

# WEST BRANDYWINE TOWNSHIP MUNICIPAL AUTHORITY

Incorporated 1995

198 Lafayette Road, West Brandywine, PA 19320-1230

William S. Clark, *Chairman*  
Kent D. Nation, *Secretary*  
Joseph S Sawicki, *Treasurer*

Francesca J. Crane, *Vice-Chairman*  
Joseph S. Boldaz, *Asst. Secretary/Treasurer*  
Anita M. Ferenz, *Administrator*

## Meeting Minutes – December 20, 2023

### Call to Order

The meeting was called to order by Chairman Clark at 7:01pm.

### Roll Call of Board Members

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

### Others Present

Engineer Bill Malin, Operator John Dean and Administrator Anita Ferenz were present.

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

***A Motion to accept the November 15, 2023 regular meeting minutes was made by KDN and seconded by FJC. All members were in favor.***

### Public Comment – None

### Reports:

1. Operator
  - a. Monthly Report. *Review of report and notation of minor maintenance items at BCPS, CRPS and RRPS.*
2. Engineer
  - a. Monthly Report – general operations. *Review of report and notation that ATS units should arrive by March and generators by July, and new LSA grant application for trunk line repairs was filed with the Commonwealth Finance Committee at the end of November.*
3. Administrator
  - a. Monthly Report. *Review of report and notation that Revenue Note payment was made, and 2024 meeting schedule set.*

### New Business:

1. Resolution #04-2023 Establishing the Sewer Rates for 2024. ***A Motion to adopt Resolution 04-2023 establishing the 2024 Rates was made by JSB and seconded by FJC. All members were in favor.***
2. Resolution #05-2023 Establishing the Budget for 2024. ***A Motion to adopt Resolution 05-2023 establishing the 2024 Budget was made by KDN and seconded by JSS. All members were in favor.***

**Finances:**

As of November 30, 2023:

1. Mid Penn Operating - \$92,152.48
2. Mid Penn Debt Service - \$208,155.31
3. Mid Penn Capital Reserve - \$1,670,094.96
4. Mid Penn DSRF - \$587,717.98
  
5. Bills paid and to be ratified - \$532,267.07 \*
6. Payroll for regular meeting for November 2023- \$4,777.24

\* Revenue Note Payment (principal & interest) paid 12/15/2023 - \$422,025.87

***A Motion to approve payment/ratification of the bills and expenses, including the Revenue Note, was made by FJC and seconded by JSB. All members were in favor.***

**Dates of Upcoming Meetings**

1. Board of Supervisors on January 18, 2024 at 7:30 p.m.
2. Municipal Authority, on Thursday, January 25, 2024 at 7:00 p.m.

**Adjournment**

***A Motion to adjourn the meeting was made by WSC and seconded by JSB. All members were in favor. The meeting adjourned at 7:26pm.***

Respectfully submitted,

Anita Ferenz, Administrator