

WEST BRANDYWINE TOWNSHIP MUNICIPAL AUTHORITY

Incorporated 1995

199 Lafayette Road, West Brandywine, PA 19320-1230

Sandra G. Martin, *Chairman*
Kent D. Nation, *Secretary*
Rick Tisa, *Treasurer*

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

Meeting Minutes for July 11, 2019

Call to Order

The meeting was called to order by Vice Chairman Boldaz at 7:02pm.

Roll Call of Board Members

Members present were Joseph S. Boldaz (JSB), Kent D. Nation (KDN), Joseph Sawicki (JS) and Rick Tisa (RT). Sandra G. Martin (SGM) was absent.

Others Present

Engineer Bill Malin of Carroll Engineering, Operator Joe DiMatteo of Miller Environmental, Solicitor Stacey Fuller of Gawthrop Greenwood and Administrator Anita Ferenz were present.

Public Notification: *None*

Action on Minutes of Previous Meeting(s)

A Motion to accept the minutes of the June 13, 2019 regular meeting and June 27, 2019 special meeting was made by RT and seconded by KDN. All members present were in favor.

Reports:

1. Operator
 - a. Monthly Report. *Brief discussion on activities performed in June 2019. Summary given on issues with pump 1 run time at Friendship Village and Keystone findings to date.*
2. Engineer
 - a. Ashberry Reconstruction. *Discussion on project time lines and interim financing issues; decision made to hold off on project until January and then go out to bid for a spring construction phase.*
3. Solicitor
 - a. TOA. *Update provided on status of documentation approved at June 27, 2019 special meeting; tap in fee payment from TOA to WBTMA as required under Sewer Capacity Agreement to be made at time of TOA closing with Longview Investments. Invoice with May and June engineering and legal expenses, cost of advertising the special meeting, and attendance for four board members at special meeting forwarded to TOA for reimbursement.*
 - b. Sipple. *Update provided on finalization of Board of View finding. A Motion Authorizing the payment of \$9,012.00 representing the balance of just compensation to Richard T. and Virginia*

L. Sipple and the payment of \$4,000.00 representing reimbursement of attorney's fees to Richard T. and Virginia L. Sipple was made by JSB and seconded by RT. All members present were in favor. For tax purposes, Solicitor will ensure that the appropriate taxing authorities are aware that the property has tax exemption status.

4. Administrator

- a. August Bond Payments. *Lengthy discussion of current finances and a detailed review of the June 30, 2019 budget vs actual revenue and expenses. Administrator to run a year-end report for 2018 and 2017 and forward to the board members for informational purposes.*
- b. Monthly informational report (attached). *Noted*

Information to Note:

1. Memo dated 7/02/2019 from Miller Environmental with additional billing charges for June 2019. *Noted*
2. Correspondence (2) dated 07/05/2019 from TD Wealth Management requesting debt service payments for both Series 2012 (\$256,288.91) and Series 2019 (\$87,557.20); due 8/13/2019. *Noted*

Finances:

As of June 28, 2019:

1. Friendship Village – \$50,798.50
2. Kimberwick – \$107,483.15
3. Capital Expense - \$203,337.57
4. Ashberry Reconstruction (grant) – \$40,138.58
5. Bills paid and to be ratified - \$98,349.84
6. Payroll for regular and special meetings for June 2019- \$5,308.22

A Motion to pay and ratify the bills as indicated was made by KDN and seconded by JS. All members present were in favor.

7. P&L Budget v Actual – June 30, 2019. *Noted; discussed under Administrator report.*
8. Shared Service Agreement – breakdown for June 2019. *Noted*
9. Carroll Engineering Corporation – April 30 through June 2, 2019. *Noted*

Dates of Upcoming Meetings

Announcement was made of upcoming Board of Supervisors meetings on July 18, 2019 and August 1, 2019, and Municipal Authority, on Thursday, August 8, 2019 at 7:00 p.m.

KDN WILL ATTEND 7/18/2019 BOS MEETING TO GIVE REPORT.

Adjournment

A Motion to adjourn the meeting was made by KDN and seconded by JSB. All members present were in favor. The meeting was adjourned at 8:20pm.

Respectfully submitted:

Anita Ferenz, Administrator