



CHADDS FORD TOWNSHIP SEWER AUTHORITY  
REGULAR MEETING  
MAY 22, 2018

Board Members: Mark Stookey  
Amanda Konyk  
Dennis Henry  
Robert Lohr  
Ted Mennicke

Also Present: Valerie Hoxter, Sewer Authority Manager  
Mike Sheridan, Solicitor  
Mike DiSantis, DELCORA  
Tom Leisse, Pennoni Associates

#### ANNOUNCEMENTS

Chairman Stookey announced that the change in the May meeting date from May 15 to May 22, 2018 was advertised in the Delaware County Daily Times on May 14, 2018.

#### MINUTES

Upon motion and second (Mennicke/Henry) the minutes from the March 27, 2018 Regular Meeting were approved.

#### DELCORA

Mr. DiSantis presented his written report for the months of March and April 2018. There were no violations at either plant during these months. Mr. DiSantis further commented that they have been experiencing a lot of foam at Ridings in May, which appears to be the cause of TSS exceedances. Delcora is implementing operational changes to resolve the issue. Complete information will be available with the May monthly report.

#### MANAGER

Ms. Hoxter presented her written report and updated the Board on the status of the Brandywine Conservancy's correction to the sump pit connection.

Ms. Hoxter also informed the Board that she worked with the new property owner of 205 Heyburn Road to procure permits, inspections and approvals to complete the property's connection to the sewer system. It was necessary for this long-time outstanding connection to be

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made prior to re-sale of the property. All inspections passed, the property is now connected to the sewer system, and was re-sold on April 30, 2018.

#### ENGINEER

Mr. Lisse presented his written report and updated the Board on the status and schedule for the Act 537 Plan Update project: design plans are complete and Mr. Lisse will set up a pre-application meeting with DEP; field work at the Estates Pump Station is complete and the report to analyze flows is being finalized; the force main routing plans for the Ridings conversion are being finalized. Mr. Lisse is providing a schedule to Ms. Hoxter at each bi-weekly meeting and will provide an updated schedule at each Board meeting.

#### SOLICITOR

Mr. Sheridan and the Board discussed the process for setting new tapping fees as well as determining and/or reserving any additional capacity resulting from the Act 537 Plan Improvements.

Mr. Sheridan further commented that he is waiting for notice of court dates for delinquent accounts against which the Authority has filed suit.

#### ASSISTANT TREASURER

Ms. Hoxter presented the Assistant Treasurer's written report and reviewed cash balances. She further reported on one PLGIT CD for \$100,000.00 which is maturing on May 24, 2018. Upon maturity the Authority will receive \$1,450.00 in interest. Ms. Hoxter indicated that a motion to ratify any re-investment, as approved by the Chairman and Treasurer, will be presented at the next Board meeting. It was noted that Ms. Hoxter will be requesting rates for a nine month CD in order to ensure funds will be available for the Act 537 Plan Improvements Project if necessary.

Upon motion and second (Konyk/Lohr) the Board approved ACH and check payments for April 2018 in the amount of \$26,825.57.

Upon motion and second (Mennicke/Henry) the Board approved ACH and check payments for May 2018 in the amount of \$91,950.10.

Upon motion and second (Konyk/Mennicke) the Board authorized release and return of the escrow for 205 Heyburn Road to DiSabatino Outdoor Living in the amount of \$10,665.44 as of April 30, 2018, plus any additional interest that may be posted to the account.

Ms. Hoxter requested approval to transfer \$60,000.00 from the DNB Operating Account to PLGIT in order to keep the Authority's DNB Bank total accounts balance below the FDIC insured limit of \$250,000.00.



Upon motion and second (Lohr/Henry) the approved the transfer of \$60,000.00 from the DNB Operating Account to the PLGIT Class Account.

#### PUBLIC COMMENT

There was no public comment.

#### OLD BUSINESS

Ms. Hoxter updated the Board on the status of delinquent accounts including: four liens removed, one lien filed, one 30-day post lien letter sent, and actions filed against four accounts in District Court and one account in Common Pleas Court. Approximately \$98,000.00 has been collected from delinquent accounts since July 2017.

#### NEW BUSINESS

Chairman Stookey updated the Board on a meeting with the Henderson Group on May 1, 2018 during which they presented their plan for upgrades to the Knights Bridge Sewage Treatment Plant. Their plan includes changing the treatment system to an MBR (Membrane Bioreactor) System. They have had preliminary conversations with DEP and will be required to go through the Township for permitting and/or land development for the work. DEP approval will be needed to proceed with the plan.

Upon motion and second (Lohr/Mennicke) the Board approved Resolution 2018-05 authorizing a change of name on an existing escrow account from E-3 Ventures to LCB Sr. Living.

Upon motion and second (Konyk/Lohr) the Board approved Resolution 2018-06 authorizing opening an escrow account at TD Bank for Henderson Group Knights Bridge Plant upgrades.

Chairman Stookey and the Board discussed past commercial purchasers of Grace capacity (EDUs) and the fact that purchasers of that capacity did not pay for the collection portion of the EDUs. Based on a review of current information, and after a recent conversation with a previous Board Chairman, the Authority will take a closer look at its records in an effort to obtain and confirm historical data on payment of the collection portion of these EDUs.

Mr. Sheridan reminded the Board that, under the original agreement with Grace, the transfer of capacity required prior approval by the Authority. Those approvals were not always obtained. Some approvals were obtained retroactively and some were never obtained.

Ms. Hoxter indicated she will reach out to former Board Members and Secretaries and review electronic files from former Chairman DelRossi as well as previous minutes. There are also records in the file room which can be inspected. The Authority may engage outside assistance for review of files.



In addition to the collection portion of the EDUs, Chairman Stookey mentioned that owners of Grace capacity that are not connected to the system are not paying the quarterly EDU fee. The Authority will begin to invoice that fee with the next quarterly invoice. Ms. Hoxter will send a letter with the invoices explaining the charges.

Upon motion and second (Konyk/Henry) the meeting was adjourned at 8:05 p.m.

Respectfully submitted,

Valerie Hoxter  
Authority Manager