

# WEST BRANDYWINE TOWNSHIP MUNICIPAL AUTHORITY

Incorporated 1995

198 Lafayette Road, West Brandywine, PA 19320-1230

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

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

## Meeting Minutes – July 28, 2022

### Call to Order

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

### Roll Call of Board Members

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

### Others Present

Solicitor Stacey Fuller, Engineers Mark Yoder and Bill Malin, Operators John Dean and Dave Friedman and Administrator Anita Ferenz were also in attendance.

**Public Notification:** None

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

***A Motion to approve the June 23, 2022 regular meeting minutes was made by KDN and seconded by FJC. All members were in favor.***

**Public Comment / Presentation:** *None*

### Reports:

1. Operator
  - a. Monthly Report. *Noted.*
    - i. Consider purchasing spare air release valve(s). *Brief discussion of emergency issue with failure of air release in trunk line and consideration of having a spare on hand if the situation arises again. EEMA to inspect all air release valves and come back at August meeting with information on reliability of existing equipment and whether the purchase of a spare air release or two would be usable in more than one specific manhole.*
2. Engineer
  - a. Monthly Report – general operations. *Noted.*
    - i. Pump Station Repairs – consider approval to pay PSI Invoice for work performed at RRPS and FVPS based on original proposal. ***A Motion to approve payment of the PSI invoice 22-360-1 in the amount of \$5,215.00 representing work completed at RRPS and FVPS was made by JSB and seconded by KDN. All members were in favor. For the work to yet be completed at CRPS, CEC is devising an appropriate base that will***

*allow removal/replacement of the motor now and in the future; and will approach PSI to confirm their original Change Order #1 pricing.*

- ii.** Pump Station Controls Project – consider authorization to sign agreements. **A Motion to authorize signing the Agreement for the control system replacement project with PSI was made by KDN and seconded by JSS. All members were in favor.**

3. Solicitor – *Nothing to report.*

4. Committees

- a. Finance – March / June / September / December
- b. Operations – April / July / October / January.** *The Operations Committee will meet prior to the next reporting month of October.*
- c. Planning – May / August / November / February

5. Administrator

- a. Monthly Report. *Noted.*
  - i.** Consider televising and flagging proposals. *Brief discussion on televising project. A Motion to approve the Proposal of Pipe Data View Services dated 7/21/2022 in the amount of \$1,750.00 per day and the Quotation of Traffic Engineering Services LLC dated 7/25/2022 in the amount of \$828.00 was made by JSB and seconded by KDN. All members were in favor.*
  - ii.** Consider adjustments to sewer invoices due to excessive watering of lawns (new construction specific). *Presentment of emails received from two residents in the TOA #1 development seeking an adjustment on their 2<sup>nd</sup> quarter sewer invoice due to the fact that they were instructed by TOA to water their lawns several times a day. Brief discussion with no authorization given to issue a credit or adjustment. Additionally, the TOA clubhouse, under the responsibility of TOA HOA, also requested a credit and/or adjustment of its 2<sup>nd</sup> quarter sewer invoice. No authorization was given to issue such a credit or adjustment. If/When a second meter used specifically to measure irrigation is installed, the Authority would like to see the Aqua plan to ensure it is only catching irrigation and not that of the clubhouse itself.*

**New Business:**

- 1. *None*

**Finances:**

As of June 30, 2022:

- 1. Mid Penn Operating - \$83,996.14
- 2. Mid Penn Debt Service - \$59,103.55
- 3. Mid Penn Capital Reserve - \$1,077,803.63
- 4. Mid Penn DSRF - \$571,209.64
- 5. Mid Penn Grant Funding - \$44,889.13
  
- 6. Bills paid and to be ratified - \$74,835.24
- 7. Payroll for regular meeting for June 2022- \$4,783.81

***A Motion to approve payment/ratification of the bills and expenses was made by FJC and seconded by JSB. All members were in favor.***

**Dates of Upcoming Meetings**

Announcement made of upcoming Board of Supervisors meetings on August 4, 2022 and **August 18, 2022**, and Municipal Authority meeting on Thursday, August 25, 2022 at 7:00 p.m.

**JSB WILL ATTEND BOARD MEETING TO GIVE MA REPORT.**

**Adjournment**

***A Motion to adjourn was made by WSC and seconded by FJC. All members were in favor. The meeting adjourned at 8:11pm.***

Respectfully submitted,

Anita Ferenz, Administrator