

# WEST BRANDYWINE TOWNSHIP MUNICIPAL AUTHORITY

Incorporated 1995

199 Lafayette Road, West Brandywine, PA 19320-1230

Sandra G. Martin, Chairman  
Rick Tisa, Secretary  
Kent D. Nation, Treasurer

Joseph S. Boldaz, Vice Chairman/  
Asst Secretary/Asst Treasurer  
Anita M. Ferenz, Administrator

## Meeting Agenda for March 9, 2017

**Call to Order** (time: \_\_\_\_\_)

**Pledge of Allegiance**

**Roll Call of Board Members**

Joseph S. Boldaz (JSB) \_\_\_\_\_, Sandra G. Martin (SGM) \_\_\_\_\_, Kent D. Nation (KDN) \_\_\_\_\_, and Rick Tisa (RT) \_\_\_\_\_. There is a vacancy on the Board.

**Others Present**

Engineer \_\_\_\_\_, Operator \_\_\_\_\_, Solicitor \_\_\_\_\_, Administrator \_\_\_\_\_

**Public Notification:** None

**Action on Minutes of Previous Meeting(s)**

- February 9, 2017 regular meeting

**Public Comment (individuals requesting to be on the agenda):**

1. Rich Sipple to discuss easement on property.

**Correspondence/Communications** (information to note)

1. February 2017 edition of "the Authority" from PMAA.
2. 2017 PMAA Spring Management Workshops, held April 5, 2017 in Hershey, PA.
3. Correspondence dated February 8, 2017 from PA Department of Labor & Industry regarding State Workers' Insurance Fund audit of payroll records. Will be set up sometime after March 25, 2017 as indicated.
4. Correspondence dated February 10, 2017 from Portnoff Law Associates with regard to Bankruptcy of property owners of 110 N. Hawthorne Road.
5. Correspondence dated February 23, 2017 from DNB First announcing new team for assisting us with banking needs.

**Reports**

Operator

Engineer

- a. Presentation to the Township re how MA would like to expand system (from Planning Committee meeting).

Administrator

- a. Statement of Financial Interests – form contained in your folder, can be done online but need copy for office records.
- b. Board member vacancy – provide BOS with name of previous interested individual or keep searching.
- c. Informational flyers --- (1) rag problem – target to those property owners who flow to Ashberry (Ashberry development, portion of Reeceville Road, and Monacy Manor); (2) fats/oils/grease – target to those property owners who flow to Culbertson Run (entire Kimberwick sewer district).
- d. Meter installations – 18 of 20.
- e. Bookkeeper – as needed basis; status.

**New Business**

- 1. **From the Board:**
  - a.
  
- 2. **From the Floor:**
  - a.

**Public Comments** (individuals not requesting to be on agenda)

**Payment of Bills / Account Balances**

As of February 28, 2017: Friendship Village account balance was \$86,826.22 and Kimberwick account balance was \$337,315.09.

- 1. Friendship Village Sewer District- \$69,531.20 and ratified payments of \$3,201.74 made on 2/24/2017. Payroll of \$3,524.91 made 3/9/2017 for the month of February 2017.

Shared Service Agreement – breakdown for February 2017.

Carroll Engineering Corporation – breakdown for January 2, 2017 to January 29, 2017

**Dates of Upcoming Meetings**

- 1. Board of Supervisors, on Thursdays, March 16, 2017 and April 6, 2017, at 7:30 p.m.
- 2. Municipal Authority, Thursday, April 13, 2017 at 7:30 p.m.

**WHO IS ATTENDING 3/16/2017 BOS MEETING TO GIVE REPORT?**

**Adjournment** (time: \_\_\_\_\_)