

WEST BRANDYWINE TOWNSHIP MUNICIPAL AUTHORITY

Incorporated 1995

198 Lafayette Road, West Brandywine, PA 19320-1230

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

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

Meeting Minutes – June 10, 2021

Call to Order

The meeting was called to order at 7:10pm by Chairman Sawicki.

Roll Call of Board Members

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

Others Present

Engineers Bill Malin and Mark Yoder of Carroll Engineering, Operator Justin LaTourette of Select Environmental, Solicitor Stacey Fuller of Gawthrop Greenwood and Administrator Anita Ferenz were present.

Public Notification: The Board held Executive Sessions on May 25, 2021 to discuss potential litigation and on June 10, 2021 to discuss personnel.

Action on Minutes of Previous Meeting(s)

A Motion to approve the May 13, 2021 regular meeting minutes was made by JSB and seconded by KDN. All members present were in favor.

Public Comment: None

Reports:

1. Operator
 - a. Monthly Report. Review of monthly report and non-routine events, a majority of which were associated with Ashberry pump station.
 - i. Grinders at FVPS and RRPS. Grinders were discussed for both locations and deemed warranted for replacement.
 - ii. Motor at CRPS. Motor discussed and deemed warranted for replacement.
A Motion to purchase the grinder for RRPS as described in Quote dated 04/20/2021 from JWC Environmental in the amount of \$18,377.08, and to purchase the grinder for FVPS as described in Quote dated 06/03/2021 from JWC Environmental in the amount of \$10,511.36, and to purchase the replacement motor for CRPS as described in the Quotation dated 6/3/2021 from Burkholder's Motor Repair in the amount of \$1,563.00 was made by JSS and seconded by KDN. All members present were in favor. SES will provide proposal for performing installation of grinders and motor; anticipated time requirement would be 1 day for the grinders and 1 day for the motor.
 - iii. Block heater at CRPS. Brief discussion about need to replace block heater. SES to provide Administrator with cost of unit.
2. Engineer

- a. 3-way valves at RRPS and CRPS. Valves were discussed for both locations and deemed warranted for replacement. CEC to obtain pricing for valves as well as quotes for installation.
 - b. Ashberry PS project status – operations and reconstruction. Various operational issues were discussed such as auto dialer failure and options for washing down trash basket. Construction items such as reinstallation of the faulty pump, new PLC, sporadic gpm run of pumps, specifically after receipt of an alarm, and continued groundwater getting into wet well and flow meter pit were also discussed. Pump scheduled for installation 6/11/2021. Contact will be made with Blooming Glen and CW Sales to remedy other issues.
 - c. Pump Station operations – louvers. Brief discussion. CEC will alert Administrator when Hirschberg is ready to start work and Administrator will push for required permits to be signed.
 - d. TOA 2 East Reeceville (Baldwin) – options regarding inability to provide 100% gravity sewers. Review of proposed options as provided by TOA engineer; i.e. grinder pumps vs small grinder pump station, including pros and cons of each. Upon discussion and recommendation of CEC, notification back to TOA engineer will be made that the Authority prefers the low pressure system. CEC to relay that message.
 - e. Grant Funding for control system replacement – follow up after visits to FVPS, BCPS & CRPS. Based on observations made by Keystone Engineering after visits to the affected pump stations, CEC is recommending a revision to the initial concept as presented in the grant application which would allow the reuse of some of the electrical equipment vs complete replacement. CEC to secure revised pricing information from Keystone.
3. Solicitor
- a. Policies – Recording of minutes, record retention and collection of delinquencies. Deferred until July meeting.
4. Administrator
- a. Tree Service at CRPS and Ashberry – quotes (3) attached. ***A Motion to accept the Proposal dated 6/1/2021 from Wills Property Maintenance in the amount of \$2,250.00 was made by JSB and seconded by WSC. All members present were in favor.***
 - b. PR mailer re wipes. Discussion on need, timing and best format to get the message across to customers, as well as other avenues of communication in addition to mailing such as website, Township newsletter, email blast, etc. Administrator to resend _____.
 - c. Monthly informational report. Noted.

New Business: None

Finances:

As of May 28, 2021:

- 1. Mid Penn DSRF - \$569,171.34
- 2. Mid Penn Operating - \$169,592.10
- 3. Mid Penn Debt Service - \$129,689.01
- 4. Mid Penn Capital Reserve - \$771,355.84
- 5. Mid Penn Grant Funding - \$177,843.88

- 6. Bills paid and to be ratified - \$117,534.67
- 7. Payroll for regular meeting for May 2021- \$4,836.21

A Motion to pay and ratify 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 upcoming Board of Supervisors meetings on June 17, 2021 and July 1, 2021; and Municipal Authority meeting on Thursday, July 8, 2021 at 7:00 p.m.

Adjournment

A Motion to adjourn was made by JSB and seconded by WSC. All members present were in favor. The meeting adjourned at 9:38pm.

Respectfully submitted,

Anita Ferenz, Administrator