break. She said his knowledge, performance, dedication, and service is a great credit to him and the customers of LGTMA's public water system. All of this was endured during extremely bitter cold temperatures, ice and snow. The London Grove Township Municipal Authority Board extends their sincere thanks to Richard for his diligent work with this situation. They applaud his work ethics and service to our customers.

- **DISCUSSION OF ANNUAL BUDGET PROCEDURES** – W. Borys requested this agenda item for the April meeting. He began by saying he did not feel there was any need to change the professional budget process and presentation that is provided to the Board annually. The purpose of his request was to make a recommendation to the Board to agree not to increase water and sewer rates for the next three years. He discussed various scenarios the federal government used to cut costs during his tenure as a federal employee and other workplaces he was associated with. The Board respectfully addressed his concerns, but for the most part did not agree to put a moratorium on the LGTMA rates for the next three years. However, all Board members agreed that there are always ways to keep additional costs down.

ADJOURNMENT:

C. ALEGRANTI MADE A MOTION TO ADJOURN THE MEETING AT 8:45 P.M.; SECONDED BY R. VANELLA; 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.