WEST BRANDYWINE TOWNSHIP MUNICIPAL AUTHORITY

Incorporated 1995

198 Lafayette Road, West Brandywine, PA 19320-1230

Joseph Sawicki, *Chairman* Sandra G. Martin, *Secretary* Kent D. Nation, *Treasurer* Joseph S. Boldaz, *Vice-Chairman* Rick Tisa, *Asst. Secretary/Treasurer* Anita M. Ferenz, *Administrator*

Meeting Minutes – February 13, 2020

Call to Order

The meeting was called to order by Chairman Sawicki at 7:04pm.

Roll Call of Board Members

Members present were Sandra G. Martin (SGM), Kent D. Nation (KDN), Joseph Sawicki (JS) and Rick Tisa (RT). Joseph S. Boldaz was absent.

Others Present

Engineers Bill Malin and Chris Peterson of Carroll Engineering, Operator Kevin Dougherty of Miller Environmental, Solicitor Stacey Fuller of Gawthrop Greenwood and Administrator Anita Ferenz were present.

Action on Minutes of Previous Meeting(s)

A Motion to approve the minutes of the January 9, 2020 special meeting and regular meeting was made by RT and seconded by KDN. All members present were in favor.

Public Comment:

- William Clark prospective Board member. Mr. Clark provided his background,; lives in the Kimberwick sewer district. Discussion with board members and Supervisor John Cassels who suggested he review the Township's Act 537 for additional information and explained the process for appointment.
- 2. Supervisor Cassels thanked the MA for "doing things the right way"; i.e. following a set agenda, attending BOS meetings to provide updates, etc.

Reports:

- 1. Operator
 - a. Monthly Report. Noted; nothing out of the ordinary; sump pump is in at Culbertson.
- 2. Engineer
 - a. Introduction of Chris Peterson who will be helping out on certain projects; provided brief history of career.
 - b. Reeceville Road PS. Receipt of one proposal with anticipated receipt of another within a few days on building repairs. Comparison of proposal to engineer's and insurance expert's estimates. Agreement to wait for Belfor proposal if received within a week, otherwise solicit additional proposals. Review of and discussion on claim status regarding invoice payments and hopeful insurance decisions on funding coverages.
 - c. Exhaust/thimble at FVPS, BCPS, and CRPS. *Receipt of two proposals; summary of cost savings of one over the other; recommends Rogers Mechanical. Inquiry made regarding building*

permits; Administrator to check on status of approval. A Motion to accept the proposal of Rogers Mechanical dated February 12, 2020 in the amount of \$7,380 for installation of the thimbles at FVPS, BCPS and CRPS was made by RT and seconded by SGM. All members were in favor.

- d. Ashberry reconstruction one change being made on electrical work; bid to go out in March. Review of water issue.
- e. TOA home construction is progressing although electric service to a neighbor is holding things up; final sewer connection to main still pending.
- 3. Solicitor
 - a. Miller contract for 2020. Brief review of revised contract. A Motion to accept new contract for Miller Environmental for the balance of year 2020 was made by JS and seconded by RT. All members present were in favor.
- 4. Administrator
 - a. Monthly informational report (attached). Noted
 - b. RRPS Status (see monthly report). Discussed under Engineer above.

New Business:

- 1. Letter dated January 24, 2020 from Siana Bellwoar regarding IRM's potential subrogation claim; needs signature. *Noted; signed.*
- 2. Engagement Letter dated February 6, 2020 with BBD, LLP, MA auditor; needs signature. A Motion to authorize the Chairman and Administrator o sign the engagement dated February 6, 2020 with BBD, LLP was made by SGM and seconded by KDN. All members present were in favor.
- 3. Portnoff Law status reports for year ending 2019. *Noted; brief discussion on number of files forwarded for collection.*
- 4. Need to look at dip in East Reeceville Road, in front of former Beechwood Campground.

Finances:

As of January 31, 2020:

- 1. Friendship Village \$140,580.13
- 2. Kimberwick \$199,483.32
- 3. Capital Expense \$274,730.47
- 4. Ashberry Reconstruction (grant) \$36,472.39
- 5. Mid Penn DSRF \$564,240.15
- 6. Mid Penn Operating \$3,563.73
- 7. Mid Penn Debt Service \$1,217.28
- 8. Bills paid and to be ratified \$ 69,881.20 (regular operational expenses)
 - \$148,326.31 (RRPS fire related)
- 9. Payroll for special/regular meeting for January 2020- \$5,093.29.

A Motion to pay and ratify the bills as indicated was made by KDN and seconded by RT. All members present were in favor.

10. Carroll Engineering Corporation – December 2, 2019 to December 29, 2019. Noted

Dates of Upcoming Meetings

Announcement was made of upcoming Board of Supervisors meetings and next Municipal Authority meeting on Thursday, March 12, 2020 at 7:00 p.m.

JS WILL ATTEND THE 2/20/2020 BOS MEETING TO GIVE THE REPORT.

An Executive Session was held from 8:45pm to 8:57pm to discuss potential litigation.

Adjournment

A Motion to adjourn the meeting was made by SGM and seconded by KDN. All members present were in favor. The meeting adjourned at 8:57pm.

Respectfully submitted,

Anita Ferenz, Administrator