

# WEST BRANDYWINE TOWNSHIP MUNICIPAL AUTHORITY

Incorporated 1995

198 Lafayette Road, West Brandywine, PA 19320-1230

Francesca J. Crane, *Chairperson*  
William S. Clark, *Secretary*  
Joseph S Sawicki, *Treasurer*

Kent D. Nation, *Vice-Chairman*  
Joseph S. Boldaz, *Asst. Secretary/Treasurer*  
Anita M. Ferenz, *Administrator*

## Meeting Minutes – December 18, 2024

### Call to Order

The meeting was called to order by Vice Chairman Nation at 7:00pm.

### Roll Call of Board Members

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

### Others Present

Solicitor Stacey Fuller, Engineers Mark Yoder and Bill Malin, Operator John Dean and Administrator Anita Ferenz were present.

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

A Motion to approve the November 20, 2024 regular meeting minutes was made by KDN and seconded by JSS. All members were in favor.

### Public Comment / Presentation. None

### Reports:

1. Operator
  - a. Monthly Report. Brief review of report with notations on Pulse converter at RRPS and ARVs to be picked up.
  
2. Engineer
  - a. Monthly Report – general operations. Review of report including hatch update, rate study/revenue projection and status on various active developments. Board suggested CEC send weekly updates.
    - i. Consider Payment Application No. 1 for hatch replacement project. *A Motion to approve Payment Application No. 1 for Worth & Company in the amount of \$13,007.00 after inspection by CEC of equipment received was made by JSB and seconded by JSS. All members were in favor.*
    - ii. Consider Escrow Release No. 2 for Reserve at Cross Creek. *A Motion to approve Escrow Release No. 2 for Reserve at Cross Creek in the amount of \$67,221.63 was made by JSB and seconded by JSS. All members were in favor.*

A lengthy discussion between the Board members and CEC engineers was had with regard to the generator grant reimbursement. CEC projected it would have the necessary paperwork to Administrator by Mid-January for resubmission to DCED.

3. Solicitor – Nothing
4. Committees
  - a. Operations – Schedule pump station tour in the fall of 2025.
5. Administrator
  - a. Monthly Report. Noted

**New Business:**

1. Resolution 03-2024 Establishing 4<sup>th</sup> Quarter 2024 and year of 2025 Sewer Rates – consider motion to approve. *A Motion to approve Resolution 03-2024 Establishing 4<sup>th</sup> Quarter 2024 and year of 2025 Sewer Rates was made by JSB and seconded by WSC. All members were in favor.*
2. Resolution 04-2024 Establishing 2025 Budget – consider motion to approve. *A Motion to approve Resolution 04-2024 Establishing 2025 Budget was made by JSB and seconded by WSC. All members were in favor.*

**Finances:**

As of November 29, 2024:

1. Mid Penn Operating - \$314,358.31
2. Mid Penn Debt Service - \$226,035.29
3. Mid Penn Capital Reserve - \$1,055,860.02
4. Mid Penn DSRF - \$578,304.66
  
5. Bills paid and to be ratified (11/21/2024 to 12/18/2024) - \$89,531.70
6. Payroll for November 2024 - \$4,984.99

A Motion to pay/ratify the bills and expenses for November 2024 was made by JSB and seconded by JSS. All members were in favor.

**Dates of Upcoming Meetings**

Announcement made of Board of Supervisors meeting on January 16, 2025 at 7:30 p.m. and Municipal Authority meeting on Thursday, January 23, 2025 at 7:00 p.m.

**Adjournment**

A Motion to adjourn the meeting was made by JSB and seconded by JSS. All members were in favor. The meeting adjourned at 8:18 pm.

Respectfully submitted,

Anita Ferenz, Administrator