



CHADDS FORD TOWNSHIP SEWER AUTHORITY
REGULAR MEETING
NOVEMBER 21, 2017

Board Members: Mark Stookey
Dennis Henry
Robert Lohr
Ted Mennicke

Not in Attendance: Amanda Konyk

Also Present: Valerie Hoxter, Sewer Authority Manager
Mike Sheridan, Solicitor
Stan Gober, DELCORA
Tom Lisse, Pennoni Associates

ANNOUNCEMENTS

Mr. Stookey announced that the Board met in Executive Session on October 23, 2017 to discuss personnel. Mr. Stookey welcomed Ms. Hoxter as the Authority's new Manager.

MINUTES

Upon motion and second (Mennicke/Henry) the minutes from the September 19, 2017 Regular Meeting were approved.

DELCORA

Mr. Gober presented his written report for the months of September and October 2017. There were no violations at either plant during September. Due to an oversight after a change in permit which increased frequency of monitoring, there were four influent monitoring violations at Ridings in October. There will be one similar violation in November.

Mr. Lisse and Mr. Gober discussed the decrease in gurgling since the air release valve was replaced. Mr. Gober complimented the work done by Jurich at the Smithbridge pump station. Ms. Hoxter will schedule cutting back of overgrowth at Smithbridge pump station to clear a path for Delcora's trucks.

MANAGER

Ms. Hoxter presented her written report and thanked the Board for the opportunity to work with them as the Authority Manager.

POST OFFICE BOX 816
CHADDS FORD, PA 19317

PHONE 610.388.8800 EXT. 102
FAX 610.388.5057



ENGINEER

Mr. Leisse presented his written report and informed the Board of the status of the Act 537 Plan Update, as well as the Smithbridge pump station repair work and the air release valve replacement. Mr. Leisse also updated the Board on the Ridings collection system televising work, which is now complete. A written report will follow. Slip lining sections of the system which are not pvc will be factored into the upcoming PA Small Water and Sewer Grant application, which is due February 28, 2018.

SOLICITOR

Mr. Sheridan presented his report and informed the Board that the Constable will be serving Writs to accounts previously identified. Mr. Sheridan also informed the Board there were three liens filed and that Parkside Associates' account balance has now been reviewed based on the resolution of total EDUs owned.

ASSISTANT TREASURER

Ms. Hoxter presented the Assistant Treasurer's written report and reviewed cash balances. Ms. Hoxter also noted there were two CDs (\$245,000 each) with PLGIT that matured on November 9, 2017 which generated approximately \$5,600 in interest income. The amounts of the maturing CDs were reinvested by purchasing two new CDs through PLGIT at net rates of 1.65% and 1.55%.

Upon motion and second (Lohr/Mennicke) the Board approved ACH and check payments for October 2017 in the amount of \$15,107.54.

Upon motion and second (Lohr/Henry) the Board approved ACH and check payments for November 2017 in the amount of \$113,153.25.

Ms. Hoxter requested the Board authorize the Chairman and/or Treasurer to make transactions within the PLGIT accounts, as she would be the only person authorized to do so after removing former Manager Serock from the accounts.

Upon motion and second (Mennicke/Lohr) the Board authorized Chairman Stookey and Treasurer Henry to view and initiate transactions, open and close accounts, assign permissions and establish other contacts, and change banking instructions and account information.

PUBLIC COMMENT

There was no public comment.

OLD BUSINESS

Ms. Hoxter reviewed water use for the previous two quarters (March 1 through September 6, 2017) for Children's Hospital and Glen Mills Veterinary. Children's Hospital did not exceed the allotted use for



EDUs owned. Glen Mills Veterinary exceeded allotted use for the first of two quarters by 1,818 gallons, but did not exceed allotted use for the second quarter. Ms. Hoxter suggested monitoring the use for Glen Mills Veterinary for one or two additional quarters.

Upon motion and second (Stokey/Lohr) the Board authorized the extension of two additional quarters of use monitoring for Glen Mills Veterinary prior to determining whether the purchase of an additional EDU would be required.

Ms. Hoxter updated the Board on the possible sale of a property with one of the largest past due balances.

NEW BUSINESS

Upon motion and second (Lohr/Henry) the Board appointed Valerie Hoxter as Authority Manager per terms outlined in the letter of offer issued to Ms. Hoxter.

Ms. Hoxter reviewed the proposed 2018 Budget with the Board, highlighting changes made since the Preliminary Budget was reviewed at the September 2017 meeting.

Upon motion and second (Lohr/Henry) the Board approved the 2018 Budget as presented.

Upon motion and second (Lohr/Henry) the meeting was adjourned at 8:04 p.m.

Respectfully submitted,

Valerie Hoxter
Authority Manager