

# 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 January 10, 2019

### Call to Order

The meeting was called to order by Chairman Martin at 7:07pm.

### Roll Call of Board Members

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

### Others Present

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

**Public Notification:** An Executive Session was held to discuss litigation matters.

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

*A Motion to accept the minutes of the December 13, 2018 regular meeting was made by RT and seconded by KDN. All members present were in favor.*

**Public Comment:** *None*

### Reports:

1. Operator
  - a. Monthly Report – *summary provided.*
  - b. Bypass pumping – first steps; i.e. isolation valves (Friendship and Beaver Creek PSs). *Quotes received for valves and installation; discussion on logistics of installation and next steps in attaining ability to bypass pump in the future when 3-way valve and check valve are replaced. A Motion to accept Pipeland Construction's Proposal dated 1/04/2019 as it relates to Friendship Pump Station only for purchase of isolation valve and installation plus the cost of one pump truck on site and up to an additional 8 hours of Operator time was made by JSB and seconded by SGM. All members present were in favor. Operator will obtain quotes for next steps for eventual bypass pumping (Xylem pump).*
  - c. Motor lubrication – rear grease fitting (Culbertson). *Discussion on rear grease fittings, pictures provided. Operator to get a quote for removal, general maintenance, greasing, and addition of extensions for future ease in greasing.*

2. Engineer

- a. Ashberry reconstruction. *Review of updated version of Scope of Services. Discussion of overall project and attendant needs as they relate to permits, regulations, inspections, reporting and timing. Engineer will confirm permitting needs with Township, make additional minor revisions to Scope of Services, add Keystone Scope, reconfirmation of all necessary existing easements, add fencing as a contingency item, include the front end documents costs and mark up the fee schedule to show work already completed. Brief discussion concerning engineer selection process requirements as prescribed by DCED. Administrator to follow up.*
  - i. Bank account funds – Administrator. *Authorization given to move funds to Ashberry reconstruction account from Capital account.*

3. Solicitor – All discussion was held in Executive Session from 8:22pm to 8:36pm.

4. Administrator

- a. Board member compensation for extra/special/reorg meetings. *Extra/special meetings to be compensated; reorganizational meeting to continue being considered as one meeting with the regular meeting and therefore not compensated; unanimously reconfirmed by all members.*
- b. Bond payments – consider approval to make payments with one motion at the beginning of the year. Payments are due in mid-February and mid-August. *A Motion to authorize Administrator to take whatever steps necessary to make the revenue bond payments in both February and August of 2019 was made by RT and seconded by JSB. All members present were in favor.*
- c. Resolution 01-2019 re Updated Fee Schedule – consider approval. *A Motion to approve Resolution 01-2019 for purposes of setting fees for enumerated services was made by JSB and seconded by KDN. All members present were in favor.*
- d. PMAA Region 1 Dinner – held on Thursday, January 31, 2019 at Presidential Caterers of Distinction in East Norriton (see attached). *JSB and Administrator to attend.*
- e. Deckman Electric (see attached) – closing their business; will need to find replacement. *Noted*
- f. Monthly informational report (attached). (i) *Administrator to ensure Township pumps down and salted as needed for manhole in East Reeceville Road; (ii) KDN to assist with a potential credit card for administrative use; (iii) office space added to pending items.*
- g. *Operator contract and future RFP discussed. Possible creation of performance plan for remainder of contract, CEC to prepare; Administrator to speak with owner to determine acceptability of renegotiated contract.*

**Information to Note:**

1. Correspondence dated January 4, 2019 from Administrator to Michael McGinley of 28 Connies Drive notifying of rejected alternate payment offer and return of two checks. *Noted*
2. Correspondence dated January 7, 2019 from TD Wealth Management providing amounts for the February bond payments in the total amount of \$121,901.75 (2012 – \$101,344.55 and 2016 - \$20,557.20) due February 13, 2019. *Noted*
3. 2019 meeting dates were advertised with Township overall notification. *Noted*
4. Concord Public Finance Advisors – Email confirmation of disclosures for 2019; all remains the same. *Noted*
5. PMAA December 2018 issue of The Authority. *Noted*

**Finances:**

As of December 31, 2018:

1. Friendship Village – \$64,107.32
2. Kimberwick – \$209,440.92
3. Capital Expense - \$214,265.89
4. Ashberry Reconstruction (grant) – zero
  
5. Bills paid and to be ratified - \$106,393.76
6. Payroll for special meeting of November 7 and regular meeting for December 2018- \$5,808.59

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

7. Shared Service Agreement – breakdown for December 2018. *Noted*
8. Carroll Engineering Corporation – October 29 to December 2, 2018. *Noted*

**Dates of Upcoming Meetings**

Announcement was made of upcoming Board of Supervisors meetings on January 17 and February 7, 2019, and Municipal Authority meeting, on Thursday, February 14, 2019 at 7:00 p.m.

**KDN WILL ATTEND THE 1/17/2019 BOS MEETING TO GIVE REPORT.**

**Adjournment**

*A Motion to adjourn the meeting was made by JSB and seconded by RT. All members present were in favor. The meeting was adjourned at 9:06pm.*

Respectfully submitted,

Anita Ferenz, Administrator