

# 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 – October 24, 2024

### Call to Order

The meeting was called to order at 7:04pm by Chairperson Crane.

### Roll Call of Board Members

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

### Others Present

Solicitor Stacey Fuller, Engineer Mark Yoder, Operator John Dean and Administrator Anita Ferenz were present.

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

*A Motion to approve the September 26, 2024 regular meeting minutes was made by JSS and seconded by JSB. All members were in favor.*

**Public Comment / Presentation.** Neil Robinson and Scott Lauchlan were in attendance to observe the meeting after being interviewed by JSB and WSC for the upcoming Board vacancy position.

### Reports:

1. Operator
  - a. Monthly Report. Review of report and maintenance items for the month, mainly at FVPS. Wet well cleaning scheduled for 10/25/2024. Discussion on possible purchase of air release valves to have on hand.
2. Engineer
  - a. Monthly Report – general operations. Review of report with specific discussions on (1) 2025 rate study and projections table, (2) projected installation of pump station hatches, and (3) LSA grant opportunity to reconfigure FVPS to submersible pumps and possibility of BCPS to be reconfigured to submersible pumps as well. CEC to review cost estimates for both to determine grant application for one station or two stations.
3. Solicitor
  - a. ESKE Development, LLC Developer's Agreement
  - b. ESKE Development, LLC Financial Security Agreement
  - c. ESKE Development, LLC Indemnification Agreement

*A Motion to approve execution of the ESKE Development LLC Developer's Agreement, Financial Security Agreement and Indemnification Agreement was made by JSB and seconded by WSC. All members were in favor.*

- d. TOA Brandywine Farms LLC Phase 3 Developer's Agreement
- e. TOA Brandywine Farms LLC Phase 3 Financial Security Agreement

*A Motion to approve execution of the TOA Brandywine Farms LLC Phase 3 Developer's Agreement and Financial Security Agreement was made by JSB and seconded by JSS. All members were in favor.*

4. Committees

- a. Finance – March / June / September / December
- b. Operations – April / July / October / January – meeting to be set up for JSB, JSS and operator to visit pump stations prior to November meeting.
- c. Planning – May / August / November / February

5. Administrator

- a. Monthly Report. Noted.

**New Business:** None

**Finances:**

As of September 30, 2024:

- 1. Mid Penn Operating - \$208,619.56
- 2. Mid Penn Debt Service - \$162,644.81
- 3. Mid Penn Capital Reserve - \$1,037,084.63
- 4. Mid Penn DSRF - \$575,463.26
  
- 5. Bills paid and to be ratified (9/27/2024 to 10/24/2024) - \$26,130.78
- 6. Payroll for September 2024 - \$5,189.16

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

**Dates of Upcoming Meetings**

Announcement made of Board of Supervisors meeting on November 21, 2024 (JSB to attend) and ***Municipal Authority meeting on Wednesday, November 20, 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 7:48pm.*

Respectfully submitted,

Anita Ferenz, Administrator

