ATTENDEES: Gerald Yeatman, Richard Scott-Harper, Douglas Ward, Leland Key – Board Members
Karen A. Linaweaver, Manager         Ed Strauss, AECOM
2 Visitors

CALL TO ORDER REORGANIZATION MEETING: Richard Scott-Harper, Acting Chairman, called the meeting to order at 5:30 p.m. He called for the nomination of Chairman of the London Grove Township Municipal Authority for the year 2019.

REORGANIZATION:
• MOTION WAS MADE BY L. KEY TO NOMINATE GERALD YEATMAN, CHAIRMAN OF THE LONDON GROVE TOWNSHIP MUNICIPAL AUTHORITY FOR THE YEAR OF 2019; SECONDED BY D. WARD; AND CARRIED UNANIMOUS BY A VOTE OF 4-0.

• Acting Chairman, R. Scott-Harper turned the meeting over to the 2019 Chairman, Gerald Yeatman.

• MOTION WAS MADE BY D. WARD TO NOMINATE RICHARD SCOTT-HARPER, VICE-CHAIRMAN OF THE LONDON GROVE TOWNSHIP MUNICIPAL AUTHORITY FOR THE YEAR OF 2019; SECONDED BY L. KEY; AND CARRIED UNANIMOUS BY A VOTE OF 4-0.

• MOTION WAS MADE BY R. SCOTT-HARPER TO APPROVE THE CONTRACT FOR THOMAS JOSIAH, MUNICIPAL AUTHORITY CPA FOR THE YEAR OF 2019; SECONDED BY D. WARD; AND CARRIED UNANIMOUS BY A VOTE OF 4-0. The accountant is bonded for $25,000 under an employee bond.

• MOTION WAS MADE BY R. SCOTT-HARPER TO NAME FULTON BANK, BB & T BANK AS MUNICIPAL AUTHORITY DEPOSITORIES FOR THE YEAR OF 2019; SECONDED BY L. KEY; AND CARRIED UNANIMOUS BY A VOTE OF 4-0.

• MOTION WAS MADE BY L. KEY TO NAME AECOM MUNICIPAL AUTHORITY ENGINEERS FOR THE YEAR OF 2019; SECONDED BY R. SCOTT-HARPER; AND CARRIED UNANIMOUS BY A VOTE OF 4-0.

• MOTION WAS MADE BY R. SCOTT-HARPER TO NAME ROSS UNRUH, ESQUIRE MUNICIPAL AUTHORITY SOLICITOR FOR THE YEAR OF 2019; SECONDED BY D. WARD; AND CARRIED UNANIMOUS BY A VOTE OF 4-0.

• MOTION WAS MADE BY R. SCOTT-HARPER TO NAME STEVEN HANN, ESQUIRE MUNICIPAL AUTHORITY SPECIAL COUNCIL FOR THE YEAR OF 2019; SECONDED BY L. KEY; AND CARRIED UNANIMOUS BY A VOTE OF 4-0.

• MOTION WAS MADE BY R. SCOTT-HARPER TO NAME BARBACANE THORNTON MUNICIPAL AUTHORITY AUDITORS FOR YEAR OF 2019; SECONDED BY L. KEY AND CARRIED UNANIMOUS BY A VOTE OF 4-0.

• MILEAGE RATE: The Board noted the mileage rate is $0.535 per mile. This rate is determined by the Federal Government. MOTION WAS MADE BY R. SCOTT-HARPER TO APPROVE THE 2019 MILEAGE RATE OF $0.535 PER MILE; SECONDED BY D. WARD; AND CARRIED UNANIMOUS BY A VOTE OF 4-0

• OFFICE HOURS: The LGTMA office hours will be 8:00 a.m. to 4:30 p.m. MOTION WAS MADE BY R. SCOTT-HARPER TO APPROVE OFFICE HOURS OF 8:00 a.m. to 4:30 p.m.; SECONDED BY D. WARD; AND CARRIED UNANIMOUS BY A VOTE OF 4-0.
The 2019 meeting dates are as follows:

**LONDON GROVE TOWNSHIP MUNICIPAL AUTHORITY**

**2019 MEETING SCHEDULE**

All regular meetings of the Municipal Authority will be held on the 1st Monday of each month with the exception 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 Municipal Authority of the London Grove Township will meet in the 2019 calendar year on the following dates:

January 7, February 4, March 4, April 1, May 6, June 3, July 1, August 5, September 9, October 7, November 4, December 2

MOTION WAS MADE BY R. SCOTT-HARPER TO APPROVE THE 2019 MEETING SCHEDULE AS ADVERTISED; SECONDED BY D. WARD; AND CARRIED UNANIMOUS BY A VOTE OF 4-0.

It was noted that L. Key will not be present at the June 3, 2019 meeting.

**CALL TO ORDER REGULAR MEETING:** The Chairman called to order the regular January meeting of the Municipal Authority at 5:36 p.m.

**PUBLIC COMMENT:**

- **CONSTANCE ALEGRAINTI RESIGNATION** – C. Alegranti was present at the meeting and submitted her letter of resignation since she has recently moved out of London Grove Township. She said it is with sadness that she resigns, and it has been a joy to work with this LGTMA Board along with the staff of the Authority. She was a part of hiring Karen Linaweaver in the early 90’s when the Authority operated out of a shoe box leading to the professional operation it is today. Two wastewater treatment plants were built, land acquisition and the water tower construction are among some of the many accomplishments. Connie also served as Chairman on the Board of Supervisors; LGT Planning Commission; was instrumental in acquiring the Conard Pyle property that is now the Township Building and the 40 acres donated by the Goddard’s which is now a community park. Her letter ended stating that she especially wanted to thank Karen and her staff for the wonderful job they do in the office administration and the operation of the Public Water and Sewer Systems. As stated in her letter, the Authority has always had a clean bill from the regulatory agencies and a clean audit. The Chairman and the entire LGTMA Board commended her for her tireless efforts and volunteering for over 47 years at London Grove Township.

