

WEST BRANDYWINE TOWNSHIP MUNICIPAL AUTHORITY

Incorporated 1995

198 Lafayette Road, West Brandywine, PA 19320-1230

Joseph S. Sawicki, *Chairman*
William S. Clark, *Secretary*
Kent D. Nation, *Treasurer*

Joseph S. Boldaz, *Vice-Chairman*
Francesca J. Crane, *Asst. Secretary/Treasurer*
Anita M. Ferez, *Administrator*

Meeting Minutes – July 8, 2021

Call to Order

The meeting was called to order at 7:00pm by Chairman Sawicki.

Roll Call of Board Members

Will Clark (WSC), Francesca Crane (FJC), Kent Nation (KDN) and Joe Sawicki (JSS) were present. Joseph S. Boldaz was absent.

Others Present

Engineer Bill Malin and Mark Yoder from Carroll Engineering and Administrator Anita Ferez were present.

Public Notification: None

Action on Minutes of Previous Meeting(s)

A Motion to approve the June 10, 2021 regular meeting minutes was made by KDN and seconded by FJC. All members present were in favor.

Public Comment: None

Reports:

1. Operator

- a. Monthly Report. Brief review; inquiry about Beaver Creek flow/run times. Engineer will follow up with Operator.
 - i. Block heater at BCPS. ***A Motion authorizing the purchase of the generator block heater for a cost of \$144.05 and installation performed by SES for a project total, including heater, of \$364.05 was made by KDN and seconded by WSC. All members present were in favor.***
 - ii. Wet well cleaning – quotes (2). Brief review of quotes. ***A Motion accepting the proposal of McGovern Environmental LLC for removal, transportation and disposal of grease/sludge/grit from Authority's five pump stations for a cost of \$3,450.00 was made by KDN and seconded by WSC. All members present were in favor.***
 - iii. Grinders/motor – quotes for installation. Discussion on quotes received from SES and Pikeland, whether there is anything salvageable from old grinders, and logistics of work to be done, when it should be done and who should do the work. ***A Motion accepting the Quote dated 7-6-21 from SES for installation of the grinders at Reeceville and Friendship Village pump stations in the amount of \$1,500.00 was made by FJC and seconded by WSC. All members present were in favor.*** Decision on installation of the motor at CRPS held till August meeting.

2. Engineer

- a. 3-way valves at RRPS and CRPS. Review of quote provided by DeZurik (includes both valves). ***A Motion to accept the Quotation dated 06-10-2021 from DeZURIK for two 3-way valves (RRPS - \$8,260.00 and CRPS - \$2,625.00) in the total amount of \$10,885.00, subject to confirmation that the valves come with zerk grease fittings was made by WSC and seconded by KDN. If the zerk grease fittings for both valves are an additional total cost of less than \$200.00, Administrator may proceed with ordering valves. If the zerk grease fittings are an additional cost and exceed \$200.00, this Motion will be moot and the new Quote reviewed by the Board in August. All members present were in favor.***
- b. Ashberry PS project status – operations and reconstruction. Update provided on recent meeting with contractor and pump manufacturer. Additional investigation to take place to see if air could be trapped and therefore causing the pumps to run below design capacity.
- c. Pump Station operations – louvers. Brief update provided; permits have been issued, louvers are in, work to be done late July/early August.
- d. Grant Funding for control system replacement – updated cost figures. Brief update provided; can use existing soft starters, still awaiting revised pricing from KEG.
- e. TOA 2 East Reeceville (Baldwin) – status. Update provided on discussion at BOS meeting in June regarding grinders and compliance with Township ordinance.

3. Solicitor

- a. Resolution 03-2021: Declaring its intent to follow the schedules and procedures for disposition of records as set forth in the Municipal Records Manual. ***A Motion approving Resolution 03-2021 declaring intent to follow schedules and procedures for disposition of records as set forth in the Municipal Records Manual was made by FJC and seconded by KDN. All members present were in favor.***
- b. Resolution 04-2021: Establishing a policy for the retention and destruction of recordings from meetings. ***A Motion approving Resolution 04-2021 establishing a policy for retention and destruction of recordings from meetings was made by FJC and seconded by KDN. All members present were in favor.***

4. Administrator

- a. Payments for Revenue Note and Grant Loan – need to ratify, due/made June 15, 2021. Noted.
- b. Monthly informational report. Noted.

New Business:

1. FJC suggested a reconsideration to allow Administrator to be a signatory on checks but inquired about whether it could be done based on our current by-laws. Matter will be forwarded to Solicitor for input.

Finances:

As of June 30, 2021:

1. Mid Penn DSRF - \$569,428.64
2. Mid Penn Operating - \$182,244.82
3. Mid Penn Debt Service - \$22,559.67
4. Mid Penn Capital Reserve - \$801,386.83

5. Mid Penn Grant Funding - \$155,908.93
6. Bills paid and to be ratified - \$92,875.78
7. Payroll for regular meeting for June 2021- \$4,754.19

A Motion to pay and ratify the bills and expenses, and specifically the Revenue Note payment of \$119,328.61 and Grant loan payment of \$2,756.00 both of which were made on 6/15/2021, was made by KDN and seconded by WSC. All members present were in favor.

Dates of Upcoming Meetings

Announcement made of upcoming Board of Supervisors meetings on July 15, 2021 and August 5, 2021, and Municipal Authority, on Thursday, August 12, 2021 at 7:00 p.m.

WSC will attend the 7/15/2021 BOS meeting to provide the Authority report.

Adjournment

A Motion to adjourn was made by KDN and seconded by FJC. All members present were in favor. The meeting adjourned at 8:02pm.

Respectfully submitted,

Anita Ferenz, Administrator