

WEST BRANDYWINE TOWNSHIP MUNICIPAL AUTHORITY

Incorporated 1995

198 Lafayette Road, West Brandywine, PA 19320-1230

Francesca J. Crane, *Chairperson*
William S. Clark, *Secretary*
Joseph S Sawicki, *Treasurer*

Kent D. Nation, *Vice-Chairman*
Joseph S. Boldaz, *Asst. Secretary/Treasurer*
Anita M. Ferenz, *Administrator*

Meeting Minutes – September 26, 2024

Call to Order

The meeting was called to order by Chairperson Crane at 7:05pm.

Roll Call of Board Members

Joe Boldaz (JSB), Will Clark (WSC), Francesca Crane (FJC), Kent Nation (KDN) via Zoom and Joe Sawicki (JSS) were in attendance.

Others Present

Engineers Mark Yoder and Bill Malin, Operator John Dean and Administrator Anita Ferenz were present.

Action on Minutes of Previous Meeting(s)

A Motion to approve the August 22, 2024 regular meeting minutes was made by JSS and seconded by JSB. All members were in favor.

Public Comment / Presentation. None

Reports:

1. Operator
 - a. Monthly Report. Report reviewed with discussions on OmniSite unit at FVPS not recording flow data, and pump issues and intake pipes at FVPS. Air release valve added by Gorman Rupp; EEMA to secure quotes to replace intake pipes.
2. Engineer
 - a. Monthly Report – general operations. Brief review of report including repair to lateral stub at 32 Andover Road and development status. Grant opportunities will be revisited in October regarding possible conversion from self-priming to submersible pumps.
 - i. Review Rate Study and consider rate increase for 2025. Lengthy discussion on rate options. *A Motion to increase the sewer usage rate from \$21.83 to \$23.83 and the Quarterly Flat Rate from \$425 to \$455 effective with generation of the 4th quarter 2024 invoices was made by JSB and seconded by JSS. All members were in favor.*
 - ii. Review compilation table of quotes received for hatch replacement and consider approval. Review and comparison of three quotes for removing and replacing existing hatches at the four big pump stations and installing wheel stops at RRPS and CRPS. *A Motion to approve the Quote of Worth & Company, Inc. dated 9/19/2024 for a total amount of \$36,000 was made by JSB and seconded by WSC. All members were in favor.*

3. Solicitor

- a. ESKE Development, LLC Developer’s Agreement
- b. ESKE Development, LLC Financial Security Agreement
- c. ESKE Development, LLC Indemnification Agreement

Consider approval of all three agreements subject to revisions to Solicitor’s satisfaction. Revisit in October when all Agreements are finalized and signed by developer.

4. Committees

- a. Finance – March / June / September / December. Draft budget for 2025 provided.
- b. Operations – April / July / October / January
- c. Planning – May / August / November / February

5. Administrator

- a. Monthly Report. Noted.

New Business: None

Finances:

As of August 30, 2024:

- 1. Mid Penn Operating - \$178,819.22
- 2. Mid Penn Debt Service - \$144,113.33
- 3. Mid Penn Capital Reserve - \$1,059,680.01
- 4. Mid Penn DSRF - \$574,000.04

- 5. Bills paid and to be ratified for August 2024 - \$112,632.84
- 6. Payroll for August 2024 - \$4908.48

A Motion to pay/ratify the bills and expenses for August 2024 was made by JSB and seconded by KDN. All members were in favor.

Dates of Upcoming Meetings

Announcement made of Board of Supervisors meeting on October 17, 2024, and next Municipal Authority meeting on Thursday, October 24, 2024 at 7:00 p.m.

Adjournment

A Motion to adjourn the meeting was made by WSC and seconded by JSS. All members were in favor. The meeting adjourned at 8:18pm.

Respectfully submitted,

Anita Ferenz, Administrator