

West Goshen Township
Sewer Authority
May 5, 2021
7:00 PM

Agenda for Teleconference Meeting

1. Pledge of Allegiance.
2. Roll Call for Sewer Authority Board members, staff and professional service providers.
3. Approval of the Authority meeting minutes of April 7, 2021. Open action items from prior meetings include:
 - a) Josh Fox, to obtain price for appropriate consultant engagement for possible coating of the interior of the secondary anaerobic digester (item 8a October 2020 Meeting);
 - b) Josh and Mike, to revise Standard Sewer Specifications by year end. (item 5d February 2021 meeting);
 - c) Ted Murphy, Woodlands at Greystone increasing size of sewer main on Andrew Drive – place on agenda after design review complete by HRG (item 9, March 3, 2021 meeting);
 - d) Full Authority Board, to review information and make recommendations to the Board of Supervisors for an Ordinance covering home I&I inspections at the time of property sale inspections and building permit inspections (item 11b, March 3, 2021 meeting);
 - e) Casey LaLonde, to provide current agreement between West Goshen Township and West Goshen Sewer Authority (Solicitor since confirmed no record with Solicitor) (item 11d March 3, 2021 meeting);
 - f) Mike Moffa, to schedule a date for the next plant tour by Authority Board members.
 - g) Shaun Walsh, to follow up with East Goshen Board regarding Westtown Way Pump Station (item 4.B April 7, 2021 meeting);
 - h) Casey LaLonde, to follow up on “The Commonwealth, as of April 1, 2021, is requiring filing a Plan Declaration regarding a pension plan for our employees or retirees and also an Act 205 Actuarial Valuation Report” (Item 4D April 7, 2021 meeting);
 - i) Walt Wills, to enquire of Fulton Bank what fees remain when Bond Construction Fund depleted (Item 6B April 7, 2021 meeting);
 - j) Mike Moffa and Ted Murphy, to prepare Q2 Budget status Review for July Authority meeting (Item 6B April 7, 2021 meeting);
 - k) Mike Moffa, to reach out to adjoining property owner for Trinity Drive Pump Station to not perform property maintenance on pump station parcel;
4. Authority Chair and Member announcements.
 - A. Procedures for telephonic meeting (see attached). Meetings via teleconference are permitted in the event that official emergency declaration prevents an open public meeting.
 - B. Next regular meeting June 2, 2021 at 7:00 PM. Location to be determined.
 - C. Congressional Representative Houlahan, on April 28, 2021, rejected the Westtown Way Pump Station project submission for inclusion in her request for consideration to the Appropriations Committee the FY22 Community Project Funding.

5. Solicitor's Report, dated April 28, 2021 presented by Ryan Jennings, Esquire.
 - A. Woodlands at Greystone.
 - (1) Discussion and possible approval of Motion to authorization the acceptance and execution of the Sanitary Sewer Construction Agreement (secured by surety bond) between the RLD Greystone, LLC and the West Goshen Sewer Authority, dated April/May ____, 2021.
 - (2) Discussion and possible of approval of Motion to adopt Authority Resolution 2021-____, as prepared by the Authority's Solicitor, for the approval of the Woodlands at Greystone Phase II sewer Deed of Rights-of-Way, as offered and to be conveyed by RLD Greystone, LLC to the West Goshen Sewer Authority.
 - B. 504 S. Concord Road Subdivision (former Boy Scout property).
 - C. Islamic Society of Chester County (1001 Pottstown Pike)
 - (1) Discussion and possible approval of Motion to authorization the acceptance and execution of the Sanitary Sewer Construction Agreement (secured by cash account) between the Islamic Society of Chester County and the West Goshen Sewer Authority, dated April/May ____, 2021
 - D. Sunset Hollow.
 - E. Reserve at West Goshen
 - F. Goshen Walk
 - G. Miscellaneous
6. Wastewater Superintendent Report, dated May 5, 2021, presented Mike Moffa.
 - A. General Compliance Status & Misc. Operational Data.
 - B. Request for approval of the purchase of a replacement pump for the Spruce Avenue Pump Station from Xylem Water Solutions USA, Inc. in the amount of \$26,512.00 (COSTARS Contract # 016-081).
 - This purchase is included in the approved 2021 budget for the amount of \$26,000.00
 - C. Request for approval of the purchase of a replacement Equalization Pump from Kappe Associates, Inc. in the amount of \$36,690.00 (COSTARS Contract # 016-096).
 - This purchase is included in the approved 2021 budget for the amount of \$40,000.
 - D. Request for approval of the purchase of a replacement heat pump for the treatment plant laboratory from Brandywine Valley Heating & Air Conditioning, Inc. in the amount of \$5,750.00.
 - The existing unit is approximately 28 years old and has failed. This expense will fall under Miscellaneous Capital Improvements in the 2021 budget

