

WEST BRANDYWINE TOWNSHIP MUNICIPAL AUTHORITY

Incorporated 1995

199 Lafayette Road, West Brandywine, Pennsylvania 19320-1230

Phone- 610-383-7140 Email-admin@wbtma.org

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

Rick Tisa, *Vice-Chairman*
Joseph S. Boldaz, *Asst. Secretary/Treasurer*
Anita M. Ferez, *Administrator*

Reorganizational Meeting Minutes for January 11, 2018

Call to Order

The meeting was called to order by Secretary Rick Tisa at 7:31pm.

Roll Call of Board Members

Members present were Joseph S. Boldaz, Sandra G. Martin, Kent D. Nation, Joseph Sawicki and Rick Tisa.

Others Present

Administrator Anita Ferez, Solicitor Patrick McKenna of Gawthrop Greenwood, Engineer Bill Malin of Carroll Engineering and Operator Joe DiMatteo of Miller Environmental were present.

Appointment of Chairman for 2018

A Motion to nominate Sandra Martin as Chairman for the calendar year 2018 was made by Rick Tisa and seconded by Kent Nation. All members present were in favor.

Meeting Turned Over to Chairman

Appointment of Vice Chairman

A Motion to nominate Rick Tisa as Vice Chairman for the calendar year 2018 was made by Joseph Boldaz and seconded by Kent Nation. All members present were in favor.

Appointment of Secretary

A Motion to nominate Joseph Sawicki as Secretary for the calendar year 2018 was made by Joseph Boldaz and seconded by Kent Nation. All members present were in favor.

Appointment of Treasurer

A Motion to nominate Kent Nation as Treasurer for the calendar year 2018 was made by Joseph Boldaz and seconded by Joseph Sawicki. All members present were in favor.

Appointment of Assistant Secretary/Treasurer

A Motion to nominate Joseph Boldaz as Assistant Secretary/Treasurer for the calendar year 2018 was made by Rick Tisa and seconded by Kent Nation. All members present were in favor.

Prior to the appointment of Administrative and Professional Services Personnel for the calendar year 2018, the Board members discussed the proposals received for the role of Auditor and agreed to the

appointment of BBD, LLP for the audit years December 2017, 2018 and 2019 at the fixed fee of \$5,000 per year. Notification to be provided to all proposal submitters.

Appointment of Administrative Personnel for 2018

1. Administrator and Right-To-Know Officer – Anita Ferenz
2. Bookkeeper – Bonnie Lucy
3. Assistant Right-To-Know Officer – Assistant Secretary (Joseph Boldaz for 2018)

Appointment of Professional Services Personnel for 2018

1. Carroll Engineering Corporation – Engineer
2. Miller Environmental Inc. – Operator
3. Gawthrop Greenwood – Solicitor
4. Concord Public Financial Advisors – Financial Advisor
5. H.A. Thomson Agency - General and Special Insurances
6. DNB First, TD Bank and Fulton Bank - Depositories
7. TD Wealth Management, Stephen R. Schaaf, Vice-President, Bond Management - Trustee
8. Evolution Payroll Services - Payroll Service Provider
9. Auditor – BBD, LLP

A Motion to appoint the above-listed Administrative and Professional Services Personnel for the calendar year 2018 was made by Sandra Martin and seconded by Joseph Boldaz. All members present were in favor.

Miscellaneous Information for 2018

Announcement was made that all Authority meetings will be held on the second Thursday of each month at 7:00PM (new time), with the exception of November which will be held on Wednesday, November 7, 2018, at the West Brandywine Township Building located at 198 Lafayette Road, West Brandywine, PA 19320. All Special Meetings will be advertised as required by law.

Adjournment

A Motion to adjourn the meeting was made by Joseph Boldaz and seconded by Rick Tisa. All members present were in favor. The meeting adjourned at 7:44pm.

Respectfully submitted,

Anita Ferenz, Administrator