**FINANCIALS:**

- **DELTA WARE VALLEY REGIONAL FINANCE AUTHORITY** – Lucien Calhoun from Calhoun Baker was present to discuss the 2011 Debt Service. The Series B portion of the LGTMA’s current debt service will terminate on December 25, 2020 and roll into the Variable portion of the loan. The Board was presented a pro forma market commentary on current market rates. After a lengthy discussion with Lucien Calhoun the Board approved the following:
  
  - MOTION WAS MADE BY R. SCOTT-HARPER TO CONVERT THE SERIES B PORTION OF THE NOTE TO A RATE OF APPROXIMATELY 2.524% (MARKET RATES CHANGE DAILY) TO MATURITY; SECONDED BY D. WARD; AND CARRIED UNANIMOUS BY A VOTE OF 4-0.
MOTION WAS MADE BY R. SCOTT-HARPER TO CONVERT SERIES V PARTIAL PORTION OF THE NOTE TO ALTERNATIVE 2 AT AN APPROXIMATE A RATE OF 2.689% (MARKET RATES CHANGE DAILY); SECONDED BY D. WARD; AND CARRIED UNANIMOUSLY BY A VOTE OF 4-0.

MOTION WAS MADE BY R. SCOTT-HARPER TO AUTHORIZE GERALD YEATMAN TO EXECUTE THE DOCUMENTS TO CONVERT THE SERIES B AND SERIES V FUNDS ON BEHALF OF THE BOARD; SECONDED BY D. WARD; AND CARRIED UNANIMOUS BY A VOTE OF 4-0.

CAPITAL EQUIPMENT CERTIFICATE OF DEPOSIT MEMO AND CORPORATE RESOLUTION – A memorandum from the manager was presented to the Board regarding the annual equipment replacement certificates of deposits and corporate resolution. The memorandum was read and noted. MOTION WAS MADE BY R. SCOTT-HARPER TO APPROVE FULTON BANK CORPORATE RESOLUTION AS OUTLINED IN THE MEMORANDUM; SECONDED BY D. WARD; AND CARRIED UNANIMOUS BY A VOTE OF 4-0.

CORRESPONDENCE

67 Inniscrone Drive – The Board was in receipt of a letter from Micah Fegley of 67 Inniscrone Drive. Mr. Fegley was in the audience and asked for relief of his water/sewer bill of October 15, 2018. His consumption was much higher than previous usage. Mr. Fegley said unfortunately the only possible explanation would be an outside person using their hose bib without their knowledge. Currently, he stated that the meter is reading at normal usage. He said that Linda Dowdy’s advice and customer service was very helpful. It was the consensus of the Board to approve the credit to their account and the new balance will be $397.69. L. Dowdy will credit the account accordingly.

MINUTES REGULAR MEETING- DECEMBER 3, 2018:
The minutes of the regular meeting on December 3, 2018, were approved as amended. MOTION WAS MADE BY R. SCOTT-HARPER TO APPROVE THE MINUTES OF THE REGULAR MEETING ON DECEMBER 3, 2018, AS PRESENTED; SECONDED BY L. KEY; AND CARRIED UNANIMOUS BY A VOTE OF 4-0.

FINANCIAL REPORT AS OF DECEMBER 2018:

Financial Report - Expenditures, Revenues & Transfers – The financial report expenditures, revenues & transfers for the month of December 2018 was tabled until the February meeting due to year-end closing.

AUTHORITY REPORTS:

The Municipal Authority Staff Report for the month of December was read and noted.

PLANS:

NONE

WATER REPORTS:

LABORATORY REPORTS – The November/December Chester Water and the November/December Brandywine Science Center Reports 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 – Rich Mattson’s Sewer Operator Report for the month of December was read and noted.

ENGINEER REPORT
- AECOM MONTHLY REPORT – The AECOM 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 2019. R. Scott-Harper stated that Chuck Freese and AGREM were no longer a part of the LGT Township Emergency Operations. K. Linaweaver will modify the document to reflect the changes. MOTION WAS MADE BY R. SCOTT-HARPER TO APPROVE THE 2019 EMERGENCY RESPONSE PLAN; SECONDED BY D. WARD; AND CARRIED UNANIMOUS BY A VOTE OF 4-0.

- RESOLUTION #2019-01 WATER TAPPING FEES – MOTION WAS MADE BY R. SCOTT-HARPER TO ADOPT RESOLUTION #2019-01 UPDATING THE WATER TAPPING FEES FOR THE YEAR 2019; SECONDED BY D. WARD.; AND CARRIED UNANIMOUS BY A VOTE OF 4-0.

- RESOLUTION #2019-02 SEWER TAPPING FEES – MOTION WAS MADE BY R. SCOTT-HARPER TO ADOPT RESOLUTION #2019-02 UPDATING THE SEWER TAPPING FEES FOR THE YEAR 2019; SECONDED BY D. WARD; AND CARRIED UNANIMOUS BY A VOTE OF 4-0.

ADJOURNMENT:
R. SCOTT-HARPER MADE A MOTION TO ADJOURN THE MEETING AT 6:30 P.M.; SECONDED BY L. KEY; AND CARRIED UNANIMOUS BY A VOTE OF 4-0.

The next regularly scheduled meeting will be held on Monday, February 4, 2019, at 7:30 p.m., in the Township Building.

Respectfully submitted,

Karen A. Linaweaver
Municipal Authority Manager

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