

**LONDON GROVE TOWNSHIP MUNICIPAL AUTHORITY
REORGANIZATION AND REGULAR MEETING
MINUTES OF JANUARY 5, 2015**

ATTENDEES: Richard Scott-Harper, Constance Alegranti, Gerald Yeatman, Walter Borys – Board Members
Robert Vanella, Pending Member (LGT Reorganization 1/5/15 at 7:30 p.m. to vote on his term)
Karen A. Crossan, Manager Ed Strauss, URS Corporation
3 Visitors

CALL TO ORDER REORGANIZATION MEETING: Constance Alegranti, Acting Chairman, called the meeting to order at 5:35 p.m. She called for the nomination of Chairman of the London Grove Township Municipal Authority for the year 2015.

REORGANIZATION:

- MOTION WAS MADE BY G. YEATMAN TO NOMINATE RICHARD SCOTT-HARPER, CHAIRMAN OF THE LONDON GROVE TOWNSHIP MUNICIPAL AUTHORITY FOR THE YEAR OF 2015; SECONDED BY W. BORYS; AND CARRIED UNANIMOUS BY A VOTE OF 4-0.
- *Acting Chairman, C. Alegranti turned the meeting over to the 2015 Chairman, Richard Scott-Harper.*
- MOTION WAS MADE BY C. ALEGRANTI TO NOMINATE GERALD YEATMAN, VICE-CHAIRMAN OF THE LONDON GROVE TOWNSHIP MUNICIPAL AUTHORITY FOR THE YEAR OF 2015; SECONDED BY W. BORYS; AND CARRIED UNANIMOUS BY A VOTE OF 4-0.
- MOTION WAS MADE BY G. YEATMAN TO APPROVE THE CONTRACT FOR THOMAS JOSIAH, MUNICIPAL AUTHORITY CPA FOR THE YEAR OF 2015; SECONDED BY C. ALEGRANTI; AND CARRIED UNANIMOUS BY A VOTE OF 4-0. The accountant is bonded for \$25,000 under an employee bond.
- MOTION WAS MADE BY G. YEATMAN TO NAME FULTON BANK, NATIONAL PENN BANK, AND PLGIT AS MUNICIPAL AUTHORITY DEPOSITORIES FOR THE YEAR OF 2015; SECONDED BY C. ALEGRANTI; AND CARRIED UNANIMOUS BY A VOTE OF 4-0.
- MOTION WAS MADE BY G. YEATMAN TO NAME AECOM aka URS CORPORATION MUNICIPAL AUTHORITY ENGINEERS FOR THE YEAR OF 2015; SECONDED BY C. ALEGRANTI; AND CARRIED UNANIMOUS BY A VOTE OF 4-0.
- MOTION WAS MADE BY G. YEATMAN TO NAME ROSS UNRUH, ESQUIRE MUNICIPAL AUTHORITY SOLICITOR FOR THE YEAR OF 2015; SECONDED BY C. ALEGRANTI; AND CARRIED UNANIMOUS BY A VOTE OF 4-0.
- MOTION WAS MADE BY G. YEATMAN TO NAME STEVEN HANN, ESQUIRE MUNICIPAL AUTHORITY SPECIAL COUNCIL FOR THE YEAR OF 2015; SECONDED BY C. ALEGRANTI; AND CARRIED UNANIMOUS BY A VOTE OF 4-0.
- MOTION WAS MADE BY G. YEATMAN TO NAME BARBACANE THORNTON MUNICIPAL AUTHORITY AUDITORS FOR YEAR OF 2015; SECONDED BY C. ALEGRANTI AND CARRIED UNANIMOUS BY A VOTE OF 4-0.
- **MILEAGE RATE:** The Board noted the mileage rate is 56 ½ cents per mile. This rate is determined by the Federal Government.
- **OFFICE HOURS:** The LGTMA office hours will be 8:00 a.m. to 4:30 p.m.

The 2015 meeting dates are as follows:

LONDON GROVE TOWNSHIP MUNICIPAL AUTHORITY
2015 MEETING SCHEDULE

All regular meetings of the Municipal Authority will be held on the 1st Monday of each month with the exception of September. *Agenda deadline is 12 noon the Monday preceding the regular meeting.* The January meeting begins at 5:30 p.m. All other meetings during the year begin at 7:30 p.m. Meetings are held at the Township Office, 372 Rose Hill Road, West Grove, PA 19390. The public is invited.

The London Grove Township Municipal Authority will meet in the 2015 calendar year on the following dates:

January 5, February 2, March 2, April 6, May 4, June 1, July 6, August 3, September 14, October 5, November 2, December 7

MOTION WAS MADE BY G. YEATMAN TO APPROVE THE 2015 MEETING SCHEDULE AS ADVERTISED AND CLOSE THE REORGANIZATION MEETING AT 5:50 P.M.; SECONDED BY C. ALEGRANTI; AND CARRIED UNANIMOUS BY A VOTE OF 4-0.

CALL TO ORDER REGULAR MEETING: The Chairman called to order the regular January meeting of the Municipal Authority at 5:51 p.m.

PUBLIC COMMENT:
None

MINUTES REGULAR MEETING- DECEMBER 2, 2014:

The minutes of the regular meeting on December 2, 2014, were approved as presented. MOTION WAS MADE BY G. YEATMAN TO APPROVE THE MINUTES OF THE REGULAR MEETING ON DECEMBER 2, 2014, AS PRESENTED; SECONDED BY C. ALEGRANTI; AND CARRIED UNANIMOUS BY A VOTE OF 4-0.

