

# WEST BRANDYWINE TOWNSHIP MUNICIPAL AUTHORITY

Incorporated 1995

198 Lafayette Road, West Brandywine, PA 19320-1230

Joseph S. Sawicki, *Chairman*  
William S. Clark, *Secretary*  
Kent D. Nation, *Treasurer*

Joseph S. Boldaz, *Vice-Chairman*  
Francesca J. Crane, *Asst. Secretary/Treasurer*  
Anita M. Ferenz, *Administrator*

## Meeting Minutes – December 9, 2021

### Call to Order

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

### Roll Call of Board Members

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

### Others Present

Engineers Bill Malin and Mark Yoder of Carroll Engineering, Operator Justin LaTourette of Select Environmental, Solicitor Stacey Fuller of Gawthrop Greenwood and Administrator Anita Ferenz were present.

### Public Notification: *None*

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

***A Motion to approve the November 10, 2021 regular meeting minutes was made by KDN and seconded by JSB. All members present were in favor.***

### Public Comment / Presentation:

1. Frank Light – 303 Reeceville Road. *Resident was unable to make meeting; will attend in January.*

### Reports:

1. Operator
  - a. Monthly Report. Brief review of monthly flow data highlight of non-routine maintenance items. ***A Motion to authorize purchase and installation of generator block heater for FVPS at a total cost of \$400, including part and labor, was made by JSB and seconded by KDN. All members present were in favor.*** Operator to schedule wet well cleaning at CRPS for January/February and Administrator to ask public works to clean pine needles from gutters.
2. Engineer
  - a. Monthly Report – general operations.
    - i. Valve and motor work – engineer awaiting additional quote and operator looking into a different approach which will be discussed in January.
    - ii. Louver replacements – work is finalized; engineer needs to provide certification to code officer that insulation used is adequate for use on generator pipes before final inspection reports can be issued.
    - iii. Flood proofing and sump pump – awaiting further information.
    - iv. Replacement control system project – status update provided.

- v. TOA #2 – pump station plans are being finalized and new development plans have been submitted based on CEC review letter.
- vi. Reserve at Cross Creek – highway occupancy permit was submitted; response to CEC review letter submitted and being reviewed. If CEC sees any big issues during 2<sup>nd</sup> review, development will be requested to attend January meeting.
- b. Blooming Glen Application for Payment No. 5 – Final. Water leak that was discovered was fixed and project is complete. CEC recommended payment of final request. ***A Motion to approve Application for Payment No. 5 – Final from Blooming Glen in the amount of \$12,159.56 was made by KDN and seconded by JSB. All members present were in favor.***
- c. Hirschberg Mechanical Invoice for replacement of intake and exhaust louvers at FVPS, BCPS & CRPS. Project is complete and CEC recommends payment of invoice presented. ***A Motion to approve Invoice dated 10/15/2021 from Hirschberg Mechanical in the amount of \$30,925.00 was made by JSB and seconded by KDN. All members present were in favor.***
- d. Long term revenue/expense projections. General review of long-term revenue and expenses utilizing several scenarios outlined in separate tables. Board members to review with further discussions in January.

### 3. Solicitor

- a. Finalizing draft of collections policy; to be presented in January.
- b. Reserve at Cross Creek – no major issues; requesting confirmation that 140 pre-paid EDUs were transferred from Longview to Judd and provided appropriate agreements, including one for collection of remaining tap-in fees, to developer’s counsel for review and completion.

### 4. Administrator

- a. Proposed Budget for 2022. Lengthy discussion on various line items including projected tap-in fees, projected treatment costs, anticipated engineering fees for capital projects and repair/maintenance costs for the pump stations in general. Engineer will review and submit revised line item figures. Revisit in January.
- b. WBTMA By-Laws – need updating. Generalized review of existing by-laws and items needing updating either for clarity, methods of communication and removal of extraneous content. Solicitor to provide draft for review.
- c. Correspondence from Carroll Engineering dated 11/2/2021 requesting reappointment and providing proposed rates for 2022. Noted
- d. Correspondence from Gawthrop Greenwood dated 11/17/2021 requesting reappointment and providing fees for legal services in 2022. Noted
- e. Monthly informational report. *Noted; brief discussion on possibility of moving MA meetings from the 2<sup>nd</sup> Thursday to the 4<sup>th</sup> Thursday of each month.*

### **New Business:**

1. Resolution 06-2021 – Establishment of Sewer Rates for 2022. A Motion to adopt Resolution 06-2021 establishing sewer rates for the year 2022 was made by JSB and seconded by KDN. All members present were in favor.
2. Resolution 07-2021 – Establishment of Budget for 2022. Tabled until January.

### **Finances:**

As of November 30, 2021:

1. Mid Penn Operating - \$190,315.76

2. Mid Penn Debt Service - \$166,395.41
3. Mid Penn Capital Reserve - \$885,524.44
4. Mid Penn DSRF - \$570,449.66
5. Mid Penn Grant Funding - \$44,881.32
  
6. Bills paid and to be ratified - \$70,100.50
7. Payroll for regular meeting for November 2021- \$4,743.79

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

**Dates of Upcoming Meetings**

Announcement made of Board of Supervisors meetings on December 16, 2021 and January 3, 2022, and Municipal Authority meeting on Thursday, January 13, 2022 at 7:00 p.m.

**JSS to attend BOS meeting to provide MA report.**

**Adjournment**

***A Motion to adjourn was made by JSS and seconded by JSB. All members present were in favor. The meeting adjourned at 9:40pm.***

Respectfully submitted,

Anita Ferenz, Administrator