

# 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. Ferenz, *Administrator*

## Meeting Minutes – April 8, 2021

### Call to Order

The meeting was called to order by Vice Chairman Boldaz

### Roll Call of Board Members

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

### Others Present

Engineers Bill Malin and Mark Yoder of Carroll Engineering, Operator Mike Kreiser of Select Environmental, Solicitor Stacey Fuller of Gawthrop Greenwood and Administrator Anita Ferenz were also present.

### Public Notification: None

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

A Motion to approve the March 11, 2021 regular meeting minutes was made by KDN and seconded by WSC. All members present were in favor.

### Public Comment: None

### Reports:

1. Operator
  - a. Monthly Report. Review of report and continued issues at Ashberry PS related to one newly installed pump. Discussion of report contents and comprehensive checklist for day-to-day issues. Meeting to be scheduled with Mike Kreiser, Will Clark and Mark Yoder to discuss.
2. Engineer
  - a. Ashberry PS – project status. Update provided on continued pump issues. Contact was made with manufacturer CW Sales and after a visit to the site on 4/8/2021, follow up contact will be made as it might be an issue with the pump itself. A recommendation was made to switch out the pump.
  - b. FVPS, BCPS & CRPS – louver upgrades. Building permits are being submitted to the Township this week. Materials are due sometime in June and work will be scheduled thereafter.
  - c. FVPS – flow meter. Installation took place 4/7/2021 and inspection of the meter took place 4/8/2021. Everything went as planned and meter is operational.
3. Solicitor
  - a. Non-Discrimination Policy – Resolution for review and approval. Brief review of Resolution and explanation of need. A Motion to approve Resolution 02-2021 establishing a policy prohibiting

harassment, sexual harassment and discrimination was made by FJC and seconded by JSB. All members present were in favor.

- b. Pump Station Repairs re generators – Solicitor advised as to review of documentation and preparation of claim related to FVPS, BCPS and CRPS. Report expected next week.
- c. WBTMA – Board member training. Solicitor to provide RTK and Sunshine Law retreat for board members; will work with Administrator to find an appropriate date and time.

#### 4. Administrator

- a. Status of meeting with Township regarding sewer planning. JSB provided an overview of meeting with Supervisor Dobson and Manager Barnett; and need to have engineer update maps. Discussion of a growing developer presence and timing for construction of a regional sewage pump station.
- b. Audit – Financial Statements for 2020. If approving, will need a Motion. Brief discussion; Board members to review; approval to be made at May meeting.
- c. PMAA Board Member Training (virtual) – April 28 and April 29, 10:00am to noon. Board members to let Administrator know if they are interested and if so, for Part One, Part Two or both.
- d. Chapter 94 Report. Request made by JSB that the Chapter 94 report be placed on the February agendas each year to make sure engineer requests any needed information to complete and have draft by March meeting for review by Board prior to submission to PA American Water.
- e. Monthly informational report. Noted.

**New Business:** None

#### **Finances:**

As of February 26, 2021:

1. Mid Penn DSRF - \$568,719.39
2. Mid Penn Operating - \$195,910.20
3. Mid Penn Debt Service - \$89,159.52
4. Mid Penn Capital Reserve - \$744,756.47
5. Mid Penn Grant Funding - \$177,815.63
6. Bills paid and to be ratified - \$70,920.64
7. Payroll for regular meeting for February 2021- \$4,996.50

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

#### **Dates of Upcoming Meetings**

Announcement was made of upcoming Board of Supervisors meetings on April 15, 2021 and May 6, 2021; and Municipal Authority meeting on Thursday, May 13, 2021 at 7:00 p.m.

**KDN WILL ATTEND THE 4/15/2021 BOS MEETING TO GIVE THE REPORT.**

#### **Adjournment**

A Motion to adjourn was made by FJC and seconded by JSB. All members were in favor. The meeting adjourned at 8:09pm.

Respectfully submitted,

Anita Ferenz, Administrator