

# 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 Sawicki, Member

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

## Meeting Agenda for November 8, 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) \_\_\_\_\_, Joseph Sawicki (JS) \_\_\_\_\_ and Rick Tisa (RT) \_\_\_\_\_.

**Others Present**

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

**Public Notification:** A Notice was advertised in the Daily Local News announcing the cancellation of the regularly scheduled public meeting on Thursday, November 9, 2017, and the scheduling of a special meeting on Wednesday, November 8, 2017 to conduct regular business.

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

- October 12, 2017 regular meeting

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

- Sam Ellingsworth – 1583 and 1591 Horseshoe Pike, mandatory connection

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

1. Planning Committee meeting minutes of October 24, 2017.
2. Correspondence dated October 31, 2017 from Gawthrop Greenwood, PC regarding fees for legal services in calendar year 2018.
3. Correspondence dated October 31, 2017 from PaDEP to Township with regard to approval of planning module for Ellingsworth 2 lot subdivision at 104 Swinehart Road.
4. Email dated November 3, 2017 from Portnoff Law Associates providing several updates.
5. Correspondence dated November 3, 2017 from Portnoff Law Associates regarding bankruptcy information on property owner of 110 N. Hawthorne Road.
6. PMAA October 2017 edition of the Authority.

**Reports**

Operator

- a. Pump run times (info taken from Miller reports – January through September [RT])

#### Engineer

- a. Traditions of America – age restricted development.
- b. Rules and Regulations.
- c. Rates and Revenue.
- d. Capital Reserve Study – on hold

#### Solicitor

#### Administrator

- a. Mandatory connection – BOS meeting of November 2, 2017.
- b. 5 Year Arbitrage Calculation – due 2017; see proposals.
- c. Computer Backup – see proposal.
- d. Ashberry driveway – smoothing of ruts.
- e. Budget preparations – see rough draft.
- f. Auditor RFP – responses due 11/10/2017.
- g. Public relations / website.

#### 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 October 31, 2017: Friendship Village account balance was \$124,256.25 and Kimberwick account balance was \$146,382.78.

1. Friendship Village Sewer District- \$42,346.64 and ratified payments of \$618.45 made on 10/26/2017. Payroll of \$3,787.12 made 11/8/2017 for the month of October 2017.

Shared Service Agreement – breakdown for October 2017

Carroll Engineering Corporation – breakdown for September 4, 2017 to October 1, 2017

#### Dates of Upcoming Meetings

1. Board of Supervisors, on Thursdays, November 16, 2017 and December 7, 2017, at 7:30 p.m.
2. Municipal Authority, Thursday, December 14, 2017 at 7:30 p.m.

#### WHO IS ATTENDING 11/16/2017 BOS MEETING TO GIVE REPORT?

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