

WEST BRANDYWINE TOWNSHIP MUNICIPAL AUTHORITY

Incorporated 1995

198 Lafayette Road, West Brandywine, PA 19320-1230

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

Joseph S. Boldaz, *Vice-Chairman*
William S. Clark, *Asst. Secretary/Treasurer*
Anita M. Ferenz, *Administrator*

Meeting Minutes – October 8, 2020

Call to Order

The meeting was called to order by Vice Chairman Boldaz at 7:04pm.

Roll Call of Board Members

Joe Boldaz (JSB), Will Clark (WSC), Sandy Martin (SGM), Kent Nation (KDN) and Joe Sawicki (JSS) (arrived at 7:12pm) were present.

Others Present

Engineers Bill Malin and Chris Peterson of Carroll Engineering, Solicitor Stacey Fuller of Gawthrop Greenwood and Administrator Anita Ferenz were also present

Public Notification: Two Board members (JSB and SGM) met/interviewed, in person, the three potential board member candidates on September 16, 2020. *Noted; discussed under New Business.*

Action on Minutes of Previous Meeting(s)

A Motion to approve the September 10, 2020 regular meeting minutes was made by SGM and seconded by WSC. All members present were in favor.

Public Comment: *None*

Reports:

1. Operator

- a. Monthly Report. *Brief overall discussion about (1) bioxide usage for Culbertson, additional explanation by Bill Malin; (2) faulty meter at Ashberry being replaced during reconstruction; and (3) faulty meter at Friendship is located in bypass vault which got flooded – Bill Malin to secure pricing of replacement meter in-kind and ultrasonic. In looking at flows for September, it appears that the suspected surge of high flow due to TOA construction may be working itself out; will continue to be monitored.*

2. Engineer

- a. Reeceville Road PS – update. *VFDs and soft starters were ordered and received; installation scheduled for 10/12/2020, start-up scheduled for 10/13/2020. Load bank test on generator still needs to be performed.*
- b. Ashberry PS – update. *Chris Peterson reported that the project is moving forward; mobilization of test pits happened on 10/05/2020 and horizontal drilling taking place throughout the week.*
 - i. Right of Entry and Temporary Construction Easement Agreement with Anthony J. and Carol B. Varrassi – need Motion to ratify. *Brief explanation of need for temporary*

agreement with homeowners to lessen the need remove trees and need to act quickly; Administrator executed Agreement. A Motion to ratify execution of the Right of Entry and Temporary Construction Easement Agreement with Anthony J. and Carol B. Varrassi by Administrator was made by JSB and seconded by KDN. All members present were in favor.

- ii. *Proposed Change Order No. 2 submitted by Blooming Glen Contractors, Inc. to extend substantial completion date from October 25, 2020 to November 6, 2020 – need Motion. Due to a delay in expected receipt of new grinder pumps, Blooming Glen needs to alter the schedule, specifically the completion date for an additional 12 days. A Motion to approve Proposed Change Order No. 2 as submitted by Blooming Glen Contractors, Inc. to extend substantial completion date from 10/25/2020 to 11/06/2020 was made by JSB and seconded by KDN. All members present were in favor.*
- c. *Pump Station Generator Operations Status. Updated provided on pricing and possible increase for the winter months; review of proposed work and quotes; and discussion of ramifications of holding off until spring. A Motion to table the matter until November meeting was made by JSB and seconded by KDN. All members present were in favor. Brief discussion of existing subrogation claim at RRPS.*
- d. *Operator RFP – status. Pre-submission meeting was held on 9/30/2020; Bill Malin working on addendum addressing questions raised at meeting. Discussion on confined space requirements; not OSHA regulated; consideration of a change to RFP requirements being based on contractor practices and a switch from weekly visits to a once per month visit to those stations with confined space.*

3. Solicitor

Brief update on letter to insurance company, as prepared by Bill Malin, relative to additional control costs. Administrator to forward to Dan Ashe, claims adjuster.

4. Administrator

- a. *Pothole on Reeceville Road. Concerns raised by PennDOT regarding depressed pothole in Reeceville Road. In anticipation of possible meeting to be scheduled between PennDOT, the Township and the Authority, Administrator had manhole lids opened on either side of pothole to insure sewer main is not compromised.*
- b. *Culbertson Run PS – tree and depression issues. Brief review of incident at CCPS property and adjoining property during pre-submission meeting for the Operator RFP. Administrator to set up meetings to discuss tree issues.*
- c. *Monthly informational report. Noted.*

New Business:

- 1. *The potential candidates, Francesca Crane, Doreen Sundelin and Joe Dell’Arciprete, who expressed interest in filling the vacancy created by SGM’s resignation were discussed which resulted in a recommendation for the BOS. Administrator to write letter for Board signature.*

Finances:

As of September 30, 2020:

- 1. S&T Capital Expense - \$0.00
- 2. S&T Ashberry Reconstruction (grant) – \$9.00

3. Mid Penn DSRF - \$567,303.54
4. Mid Penn Operating - \$385,235.48
5. Mid Penn Debt Service - \$91,230.29
6. Mid Penn Capital - \$639857.32
7. Mid Penn Grant Funding - \$36,626.18
8. Bills paid and to be ratified

\$ 79,948.05	(regular operational expenses)
\$ 106,058.00	(RRPS fire related - construction)
\$ 30,703.33	(RRPS fire related – equipment)
9. Payroll for regular meeting for September 2020- \$4,840.72

A Motion to pay and ratify invoices was made by KDN and seconded by SGM. All members present were in favor.

Dates of Upcoming Meetings

Announcement was made of upcoming Board of Supervisors meetings on October 15, 2020 and November 5, 2020, and Municipal Authority, on **Wednesday, November 11, 2020** at 7:00 p.m.

JSS WILL ATTEND THE 10/15/2020 BOS MEETING TO GIVE THE REPORT.

Recognition was given to Sandy Martin whose last meeting with the Municipal Authority was this evening.

Adjournment

A Motion to adjourn was made by JSS and seconded by SGM. All members present were in favor. The meeting adjourned at 8:57pm.

Respectfully submitted,

Anita Ferenz, Administrator