

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 September 14, 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:

Action on Minutes of Previous Meeting(s)

- August 10, 2017 regular meeting

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

Correspondence/Communications (information to note)

1. August 2017 edition of "the Authority" publication from PMAA.
2. Correspondence dated August 31, 2017 from DNB First regarding added features to Free Business Checking accounts.
3. Planning Committee meeting minutes from August 24, 2017.

Reports

Operator

- a. Friendship pump issues
- b. Culbertson Run pump issues

Engineer

- a. Standard Specifications and Details - status
- b. Hunters Crossing – status
- c. Capital Reserve Study

Solicitor

Administrator

- a. Act 537 status – as of 9/13/2017, see email.
- b. BOS letter to residents re mandatory connection.
- c. Quarterly informational flyers – SGM comments.
- d. Access to Ashberry Pump Station
- e. Budget preparations – status update, see P&L
- f. Auditor RFP
- g. Public relations / website – pending
- h. General – gutters cleaned at all pump stations; delinquent accounts sent to Portnoff; modifications to billing program; clean-up/organization of office.

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 August 31, 2017: Friendship Village account balance was \$91,516.17 and Kimberwick account balance was \$132,094.77.

1. Friendship Village Sewer District- \$64,262.23 and ratified payments of \$2,035.36 made on 8/23/2017. Payroll of \$3,751.83 made 9/14/2017 for the month of August 2017.

Shared Service Agreement – breakdown for August 2017

Carroll Engineering Corporation – breakdown for July 3, 2017 to July 30, 2017

Dates of Upcoming Meetings

1. Board of Supervisors, on Thursdays, September 21, 2017 and October 5, 2017, at 7:30 p.m.
2. Municipal Authority, Thursday, October 12, 2017 at 7:30 p.m.

WHO IS ATTENDING 9/21/2017 BOS MEETING TO GIVE REPORT?

Adjournment (time: _____)