FINANCIAL REPORT AS OF DECEMBER 2014:

- **Financial Report - Expenditures, Revenues & Transfers** – The financial report expenditures, revenues & transfers for the month of December 2014 was tabled until the February meeting due to year-end closing.
- **CAPITAL EQUIPMENT CD MEMO** – A memorandum from the manager was presented to the Board regarding the annual equipment replacement certificates of deposits. The memorandum was read and noted.

CORRESPONDENCE:
None

AUTHORITY REPORTS:

- The Municipal Authority Staff Report was read and noted.

▪ **PLANS:**

- **INNISCORNE PHASE 4 TOWNS ESCROW REDUCTION #2** – MOTION WAS MADE BY G. YEATMAN TO APPROVE INNISCORNE PHASE 4 TOWNS REQUEST #2 IN THE AMOUNT OF \$25,829.72 AS REVIEWED AND RECOMMENDED FOR APPROVAL BY URS LETTER DATED DECEMBER 16, 2014, SECONDED BY W. BORYS; AND CARRIED UNANIMOUS BY A VOTE OF 4-0.

- **INNISCRONE PHASE 5 SINGLES ESCROW REDUCTION #3** – MOTION WAS MADE BY C. ALEGRANTI TO APPROVE INNISCRONE PHASE 5 SINGLES REQUEST #3 IN THE AMOUNT OF \$14,144.14 AS REVIEWED AND RECOMMENDED FOR APPROVAL BY URS LETTER DATED DECEMBER 16, 2014, SECONDED BY W. BORYS; AND CARRIED UNANIMOUS BY A VOTE OF 4-0.
- **INNISCRONE PHASE 6 SINGLES ESCROW REDUCTION #3** – MOTION WAS MADE BY G. YEATMAN TO APPROVE INNISCRONE PHASE 6 SINGLES REQUEST #3 IN THE AMOUNT OF \$4,782.32 AS REVIEWED AND RECOMMENDED FOR APPROVAL BY URS LETTER DATED DECEMBER 16, 2014, SECONDED BY W. BORYS; AND CARRIED UNANIMOUS BY A VOTE OF 4-0.
- **RESOLUTION #2015-03 - INNISCRONE DEDICATION OF PHASE 4 TOWNS, PHASE 5 SINGLE FAMILY AND PHASE 6 SINGLE FAMILY** – Robert Adams, Esquire, John Rouse and Jason Jenkins of Bursich Engineers were present at the meeting. All the dedication documents listed in Resolution #2015-03 had been reviewed and recommended for approval by Ross Unruh, Esquire. MOTION WAS MADE BY G. YEATMAN TO APPROVE RESOLUTION #2015-03 INCLUDING ALL THE SATISFACTORY DEDICATION DOCUMENTS OF INNISCRONE PHASE 4 TOWNHOMES, PHASE 5 SINGLE FAMILY AND PHASE 6 SINGLE FAMILY; SECONDED BY W. BORYS; AND CARRIED UNANIMOUSLY BY A VOTE OF 4-0. Robert Adams, Esquire will take the documents to the recorder of deeds and provide the “Time Stamped” copies back to Ross Unruh, Esquire and the Municipal Authority Office.
- **WATER REPORTS:**
 - **LABORATORY REPORTS** – The November Brandywine Science Lab Report and the November Chester Water Report were reviewed. The reports were found to be acceptable and in compliance.
 - **WATER FACILITY OPERATOR REPORT** – Rich Mattson’s Water Operator Report for the month of December 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 December was read and noted.
- **ENGINEER REPORT**
 - **URS MONTHLY REPORT** – The URS December Monthly Report was read and noted.

UNFINISHED BUSINESS:

None

NEW BUSINESS:

- **EMERGENCY RESPONSE PLAN UPDATE** – The Board reviewed the annual update of the Emergency Response Plan for the year 2015. MOTION WAS MADE BY C. ALEGRANTI TO APPROVE THE 2015 EMERGENCY RESPONSE PLAN; SECONDED BY R. VANELLA; AND CARRIED UNANIMOUS BY A VOTE OF 4-0.
- **RESOLUTION #2015-01 WATER TAPPING FEES** – MOTION WAS MADE BY G. YEATMAN TO ADOPT RESOLUTION #2015-01 UPDATING THE WATER TAPPING FEES FOR THE YEAR 2015; SECONDED BY W. BORYS; AND CARRIED UNANIMOUS BY A VOTE OF 4-0.
- **RESOLUTION #2015-02 SEWER TAPPING FEES** – MOTION WAS MADE BY G. YEATMAN TO ADOPT RESOLUTION #2015-02 UPDATING THE SEWER TAPPING FEES FOR THE YEAR 2015; SECONDED BY W. BORYS; AND CARRIED UNANIMOUS BY A VOTE OF 4-0.
- **URS PROPOSAL – F.O.G. – COMMERCIAL FOOD ESTABLISHMENTS** – MOTION WAS MADE BY G. YEATMAN TO APPROVE THE URS PROPOSAL TO INSPECT THE FATS, OILS, AND GREASE AREAS IN COMMERCIAL FOOD ESTABLISHMENTS; SECONDED BY C. ALEGRANTI; AND CARRIED UNANIMOUS BY A VOTE OF 4-0.

LGTMA Minutes of Meeting
January 5, 2015
Page 4

ADJOURNMENT:

C. ALEGRANTI MADE A MOTION TO ADJOURN THE MEETING AT 6:30 P.M.; SECONDED BY W. BORYS; AND CARRIED UNANIMOUS BY A VOTE OF 4-0.

The next regularly scheduled meeting will be held on Monday, February 2, 2015, at 7:30 p.m., in the Township Building.

Respectfully submitted,

Karen A. Crossan
Municipal Authority Manager