

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 – April 27, 2023

Call to Order

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

Roll Call of Board Members

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

Others Present

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

Public Notification: None

Action on Minutes of Previous Meeting(s)

A Motion to approve the March 23, 2023 regular meeting minutes was made by FJC and seconded by JSS. All members were in favor.

Public Comment / Presentation.

1. Bill Zane of Edward Powell Pump & Well Company with John Hufziger – discuss backwash flush system requested by customer. *Discussion surrounding installation of a system that uses a backwash/flush feature to clear sediment and other particles from the customers' well water. Mr. Zane is proposing a connection between where the well comes into the home and the water meter that provides water usage for calculation of sewer charges. So as not to set a precedent, and in helping to understand the backwash/flush feature more clearly, the Board requested some sketches on what was being proposed in order to determine whether the use would constitute a bypass of the meter. Several discharge options were also discussed such as into the yard or stormwater drain. Mr. Zane will provide additional materials for review by the Board and the Authority Engineer.*
2. Daryl Peck of Concord Public Finance – discuss the arbitrage process and options for reporting. *An explanation of the arbitrage process and its requirements was provided. The Authority will need to do a final arbitrage for the original Series 2019 Revenue Note for the period October 2019 to March 2021, and then the required 5 year arbitrage for the Series 2021 Revenue Note from March 2021 to March 2026. An option of having the Series 2021 report performed on a yearly basis to provide a better understanding of the negative/positive earning ration was discussed. Mr. Peck would recommend that the Authority have the report performed in years 3, 4 and 5 for that purpose.*

A Motion to approve the proposal of Arbitrage Rebate Counselors, LLC dated February 22, 2023 for the Final Arbitrage Caclulation of the Guaranteed Sewer Note Series 2019 in the flat rate amount of \$1,000 was made by FJC and seconded by JSS. All members were in favor.

A Motion to approve the proposal of Arbitrage Rebate Counselors, LLC dated February 22, 2023 for the Arbitrage Calculations of the Guaranteed Sewer Note Series 2021 for the period March 2021 to March 2024 (1st calculation) in the flat amount of \$1,000, for the period of March 2024 to March 2025 (2nd calculation) in the flat amount of \$600, and for the period of March 2025 to March 2026 (3rd calculation) in the flat amount of \$600 was made by FJC and seconded by JSS. All members were in favor.

Reports:

1. Operator
 - a. Monthly Report. Review of report and minor maintenance items. *Discussion of the sanitary sewer overflow on April 22, 2023 at the CRPS. The neighbor called it into the Administrator. The appropriate phone call was made to DEP and follow up paperwork was filed.*

2. Engineer
 - a. Monthly Report – general operations. *Review of report including controls project status, CRPS valve replacement and development status.*
 - i. Review and consider tapping fee increase. *Discussion on calculation of tapping fee study; costs indexed to current year, consideration of projects completed since 2017 tapping fee study. CEC to make final calculations for the May meeting and Solicitor will have a Resolution prepared for consideration.*
 - ii. Review and consider PSI Change Order 2 for the Culbertson Run valve replacement. *Brief discussion on why the Change Order is necessary. **A Motion to approve PSI Pumping Solutions Inc’s Change Order No. 2 in the amount of \$1,043 to provide for a vac truck on standby and additional mobilization was made by JSS and seconded by FJC. All members were in favor.***

3. Solicitor
 - i. Review and consider draft ordinance for Township’s consideration regarding grinder pumps. *Detailed review of draft ordinance, including comments provided by JSB. Solicitor will finalize the draft and submit it to the Township Solicitor for review and hopeful adoption by the Township. CEC will add the more specific details and specifications of grinder pumps to the Authority’s Rules & Regulations and Standard Specifications.*

4. Committees
 - a. Finance – March / June / September / December
 - b. Operations – April / July / October / January.** *Will possibly tour pump stations again once controls project is completed and generator project is underway.*
 - c. Planning – May / August / November / February

5. Administrator
 - a. Monthly Report. *Brief review of report.*
 - i. Consider approval of 2022 audited financial statements. ***A Motion to approve the audited financial statements for 2022 was made by FJC and seconded by JSS. All members were in favor.***

New Business:

1. PMAA Performance Assessment Program. *Brief discussion of program and what if any benefit it would be to the Authority. Administrator will enroll WBTMA in the assessment project.*

Finances:

As of March 31, 2023:

1. Mid Penn Operating - \$275,077.43
2. Mid Penn Debt Service - \$94,361.44
3. Mid Penn Capital Reserve - \$967,924.73
4. Mid Penn DSRF - \$576,063.32
5. Mid Penn Grant Funding - \$34,643.44

6. Bills paid and to be ratified - \$97,345.88
7. Payroll for regular meeting for March 2023- \$5,498.14

A Motion to approve payment/ratification of the bills and expenses was made by FJC and seconded by JSS. All members were in favor.

Dates of Upcoming Meetings

Announcement made of upcoming Board of Supervisors meeting on May 18, 2023 at 7:30 p.m. and next Municipal Authority meeting on Thursday, May 25, 2023 at 7:00 p.m.

Adjournment

A Motion to adjourn the meeting was made by WSC and seconded by JSS. All members were in favor. The meeting adjourned at 8:56pm.

Respectfully submitted,

Anita Ferenz, Administrator