

# 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. Ferez, *Administrator*

## Meeting Minutes – August 25, 2022

### Call to Order

The meeting was called to order by Chairman Clark at 6:58pm.

### 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

Engineers Mark Yoder and Bill Malin, Operator John Dean and Administrator Anita Ferez were present.

**Public Notification:** None

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

***A Motion to approve the July 28, 2022 regular meeting minutes was made by KDN and seconded by FJC. All members were in favor.***

### Public Comment / Presentation

1. Rick Urban – TOA HOA representative to discuss high 2<sup>nd</sup> quarter sewer invoice issued to the HOA. *Mr. Urban spoke about the high usage of water for irrigation and pool uses and the fact that because they do not enter the sewer system, total water usage is an unfair way to base sewer calculations. He requested reconsideration for a credit and/or adjust to the 2<sup>nd</sup> quarter sewer invoice and most likely the 3<sup>rd</sup> quarter when it is generated and received. Discussion ensued around the need for an Aqua installed and regulated water meter that is dedicated to just the irrigation and pool. Recently a water meter was installed; however, it was not an Aqua dedicated meter. Mr. Urban will relay the message back to TOA that the Authority will only accept an Aqua dedicated meter if there is to be a distinction between clubhouse water usage and irrigation/pool usage.*

### Reports:

1. Operator
  - a. Monthly Report. *Noted and reviewed. Brief discussions on control matter at BCPS, and rotating assembly and generator hoses at FVPS. Air release valves are scheduled to be checked within the next week and used rotating assembly will be taken to G-R representative for evaluation and cost to either rebuild or replace.*
2. Engineer
  - a. Monthly Report – general operations. *Noted and reviewed. CEC continuing to secure modifications necessary to replace the motor and valve at CRPS; and Notice to Proceed for*

*Phase I of the controls project was issued which involves approval of shop drawings and ordering of materials by 9/15/2022.*

3. Committees

- a. Finance – March / June / September / December
- b. Operations – April / July / October / January
- c. **Planning – May / August / November / February.** *Planning Committee did not meet in August; next meeting to be determined by progress in various land development projects.*

4. Administrator

- a. Monthly Report. *Noted and reviewed. Televising of a portion of Reeceville Road is scheduled for 9/6/2022; and budget meeting has been set up for 9/19/022.*

**New Business:** None

**Finances:**

As of July 29, 2022:

- 1. Mid Penn Operating - \$140,579.48
- 2. Mid Penn Debt Service - \$83,897.13
- 3. Mid Penn Capital Reserve - \$1,085,336.60
- 4. Mid Penn DSRF - \$571,440.49
- 5. Mid Penn Grant Funding - \$44,890.20
  
- 6. Bills paid and to be ratified - \$33,100.33
- 7. Payroll for regular meeting for July 2022- \$5,035.31

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

**Dates of Upcoming Meetings**

Announcement made of upcoming Board of Supervisors meetings on September 1, 2022 and **September 15, 2022**, and Municipal Authority meeting on Thursday, September 22, 2022, at 7:00pm.

**KDN WILL ATTEND BOARD MEETING TO GIVE MA REPORT.**

**Adjournment**

***A Motion to adjourn was made by WSC and seconded by FJC. All members were in favor. The meeting adjourned at 7:51pm.***

Respectfully submitted,

Anita Ferenz, Administrator