

WEST BRANDYWINE TOWNSHIP MUNICIPAL AUTHORITY

Incorporated 1995

198 Lafayette Road, West Brandywine, PA 19320-1230

Joseph Sawicki, *Chairman*
Sandra G. Martin, *Secretary*
Kent D. Nation, *Treasurer*

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

Meeting Minutes – May 14, 2020 (Held Via Zoom)

Call to Order

The Meeting was called to order at 7:09pm by Chairman Sawicki

Roll Call of Board Members

Members present were Joseph S. Boldaz (JSB), Sandra G. Martin (SGM), Kent D. Nation (KDN), Joseph Sawicki (JS) and William S. Clark (WSC).

Others Present

Engineers Bill Malin and Chris Peterson of Carroll Engineering, Solicitor Stacey Fuller of Gawthrop Greenwood and Administrator Anita Ferenz were also present.

Public Notification: An Executive Session was held just prior to the regular meeting of May 14, 2020 to discuss personnel issue and potential litigation.

Action on Minutes of Previous Meeting(s)

A Motion to approve the March 12, 2020 Regular meeting minutes was made by JSB and seconded by KDN. All members present were in favor.

Reports:

1. Operator
 - a. Monthly Report (provided separately by email). *Noted*

2. Engineer
 - a. Reeceville Road PS Updates.
 - i. Control Panel. *Design is complete and has moved on to manufacturing; still requires about a month lead time for delivery although it won't be installed until building is repaired.*
 - ii. Generator. *Update on probable generator repairs costs including requirement to upgrade intake air raised by Township and insulate exhaust as well as secure new muffler which was removed by carrier as part of subrogation claim, and detailed review of generator proposal and chart showing cost differential. Lengthy discussion regarding continued repairs vs new generator. Motion to replace the existing generator at RRPS with a new diesel generator per the Replacement Generator Proposal submitted by Premium Power Services dated May 14, 2020 with whichever generator has the shortest lead time for delivery at a cost not to exceed \$81,500 was made by JSB and seconded by WSC. All members present were in favor. Engineer to*

advise Premium Power and obtain lead time for delivery of new generator. Administrator to secure proposal for additional costs to remove existing generator, install new generator and other associated costs. Engineer to prepare generator foundation plan. Solicitor to work with Engineer for necessary letter and documentation to seek additional funds for generator costs.

iii. *Building Structure. Shop drawings were received and are being reviewed. Inquiry about start dates. Engineer will follow up 5/15/2020 with contractor for schedule. Will revise building permit application and plans for submission to Township for approval.*

b. *Exhaust/thimble at FVPS, BCPS and CRPS. Brief status provided: work is underway and should be complete by 5/15/2020. Administrator taking pictures of wall opening, reframing before installation and final installation. Engineer to work with Contractor to prepare list of found deficiencies during removal of existing thimbles. Further evaluations to be made on make-up air in the future.*

c. *Ashberry Reconstruction. Brief status provided; project advertised 5/11 and 5/18/2020, pre-bid meeting scheduled for 5/21/2020; opening of bids set for 6/4/2020 and award made at next MA Board meeting on 6/11/2020.*

3. Solicitor

a. *Hollenbach Agreement re RRPS. Brief review of contract with notation that performance bond needs to be provided to Solicitor. Additional discussion surrounding proposed Change Order No. 1 to contract relating to alterations needed to building structure if generator is installed outside of building - i.e. deletion of exhaust louver and thimble, removal of existing intake motorized damper and screen and appropriate rebuild of the two subject walls. A Motion to approve the Hollenbach Agreement executed 5/05/2020 by President of Hollenbach and Change Order No. 1 issued 5/15/2020 reflecting additional \$1,112.00 in costs due to revised repairs for installation of a new exterior generator was made by JSB and seconded by KDN. All members present were in favor.*

4. Administrator

a. *Monthly informational report (provided separately by email). Noted*

i. *Request to open two additional bank accounts (Capital Reserve and Grant Funding) at Mid Penn Bank and close existing accounts at DNB/S&T. Approved by consent of Board.*

ii. *Proposal presented to Board and brief discussion for the purchase of two computers to replace existing computers which are 5 and 7+ years old with one operating system no longer supported. A Motion to authorize Administrator to purchase two new computers based on Proposal provided by Help Now was made by SGM and seconded by KDN. All members present were in favor.*

Finances:

As of April 30, 2020:

1. S&T Capital - \$504,749.11
2. S&T Ashberry Reconstruction (grant) – \$36,539.29
3. Mid Penn DSRF - \$565,814.58
4. Mid Penn Operating - \$527,650.10
5. Mid Penn Debt Service - \$98,207.27

- 6. May invoices paid and to be ratified: \$95,828.07 (regular operational expenses)
\$40,355.29 (RRPS fire related)
\$ 4,135.07 (payroll)
- 7. April invoices paid/to be ratified: \$57,775.42 (regular operational expenses)
\$21,149.33 (RRPS fire related)
\$ 4,165.39 (payroll)

A Motion to pay May invoices as well as ratify the payment of April invoices was made by JSB and seconded by KDN. All members present were in favor.

Dates of Upcoming Meetings

Announcement made of upcoming Board of Supervisors meetings on May 21, 2020 and June 4, 2020, and next Municipal Authority meeting on Thursday, June 11, 2020 at 7:00 p.m.

Administrator will prepare email report for Township 5/21/2020 meeting.

Adjournment

A Motion to adjourn the meeting was made by JSB and seconded by SGM. All members present were in favor. The meeting adjourned at 8:41pm.

Respectfully submitted,

Anita Ferenz, Administrator