7. Treasurer's Report, dated May 5, 2021, presented by Walter Wills. Discussion and possible approval of requisitions/bills to be paid as set forth in the Treasurer's Report totaling \$273,606.02.
 - A. Discussion and possible approval of Application for Payment No. 5 for Contract WWTP-19-3 (WWTP Phase 2 Mechanical Contract) to CUICK Precision Solutions in the amount of \$39,122.96 (bond requisition #s 592 and 593).
 - B. Discussion and possible approval of Application for Payment No. 8 for Contract TD-1 (Trinity Drive Pump Station Improvements General Contract) to PSI Pumping Solutions, Inc. in the amount of \$51,257.74 (bond requisition # 594).
 - C. Discussion and possible approval of Application for Payment No. 5 for Contract TD-2 (Trinity Drive Pump Station Improvements General Contract) to MJF Electrical Contracting, Inc. in the amount of \$27,994.00 (bond requisition #s 589).
 - D. Discussion and possible approval of Application for Payment No. 2 for Trinity Drive Pump Station Pump Control Panel to Optimum Controls Corporation in the amount of \$32,479.55 (bond requisition # 590).
 - E. Discussion and possible approval of Application for Payment No. 4 for Contract WWTP-20-1 (Aeration Basin Improvement Project General Contract) to CUICK Precision Solutions in the amount of \$8,830.25 (bond requisition # 591).
 - F. Discussion and possible approval of Application for Payment No. 3 for Contract WWTP-20-2 (Aeration Basin Improvement Project Electrical Contract) to MJF Electrical Contracting, Inc. in the amount of \$39,600.00 (bond requisition # 588).
 - G. Discussion and possible approval of Application for Payment No. 3 (Final) for Contract IP-1: Sanitary Sewer Replacement (2019 Phase I Interceptor Repairs Project) to Doli Construction Co. in the amount of \$17,739.33 (tapping fee requisition #2062).
 - H. Approval of Bond Requisition numbers 587, Tapping Fee Fund requisitions 2057-2061 and 2063-2065, and Developer's Invoices.
8. Engineer's Projects Report, dated April 30, 2021 presented by Josh Fox from HRG.
 - A. Discussion and possible approval of Change Order No. 4 for Contract WWTP-19-2 for an increase to the Contract Price in the amount of \$12,850.00 for installation of 120 connectors and 20 six (6) strand OSP fan out kits for the terminations of the fiber optic wires. This work was originally scheduled to be completed by the Authority's System's Integrator.
 - B. Discussion and possible approval of Change Order No. 2 for Contract TD-1 for an increase in the Contract Price in the amount of \$7,811.64 and 12 additional days.
 - C. Discussion and possible approval of Change Order No. 4 (Final) for Contract IP-1 for a decrease to the Contract Price in the amount of \$355.20 to adjust contract quantities to reflect actual installed quantities during construction.

