

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 – February 11, 2021

Call to Order

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

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

Engineer Bill Malin of Carroll Engineering, Operator Mike Kreiser of Select Environmental, Solicitor Stacey Fuller of Gawthrop Greenwood and Administrator Anita Ferenz were also present.

Public Notification: The Board held an executive session from 7:25pm to 7:48pm to discuss personnel and potential litigation matters.

Action on Minutes of Previous Meeting(s)

A Motion to approve the January 14, 2021 reorganization and 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. Brief review of activities such as oil changes at all stations and Ashberry start up and final inspection. Board likes set-up of report and easy to read flow data.
2. Engineer
 - a. Ashberry PS
 - i. Project Status. Punch list, grading restoration and fencing are complete; still working on one pump running at reduced speed. CW Sales to provide correct action and if it is unfixable, a new pump will be installed.
 - ii. Application for Payment No. 3. After brief review of application and recommendation, a Motion to approve Application for Payment No. 3 in the amount of \$85,293.45 was made by JSB and seconded KDN. All members present were in favor.
 - b. Friendship Village PS – flow meter replacement. Discussion on status including meeting on 2/05/2021 and creating a savings by reusing existing isolation valve and flange support. Received revised pricing from Pikeland Construction and Fidelity Contracting; awaiting pricing from Select Environmental. Recommendation made by CEC to award to Pikeland Construction; will determine if new flow meter can be calibrated by others or just

manufacturer/representative. A motion to award the flow meter installation project to Pikeland Construction in the revised amount of \$9,550.00 with pump/haul to be coordinated by Pikeland Construction through McGovern Septic Service and billed directly to WBTMA was made by JSB and seconded by KDN. JSB, FJC, KDN and JSS were in favor; WSC voted nay stating a desire to work more internally.

- c. Planning Committee. Review of minutes provided by CEC and confirmation that no revision to the current tapping fee is warranted right now. More detailed review of sewer expansion and planning, and need to take a more global look that shows a more regional sewer approach than piecemeal by potential new development. Next meeting is scheduled for 02/24/2021.
- d. Brief discussion of process and procedure for future Authority projects and the expectation that Chris Peterson of CEC will be more involved with the services required for the Authority from this point forward.

3. Solicitor

- a. Receipt of information on additional monies spent beyond that received by insurance; need to review before finalizing and submitting to carrier.
- b. Update provided on status of claim for remaining 3 stations; Administrator to contact H.A. Thomson to secure subrogation expert report and/or information gathered to date. Solicitor to review policy to determine if can file separate claim.

4. Administrator

- a. Possible refinancing opportunity. Financial advisor alerted MA of trending interest rates and possibility to achieve savings through a refinancing of existing debt. Administrator to authorize financial advisor to first approach Mid Penn Bank, the current Note holder to see what they can offer.
- b. Monthly informational report. Noted.

New Business: None

Finances:

As of January 31, 2021:

1. Mid Penn DSRF - \$568,244.45
2. Mid Penn Operating - \$202,350.01
3. Mid Penn Debt Service - \$35,373.42
4. Mid Penn Capital Reserve - \$655,951.65
5. Mid Penn Grant Funding - \$185,380.45
6. Bills paid and to be ratified - \$94,676.50
7. Payroll for regular meeting for January 2021- \$4,912.77

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

Dates of Upcoming Meetings

Announcement was made of upcoming Board of Supervisors meetings on February 18, 2021 and March 4, 2021; and next Municipal Authority meeting on Thursday, March 11, 2021 at 7:00 p.m.

JSB WILL ATTEND THE 2/18/2021 BOS MEETING TO GIVE THE REPORT.

Adjournment

A Motion to adjourn was made by JSB and seconded by KDN. All members present were in favor. The meeting adjourned at 8:15pm.

Respectfully submitted,

Anita Ferenz, Administrator