

LONDON GROVE TOWNSHIP MUNICIPAL AUTHORITY REGULAR MEETING MINUTES OF SEPTEMBER 14, 2015

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

CALL TO ORDER: The Chairman called the meeting to order at 7:31 p.m.

EXECUTIVE SESSION: The Chairman announced that the London Grove Township Municipal Authority convened to an executive session on August 3, 2015 to discuss real estate matters.

NEW BUSINESS:

- **MERNER SUBDIVISION** – Stan Corbett of AECOM was present to discuss 220 Sullivan Road Subdivision (former Merner Property). Stan displayed the subdivision plan to the Board. The Board reviewed where the spray areas are located, how the LGTMA will access the spray fields, and if there were any trees on the property that hindered spray capacity. All items were answered to the satisfactory of the Board. MOTION WAS MADE BY G. YEATMAN TO APPROVE THE 220 SULLIVAN ROAD (FORMER MERNER PROPERTY) SUBDIVISION PLAN AS PRESENTED AT THE MEETING BY STAN CORBETT OF AECOM; SECONDED BY C. ALEGRANTI; AND CARRIED UNANIMOUS BY A VOTE OF 5-0.
- **AECOM PROPOSAL** – The Board reviewed the Merner Property Subdivision proposal submitted by Stan Corbett to increase the initial proposal by \$5,800. The Board had several questions on the proposal regarding the increase. Stan explained that the increase was due to unforeseen matters in the project that increased the cost. MOTION WAS MADE BY G. YEATMAN TO APPROVE MERNER SUBDIVISION AMENDMENT #1; SECONDED BY R. VANELLA; AND CARRIED UNANIMOUS BY A VOTE OF 5-0.

PUBLIC COMMENT:

- NONE

MINUTES OF REGULAR MEETING – AUGUST 3, 2015 - The minutes of the regular meeting held on August 3, 2015 were approved as presented. MOTION WAS MADE BY R. VANELLA TO APPROVE THE MINUTES OF THE REGULAR MEETING HELD ON AUGUST 3, 2015 AS PRESENTED; SECONDED BY W. BORYS; AND CARRIED UNANIMOUS BY A VOTE OF 5-0.

FINANCIAL REPORTS AUGUST 2015:

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

CORRESPONDENCE:

- **VALLEY FORGE PROPERTIES** - Pierre Koncurat, Operating Manager of 229 West State Street, Avondale, PA was present regarding installing a fence over the LGTMA sewer main easement. The Board reviewed a plan of the property showing where the fence is installed. The plan showed two gates over the easement. The Chairman had the approval letter for fence installation at the Quick property in Hills of London Grove. The conditions were as follows:
 - The fence is installed as shown on the attached plan, but with the addition of two gates, each with a 10 foot wide door. The gates shall be located at both places where the fence crosses over the easement area.
 - If the Authority or its employees or agents must enter your property maintain, repair or replace the waterline in the easement area, and as a result your fence is damaged or removed, the Authority or its employees and agents shall have no duty or obligation to repair or replace the fence or otherwise have any responsibility for the fence damage or removal. In addition, neither the Authority, nor its employees nor agents shall be responsible if your pets leave your property if it is necessary to access your property to maintain, repair or replace the waterline.
 - The Authority reserves the right, upon 30 days prior notice, to require you to remove the fence in the easement area; and in the event you do not remove the fence as directed within the stated time period, the Authority reserves the right to do so and to charge you for the cost and to secure its reimbursement from you by filing a municipal claim against your property.
 - If and when you sell your property you shall provide a copy of this letter to the purchasers before they enter into an Agreement of Sale and they too shall sign that they agree to these conditions. A copy of the purchaser's agreement shall be provided to the Authority.

In addition, G. Yeatman asked that a PA One Call be initiated by P. Koncurat. MOTION WAS MADE BY G. YEATMAN TO APPROVE THE INSTALLATION OF FENCING IN THE LGTMA EASEMENT ON 229 WEST STATE STREET, AVONDALE, PA CONTINGENT UPON THE CONDITIONS SET FORTH ABOVE; SECONDED BY R. VANELLA; AND CARRIED UNANIMOUS BY A VOTE OF 5-0. K. Crossan will produce the letter of conditions and contact the owner. The letter will be signed by the applicant and kept in the file.

