

# 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 Agenda – February 24, 2022

### Call to Order

The meeting was called to order by Chairman Clark at 7:00pm.

### 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

Solicitor Stacey Fuller, Engineers Bill Malin and Mark Yoder, Operator John Dean and Administrator Anita Ferenz were also in attendance.

**Public Notification:** None

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

A Motion to approve the January 27, 2022 reorganization and regular meeting minutes was made by KDN and seconded by JSB. All members present were in favor.

**Public Comment / Presentation:** None

### Reports:

1. Operator
  - a. Monthly Report. *Review and request for some minor tweaks to report; closely monitor the recent VFD trips to determine if they could be control related. Recommendation to swap CRPS and BCPS over to soft start.*
    - i. Installation of sewage sump pump at RRPS – approval of EEMA estimate. **A Motion to approve the Quote of EEMA dated 2/22/22 in the amount of \$663.00 for installation of the sewage sump pump at RRPS was made by JSB and seconded by KDN. All members present were in favor.**
    - ii. Wet Well Cleaning CRPS & RRPS – EEMA to provide additional estimate(s); proposal previously received from Franc Environmental dated 1/11/2022. *On hold; revisit in March.*
2. Engineer
  - a. Monthly Report – general operations. *Noted; replacement control systems still pending.*
    - i. Review and consider approval of quotes for pump station repairs. *Brief review of quotes received to date; on hold pending receipt of quote from EEMA.*

- ii. Review and consider approval of flood proof hatches. *Consideration given to pursuing grant funding to place all hatches.*
- iii. Review and consider approval of sewer plans for Reserve at Cross Creek. *Detailed review of latest revised sewer plans. **A Motion to grant approval of the sewer plans of Reserve at Cross Creek, last revised 1/10/2022, was made by JSB and seconded by JSS. All members present were in favor.***
- iv. Consider approval to move forward on LSA grant application. *Lengthy discussion on options for grant funded opportunity including replacement of generators and installation of flood proof hatches. **A Motion to authorize CEC to prepare two separate Applications for funding from the Local Share Account program, one for replacements of generators at FVPS, APS and CRPS in the amount of \$350,000 and one for replacing existing hatches for floodproof hatches at RRPS, FVPS, BCPS and CRPS in the amount of \$100,000, at a fee not to exceed \$2,200.00 was made by JSB and seconded by KDN. All members present were in favor.***

### 3. Solicitor

- i. Review and consider approval of Financial Security Agreement for RCC. *Brief review of both Agreements and their purpose; confirmation that RCC will pay for the remaining 38 EDUs up front at a cost of \$1,818.00 per each EDU. **A Motion to approve the Developer's Agreement and Financial Security Agreement of Reserve at Cross Creek, LP, subject to receipt of signed Agreements from the developer, was made by JSB and seconded by JSS. All members present were in favor.***
- ii. Review and consider approval of Developer's Agreement for RCC. *Noted above.*
- iii. Review and consider adoption of Collection Policy. ***A Motion to adopt Resolution 03-2022 adopting a policy for collection of delinquent accounts was made by KDN and seconded by FJC. All members present were in favor.***
- iv. Review and consider adoption of revised WBTMA By-Laws. ***A Motion to approve the***
- v. ***Amended and Restated By-Laws of the West Brandywine Township Municipal Authority was made by JSB and seconded by KDN. All members present were in favor.***
- vi. Review and approve contract with EEMA. ***A Motion to approve the Agreement for Operation and Maintenance of Facilities with EEMA O&M Services Group, Inc., effective January 27, 2022, was made by KDN and seconded by JSB. A members present were in favor.***

### 4. Administrator

- a. Monthly informational report. *Noted*
  - i. Review and consider request of Frank Light at 303 Reeceville Road for credit against sewer usage charges and refund of bank fees. *Brief review of request and confirmation that no additional documentation, such as verification of non-sufficient fund charges, were received by property owner. **A Motion to approve a credit of \$333.72 for the period of July 2020 through September 2021 (5 quarters) while home was uninhabitable due to a house fire and denying request for reimbursement of non-sufficient fund charges was made by JSB and seconded by KDN. All members present were in favor.***
  - ii. Authorize opening of new Escrow Disbursement Account at Mid Penn Bank. *Brief discussion on need for Escrow Disbursement Account. **A Motion to authorize the***

***opening of an Escrow Disbursement Account, as required, was made by KDN and seconded by JSS. All members present were in favor.***

**New Business:** *None*

**Finances:**

As of January 31, 2022:

1. Mid Penn Operating - \$230,454.34
2. Mid Penn Debt Service - \$43,468.57
3. Mid Penn Capital Reserve - \$893166.01
4. Mid Penn DSRF - \$570,740.39
5. Mid Penn Grant Funding - \$44,883.60
  
6. Bills paid and to be ratified - \$40,388.75
7. Payroll for regular meeting for January 2022- \$5,175.81.

***A Motion to approve payment/ratification of the bills and expenses was made by WSC and seconded by KDN. All members present were in favor.***

**Dates of Upcoming Meetings**

Announcement made of Board of Supervisors meetings on March 3, 2022 and March 17, 2022, and Municipal Authority, on Thursday, March 24, 2022 at 7:00 p.m.

**KDN to attend March 17<sup>th</sup> BOS meeting to provide MA report.**

**Adjournment**

***A Motion to adjourn was made by JSB and seconded by KDN. All members present were in favor.*** The meeting adjourned at 8:56pm.

Respectfully submitted,

Anita Ferenz. Administrator