



CHADDS FORD TOWNSHIP SEWER AUTHORITY  
REORGANIZATION AND REGULAR MEETING  
JANUARY 19, 2016

Officials Present: Board Members

Mark Stookey  
Ted Mennicke  
Amanda Konyk  
Dennis Henry  
Robert Lohr

Also Present: Mike Sheridan, Solicitor  
Mike DiSantis, DELCORA  
Tom Leisse, Pennoni Associates  
Amanda Serock, Manager  
Barbara Biedekapp, Asst. Secretary/Treasurer  
Valerie Hoxter, Sewer Authority Staff

**REORGANIZATION MEETING**

Ms. Konyk called the meeting to order at 7:10 p.m.

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

Upon motion and second (Stookey/Henry) Mr. Lohr was elected as temporary Secretary.

Ms. Konyk asked for a moment of silence in remembrance of former Sewer Authority Chair and Township Supervisor Keith Klaver.

Upon motion and second (Konyk/Lohr) Mr. Stookey was elected Chairman for 2016.

Upon motion and second (Henry/Lohr) Ms. Konyk was elected Vice Chair for 2016.

Upon motion and second (Stookey/Henry) Mr. Lohr was elected Secretary for 2016.

Upon motion and second (Lohr/Konyk) Mr. Henry was elected Treasurer for 2016.

Upon motion and second (Stookey/Henry) Mr. Lohr was elected Right to Know Officer for 2016.

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Upon motion and second (Henry/Konyk) Mr. Sheridan was appointed Solicitor for 2016.

Upon motion and second (Konyk/Henry) Pennoni Engineering, specifically Tom Leisse, was appointed Engineer for 2016.

Upon motion and second (Stookey/Henry) Barbacane, Thornton and Company, LLP was appointed Auditor to perform the audit for year 2015.

Upon motion and second (Henry/Konyk) Ms. Serock was appointed Authority Manager for 2016.

Upon motion and second (Stookey/Henry) Ms. Hoxter was appointed Assistant Secretary/Treasurer for 2016.

Upon motion and second (Henry/Konyk) DNB First was designated as Authority Depository for 2016.

Upon motion and second (Stookey/Henry) meeting dates were approved for the third Tuesday of every other month from January 19, 2016 through January 17, 2017; with the exception of the May meeting which will be held on Tuesday, May 10, 2016.

## **REGULAR MEETING**

### ANNOUNCEMENTS

Mr. Henry announced that Supervisor Samantha Reiner has been appointed Supervisor Liaison to the Authority.

Ms. Serock announced this would be the last meeting that Ms. Biedekapp would attend as Assistant Secretary/Treasurer and thanked her for all of her hard work over the years and for her assistance with the current transition. Mr. Stookey stated it has been a pleasure working with Ms. Biedekapp and he is sure that she and Ms. Hoxter will continue their good teamwork into the future. Mr. Sheridan and Mr. Stookey thanked Ms. Biedekapp for her efforts to reduce outstanding receivables during her time with the Authority, as well as for her interaction with customers.

Mr. Stookey announced that the Authority held a very productive joint meeting with the Board of Supervisors prior to this meeting and he anticipates similar meetings will be held in the future.



## MINUTES

Upon motion and second (Konyk/Henry) the minutes from the November 17, 2015 meeting were approved.

Upon motion and second (Lohr/Henry) the minutes from the December 15, 2015 Special Meeting were approved.

## PUBLIC COMMENT

There was no public comment.

## DELCORA

Mr. DiSantis presented his written report for the months of November and December 2015.

## MANAGER

Ms. Serock presented her written report and further reported that the Township has received a PRD application for Wonderland Farms on Oakland Road and a SALDO application from Concord Subaru located on Route 202. She also noted that she received a sewer connection application from Concord Auto Body. Their connection was included in the Intermunicipal Agreement as part of the Brandywine Mills development and allows them to send flows to Concord Township and the Authority will handle invoicing.

Ms. Serock reported on testing requirements and enforcement according to the Authority's Sewer Agreement with Brandywine Mills, as well as process for grease trap inspections. There was further discussion regarding billing for Brandywine Mills.

Ms. Serock reported on payroll processing and timelines for check signing. Mr. Stookey and Mr. Henry agreed to be available as signers for payroll checks.

## ENGINEER

Mr. Leisse presented his written report and further reported that he and Ms. Serock will communicate with management of the Knights Bridge Plant regarding their annual inspection report.

Upon motion and second (Konyk/Henry) the Board authorized the release of Brandywine Mills' Letter of Credit in the amount of \$156,275.00 for capacity reservation as part of the agreement.

## SOLICITOR

Mr. Sheridan presented his report including an update on the St. Cornelius connection agreement.



Upon motion and second (Konyk/Henry) the Board adopted Resolution 2016-01 setting forth the Fee Schedule for 2016 with changes as presented by Mr. Sheridan.

#### ASSISTANT TREASURER

Ms. Hoxter presented the Assistant Treasurer's written report and thanked the Board for the opportunity to work with them. Ms. Hoxter also updated the Board on the status of meter installations and readings for well water customers.

Upon motion and second (Konyk/Henry) the Board approved ACH and check payments for December 2015 in the amount of \$45,892.05.

Upon motion and second (Konyk/Henry) the Board approved ACH and check payments for January 2016 in the amount of \$59,682.73.

#### OLD BUSINESS

There was no Old Business to discuss.

#### NEW BUSINESS

Upon motion and second (Konyk/Lohr) the Board authorized Engineer Leisse to initiate contact with the PA-DEP to begin exploring the option of converting the Ridings Plant into a pump station with flow conveyed to an expanded Turners Mill Plant.

Ms. Konyk thanked Mr. Mennicke for his time and hard work in service to the Board as Chairman.

Upon motion and second (Henry/Konyk) the meeting was adjourned at 8:30 p.m.

Respectfully submitted,

Valerie Hoxter  
Assistant Secretary/Treasurer