

# 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 – August 22, 2024

### Call to Order

The meeting was called to order by Chairperson Crane at 7:00pm.

### Roll Call of Board Members

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

### Others Present

Solicitor Patrick McKenna, Engineer Mark Yoder, Operator Dave Friedman and Administrator Anita Ferenz were in attendance.

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

A Motion to approve the July 25, 2024 regular meeting minutes was made by KDN and seconded by JSB. All members were in favor.

### Public Comment / Presentation.

1. Culbertson Village – Commercial, 1548 Horseshoe Pike. Presentation of plans for a Ducklings Day Care facility. Anthony Diver of Eske Development attended the meeting to discuss the proposed Ducklings Day Care facility within the commercial section of the former Culbertson Village development. As this time, the day care facility is the only building to be constructed. Two other buildings proposed to be constructed plus restoration of an existing structure will happen in the future. At that time the developer will come back to the Authority to seek approval of its connections to the public sewer. CEC issued two review letters, the last one being on July 29, 2024. Discussion ensued with regard to the lateral connections from the public sewer to the day care facility.

### Reports:

1. Operator
  - a. Monthly Report. Brief review of report with reminder that the OmniSite flow data is not reporting at FVPS and need to determine whether it can be repaired or needs to be replaced.
2. Engineer
  - a. Monthly Report – general operations. Review of report including status of insulating control panels, hatches and possible vendors, and current developments.
    - i. Review and consider rate study and possible increase. Review of email and tables provided; discussion on need to get initial budget prepared and additional options proposed.

- ii. Consider new LSA grant options. Discussion on possible grant projects and likelihood of securing funding. **A Motion authorizing CEC to prepare an LSA Grant Application for pump replacements at the 4 large pump stations, plus be ready to re-submit the LSA Grant Application for trunk line repairs previously submitted but not yet awarded was made by KDN and seconded by JSB. All members were in favor.**
- iii. Consider approval of Eske Development/Ducklings Day Care land development plan. **A Motion approving the sewer plan for Ducklings Day Care subject to compliance with the remaining items outlined in the CEC review letter of July 29, 2024 was made by JSB and seconded by KDN. All members were in favor.**

3. Administrator

- a. Monthly Report. Brief review of report. Administrator to set up meeting with PaDOT, Township and Authority to discuss roadway around manholes in Reeceville Road and reach an agreement on a plan to (1) see what's going on, and (2) determine the most efficient way to fix the problem.
  - i. Review and approve listing of two delinquent customers for Sheriff's Sale based on Portnoff letter of 8/22/2024. **A Motion authorizing Administrator to sign the form allowing Portnoff Law Associates to proceed with Writs of Execution and listing for Sheriff's Sale was made by JSB and seconded by KDN. All members were in favor.**

**Finances:**

As of July 31, 2024:

- 1. Mid Penn Operating - \$151,200.17
- 2. Mid Penn Debt Service - \$117,121.92
- 3. Mid Penn Capital Reserve - \$1,139,657.09
- 4. Mid Penn DSRF - \$572,588.88
  
- 5. Bills paid and to be ratified for August 2024 - \$190,399.78
- 6. Payroll for July 2024 - \$5,685.29

**A Motion to pay/ratify the bills and expenses for July 2024 was made by KDN and seconded by JSS. All members were in favor.**

**Dates of Upcoming Meetings**

- 1. Board of Supervisors on Thursday, September 19, 2024 at 7:30 p.m. **JSB to attend.**
- 2. Municipal Authority, on Thursday, September 26, 2024 at 7:00 p.m.

**Adjournment**

A Motion to adjourn the meeting was made by JSS and seconded by KDN. All members were in favor. The meeting adjourned at 7:55pm.

Respectfully submitted,

Anita Ferenz, Administrator