



CHADDS FORD TOWNSHIP SEWER AUTHORITY  
REORGANIZATION AND REGULAR MEETING  
JANUARY 17, 2017

Board Members: Mark Stookey  
Amanda Konyk  
Dennis Henry  
Robert Lohr

Not Present: Ted Mennicke

Also Present: Amanda Serock, Sewer Authority Manager  
Mike Sheridan, Solicitor  
Mike DiSantis, DELCORA  
Tom Lisse, Pennoni Associates  
Valerie Hoxter, Assistant Secretary-Treasurer

**REORGANIZATION MEETING**

Mr. Stookey called the meeting to order at 7:00 p.m.

Upon motion and second (Henry/Stookey) Ms. Konyk was elected as temporary Chair.

Ms. Konyk conducted roll call confirming the following Board Members were in attendance:  
Mark Stookey, Amanda Konyk, Dennis Henry and Robert Lohr.

Upon motion and second (Henry/Konyk) Mr. Stookey was elected Chairman for 2017.

Upon motion and second (Henry/Stookey) Ms. Konyk was elected Vice Chair for 2017.

Upon motion and second (Konyk/Henry) Mr. Lohr was elected Secretary for 2017.

Upon motion and second (Stookey/Konyk) Mr. Henry was elected Treasurer for 2017.

Upon motion and second (Stookey/Konyk) Mr. Lohr was elected Right-to-Know Officer for 2017.

Upon motion and second (Konyk/Lohr) Mr. Sheridan was appointed Solicitor for 2017.

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Upon motion and second (Lohr/Konyk) Pennoni Engineering, specifically Tom Leisse, was appointed Engineer for 2017.

Upon motion and second (Henry/Konyk) Barbacane, Thornton and Company, LLP was appointed Auditor to perform the audit for year 2016.

Upon motion and second (Konyk/Henry) Ms. Serock was appointed Authority Manager for 2017.

Upon motion and second (Lohr/Konyk) Ms. Hoxter was appointed Assistant Secretary-Treasurer for 2017.

Upon motion and second (Konyk/Lohr) the following were designated as Authority Bank Depositories for 2017: DNB Bank, PLGIT, Cit Bank, Bank of the Ozarks and Pacific Enterprise Bank.

Upon motion and second (Lohr/Konyk) meeting dates were approved for the third Tuesday of every other month from January 17, 2017 through January 16, 2018; with the exception of the May meeting which will be held on Tuesday, May 23, 2017.

## **REGULAR MEETING**

### ANNOUNCEMENTS

Mr. Stookey announced that Mr. Mennicke was out of town and could not attend this meeting.

### MINUTES

Upon motion and second (Henry/Lohr) the minutes from the November 15, 2016 meeting were approved.

### DELCORA

Mr. DiSantis presented his written report for the months of November and December 2016. There were no violations at either plant during these months.

### MANAGER

Ms. Serock presented her written report and further reported that she has added a section to her report for the private plants and pump stations as well as a compilation of data from Delcora's monthly O&M Reports for each plant. The data will be helpful in various ways, including for future budgeting.



## ENGINEER

Mr. Leisse presented his written report and updated the Board regarding additional information requested by the Pa DCED for the PA Small Water and Sewer Program grant application.

Mr. Leisse informed the Board of upcoming reporting; including the annual DRBC report which is due at the end of January and the Chapter 94 Report which is due in March. He further commented that he anticipates a February review of the Act 537 Plan by the Pa DEP.

## SOLICITOR

Mr. Sheridan presented his report and informed the Board that he is still awaiting the signed affidavit from Mr. Pileggi attesting to the previous transfer of four (4) EDUs from Joseph Grace to Parkside Associates (Olde Ridge Village). Mr. Sheridan will send an electronic copy of the affidavit and a letter requesting signature and return of the affidavit.

## ASSISTANT TREASURER

Ms. Hoxter presented the Assistant Treasurer's written report. She further commented on an additional CD purchase in the amount of \$100,000.00 from Pacific Enterprise and updated the Board on transfers made within the PLGIT accounts in order to take advantage of better rates

Upon motion and second (Konyk/Henry) the Board ratified the purchase of a CD from Cit Bank in the amount of \$247,000.00 on November 9, 2016.

Upon motion and second (Lohr/Henry) the Board ratified the purchase of a CD from Bank of the Ozarks in the amount of \$247,000.00 on November 9, 2016.

Upon motion and second (Henry/Konyk) the Board ratified the purchase of a CD from Pacific Enterprise in the amount of \$100,000.00 on December 20, 2016.

Upon motion and second (Lohr/Henry) the Board approved ACH and check payments for December 2016 in the amount of \$15,302.71.

Upon motion and second (Lohr/Henry) the Board approved ACH and check payments for January 2017 in the amount of \$106,375.42. Ms. Hoxter noted that this amount includes the transfer of \$40,000.00 in funds from the DNB checking account to the PLGIT Infrastructure I-Class account.

Ms. Serock informed the Board that Delcora's operator rate for 2017 was budgeted at an increase of 1.0%. However, the actual rate increase is 1.3%. This will result in the Plant Operator Cost being approximately \$294.00 over the budgeted amount at year end.



## PUBLIC COMMENT

There was no public comment.

## OLD BUSINESS

There was no Old Business to discuss.

## NEW BUSINESS

Mr. Edward Morris appeared before the Board on behalf of E3 Ventures' Assisted Living Facility to update the Board on his efforts to obtain the necessary easements and agreements to direct flow from the facility to the Turners Mill Plant. Ms. Serock reminded the Board that Mr. Morris would return to a future meeting to discuss other items including a reevaluation of EDU requirements for the facility.

Upon motion and second (Konyk/Henry) the Board passed Resolution 2017-01 to adopt matching contributions for eligible employees participating in the Pennsylvania Municipalities Pension Trust's PSATS Townships 457 Plan.

Upon motion and second (Konyk/Lohr) the Board passed Resolution 2017-02 to adjust and revise the Fee Schedule. Ms. Serock highlighted a reduction in required grease trap inspections and fees from four (4) per year to two (2) per year.

Mr. Sheridan updated the Board with information on credit card transaction fees and that the ability to pass those fees through to the user may be dependent on current agreements. Ms. Serock and Ms. Hoxter will do further research on this issue.

Upon motion and second (Konyk/Lohr) the meeting was adjourned at 8:44 p.m.

Respectfully submitted,

Valerie Hoxter  
Assistant Secretary-Treasurer