AUTHORITY REPORTS:

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

PLANS:

- **WILKINSON HILLS OF LG** – Ray Gamble of Wilkinson Homes was present for the meeting. The Board reviewed a letter dated August 21, 2015 from Wilkinson requesting temporary sewer pipe connection for the Hills of London Grove. AECOM provided a review letter of the request made by Wilkinson Homes which was dated September 2, 2015. AECOM's letter offered that DEP must give written approval for the modification; developer should agree to periodically inspect the temporary modification and clean as needed; three escrows should be established – 1: Installation of Permanent Gravity Sewer as shown on approved plans, 2: Properly abandon the temporary modification; 3: Inspection and cleaning of temporary modification while the permanent gravity sewer is installed. All the items in AECOM's letter should be captured in an agreement that will be reviewed and approved by the LGTMA solicitor. The Board conceptually agreed to the request contingent upon DEP's approval and Ross Unruh's review and recommendation.
- **POWERS PLAN** – AECOM letter dated August 31, 2015 for the outstanding items on the Powers Property was read and noted.
- **INNISCRONE PHASE 3 PUNCHLIST** – AECOM memorandum dated September 3, 2015 listing the outstanding punch list for Inniscrone Phase 3 was read and noted.
- **INNISCRONE PHASE 3 ESCROW REDUCTION #2** – MOTION WAS MADE BY G. YEATMAN TO APPROVE INNISCRONE PHASE 3 ESCROW REDUCTION #2 IN THE AMOUNT OF \$27,73.19, AS RECOMMENDED BY AECOM LETTER DATED SEPTEMBER 3, 2015; SECONDED BY R. VANELLA; AND CARRIED UNANIMOUS BY A VOTE OF 5-0.

▪ **WATER REPORTS:**

- **LABORATORY REPORTS** – The July/August Chester Water Authority and August/September Brandywine Science Laboratory reports were read and noted. The reports were found to be acceptable and in compliance with regulatory standards.
- **WATER FACILITY OPERATOR REPORT** – Jeff Simpson's Water Operator Report for August was read and noted.

▪ **SEWER REPORTS:**

- **LGTMA SEWER OPERATOR REPORT** – Jeff Simpson's Sewer Operator Report for the month of August was read and noted. Ed Strauss was going to look into the specifications for the computer designed for the SCADA system at WWTP#2

▪ **ENGINEER REPORT**

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

UNFINISHED BUSINESS:

- NONE

NEW BUSINESS:

- **PMRS MMO 2016**– MOTION WAS MADE BY R. VANELLA TO APPROVE THE 2016 PMRS MMO; SECONDED BY W. BORYS; AND CARRIED UNANIMOUS BY A VOTE OF 5-0.
- **2016 BUDGET CALENDAR** – MOTION WAS MADE BY C. ALEGRANTI TO APPROVE THE 2016 BUDGET CALENDAR AS FOLLOWS:

Friday, October 16, 2015 – Budget Packet Ready for Distribution at 4:00 p.m. in “agenda” mailbox.

Monday, October 19, 2015, 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 2, 2015, 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 9, 2015, 5:30 p.m., Township Building, Budget Meeting – Second special budget meeting, if necessary.

Monday, December 7, 2015, Regular Meeting – **Final** Adoption of Year 2016 London Grove Township Municipal Authority Budget.

SECONDED BY R. VANELLA; AND CARRIED UNANIMOUS BY A VOTE OF 5-0.

ADJOURNMENT:

G. YEATMAN MADE A MOTION TO ADJOURN THE MEETING AT 8:48 P.M.; SECONDED BY W. BORYS; AND CARRIED UNANIMOUS BY A VOTE OF 5-0.

Respectfully submitted,

Karen A. Crossan
Municipal Authority Manager