

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 – September 28, 2023

Call to Order

The meeting was called to order by Chairman Clark at 7:01pm.

Roll Call of Board Members

Joe Boldaz (JSB), Will Clark (WSC), Francesca Crane via Zoom (FJC), Kent Nation (KDN) and Joe Sawicki (JSS) were in attendance.

Others Present

Engineers Mark Yoder and Bill Malin, Operators John Dean and Dave Friedman and Administrator Anita Ferenz were also in attendance.

Action on Minutes of Previous Meeting(s)

A Motion to approve the August 24, 2023 regular meeting minutes was made by KDN and seconded by JSS. All members were in favor.

Reports:

1. Operator
 - a. Monthly Report. *All maintenance items, September updates and flow data were reviewed.*
2. Engineer
 - a. Monthly Report – general operations. *The recent trunk line manhole inspection project was reviewed in detail noting findings as well as repair recommendations, manhole replacement and respective cost estimates. An update on the generator replacement grant project was given including various modifications needed; to be discussed further at the October meeting. An update was also given on the progress at Traditions at Harvest Run development site with installation of sewer.*
 - i. Consider possible projects for LSA Grants. *Lengthy discussion on various projects that would qualify for the LSA grant program, including trunk line manhole repairs and force main discharge reconfiguration; replacement of final two VFDs and soft starters at RRPS, replacement of pumps at the bigger pump stations, and replacement of the bulk customer flow meters. CEC to obtain additional information on flow meters, VFDs and pumps in order to determine viability for LSA Grant; revisit at October meeting.*

3. Committees

- a. Finance – March / June / September / December. *The budget for 2024 is being worked on. Consultants and recurrent vendors are being requested to provide rates for service in 2024 to better budget for fees, costs and expenses. A draft will be available at the October meeting.*
- b. Operations – April / July / October / January
- c. Planning – May / August / November / February

4. Administrator

- a. Monthly Report. *Noted.*
 - i. Receipt of EEMA’s Proposal of Operations for 2024. *Noted; Authority must provide intention to reappoint by 12/1/2023.*

New Business:

- 1. PennDOT’s request for manhole repairs on Reeceville Road. *Lengthy discussion of PennDOT’s request of 8/28/2023 and where responsibilities should be held. CEC to assess the manholes in question and surrounding roadway. Estimated time to accomplish this would be ½ day. Revisit at October meeting.*

Finances:

As of August 31, 2023:

- 1. Mid Penn Operating - \$259,142.13
- 2. Mid Penn Debt Service - \$129,705.57
- 3. Mid Penn Capital Reserve - \$1,657,665.62
- 4. Mid Penn DSRF - \$583,344.01
- 5. Mid Penn Grant Funding - \$66,138.56

- 6. Bills paid and to be ratified - \$351,297.40
- 7. Payroll for regular meeting for August 2023- \$4,873.26

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

Dates of Upcoming Meetings

Announcement made of upcoming Board of Supervisors meeting on October 19, 2023 and Municipal Authority meeting, on Thursday, October 26, 2023 at 7:00 p.m.

JSB to attend BOS meeting to give Authority report.

Adjournment

A Motion to adjourn the meeting was made by WSC and seconded by KDN. All members were in favor. The meeting adjourned at 8:08pm.

Respectfully submitted,

Anita Ferenz, Administrator