D. Discussion of timing for the Westtown Way

9. Developments Report, dated April 30, 2021 presented by Josh Fox from HRG.
 - A. Discussion and possible approval to accept, for the Islamic Society - #245 project, financial security in the amount of \$93,462.32. This has been recommended by HRG.
 - B. Discussion and possible approval to release final construction escrow, for the Glenn White – 901 Shiloh Road - #254 project, in the amount of \$6,847.50. This has been recommended by the Township Staff.
10. Discussion of information to provide to EPA regarding the status of the 6/1/21 Deadline for CoMag Installation
11. Discussion and possible approval of the sewage rate increase model, presented by Walt Wills.
12. Board review of By-laws and Financial Policies (see February and March meeting minutes)
13. Discussion and possible approval of PMAA Conference attendance
14. Discussion of whether to proceed with PMAA survey participation
15. New business.

Adjourn

Procedures for Tele-conference

TELECONFERENCE INSTRUCTIONS

May Sewer Authority Meeting

Wed, May 5, 2021 7:00 PM - 9:00 PM (EDT)

Please join my meeting from your computer, tablet or smartphone.

<https://global.gotomeeting.com/join/913645077>

You can also dial in using your phone.

United States (Toll Free): [1 866 899 4679](tel:18668994679)

Access Code: 913-645-077

New to GoToMeeting? Get the app now and be ready when your first meeting starts:

<https://global.gotomeeting.com/install/913645077>

The [Office of Open Records](#) has issued the following advisory regarding [Pennsylvania's Sunshine Act](#) and the coronavirus (COVID-19).

Last updated March 31 at 9:07 a.m.

Note: Check online at:

<https://openrecordspennsylvania.com/2020/03/11/the-sunshine-act-and-covid-19/>

This advisory relates to all meetings governed by the Sunshine Act; it is not limited to emergency meetings.

As a starting point, it's key for agencies to remember that transparency builds trust, especially in times of crisis.

The [Sunshine Act](#) is clear that public meetings should be held at public buildings with open public participation whenever possible. If an official emergency declaration prevents that from happening, a meeting via teleconference, webinar, or other electronic method that allows for two-way communication is generally permissible.

Any agency taking that step must provide a reasonably accessible method for the public to participate and comment pursuant to Section 710.1 of the Sunshine Act. That method should be clearly explained to the public in advance of and during the meeting.

Further, the Office of Open Records strongly recommends that any agency holding such a meeting record the meeting and proactively make the recording available (preferably online) so that a full and complete record of the meeting is available to the public.

[35 Pa.C.S. § 7501\(d\)](#) allows agencies under a “declaration of disaster emergency” (here’s the [March 6 disaster emergency declaration](#) signed by Governor Wolf and [information about the](#)

[declaration](#)) to suspend the need to comply with certain “formal requirements.” In context, any such suspensions must be related to the emergency in some way.

Some agencies are governed by laws which add requirements beyond those included in the Sunshine Act. For example, both the Borough Code and the Third Class City Code explicitly require that a majority of members be physically present for purposes of determining a quorum. In such cases, the provisions of 35 Pa.C.S. § 7501(d) can come into play. The OOR encourages agencies to consult with their solicitors on such issues.

Agencies, solicitors, and members of the public with any questions are welcome to contact the OOR. Using [the OOR contact form](#) is the best way to reach us at this time, as we are all working remotely.

Guidance from the Pennsylvania District Attorneys Association

The Pennsylvania District Attorneys Association has also issued guidance related to the Sunshine Act, which [can be read here \(PDF\)](#).

On April 20, 2020 Governor Wolf signed Senate Bill 841 that allows remote municipal meetings during the COVID-19 Emergency.

See Title 35 Pa.C.S.A. §§5701 – 5741. The change in the law allows hearings, meetings, proceedings, or other business to be conducted through the use of authorized telecommunications device until the expiration or termination of the COVID-19 disaster emergency.

Link here: <https://www.legis.state.pa.us/cfdocs/legis/li/uconsCheck.cfm?yr=2020&sessInd=0&act=15>

In addition, section 7501(d) of Title 35 has been amended in the same bill to provide for temporary suspension of formal requirements in other emergencies declared either by the Governor or of the governing body of the political subdivision affected by the disaster emergency. A quorum of physically present members is not required if a quorum is otherwise established by participating members through authorized telecommunication device. This provision does not expire at the end of the COVID-19 disaster.