

WEST BRANDYWINE TOWNSHIP MUNICIPAL AUTHORITY

Incorporated 1995

198 Lafayette Road, West Brandywine, PA 19320-1230

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

Joseph S. Boldaz, *Vice-Chairman*
Francesca J. Crane, *Asst.*

Anita M. Ferez, *Administrator*

Meeting Minutes – October 14, 2021

Call to Order

The meeting was called to order at 7:05pm by Chairman Sawicki.

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

Engineer Mark Yoder of Carroll Engineering, Operator Mike Krieser of Select Environmental, Solicitor Stacey Fuller of Gawthrop Greenwood and Administrator Anita Ferez were present.

Public Notification: None

Action on Minutes of Previous Meeting(s)

A Motion to approve the September 9, 2021 regular meeting minutes was made by JSB and seconded by KDN. All members present were in favor.

Public Comment / Presentation: Culbertson Village / Reserve at Cross Creek. *No one in attendance.*

Reports:

1. Operator
 - a. Monthly Report. *Review of report and non-routine events with brief discussions on Bioxide use over the winter months and comparison of flows, specifically due to Tropical Storm Ida. Operator and Engineer will look at flows from September 2020 and September 2021 per station and report back in November.*
2. Engineer
 - a. Pump Station Operations. *Valve and motor work to be completed by Pikeland at the end of October. Engineer continuing to research flood protection measures.*
 - b. Louver Replacement. *Final inspection from Township set for 10/15/2021. Brief explanation of louver purpose.*
 - c. Ashberry Pump station Upgrade. *Change Order No. 4 executed; awaiting final payment request from Blooming Glen.*
 - d. Developments.

- i. TOA #2. *Review letter previously issued with no response to date. Receipt of draft Planning Module acknowledged, to be reviewed; still awaiting design for interim pump station from developer.*
 - ii. Culbertson Village. *Review letter issued 10/12/2021; brief discussion of deficient items; awaiting response. Developer had been invited to attend and present the proposed plan to the Authority but no one came to the meeting. Administrator to follow up with Township regarding meeting.*
 - e. Planning Committee. *Review of various upcoming developments coming into the township and how they affect the sewer system as well as preparation of the Master Plan. Request made to bring maps and/or other relevant documents to meeting in November for further discussion and presentation to Board.*
 - f. Control System Replacement Grant
 - i. Proposal for Engineering Services – CEC letter of 10/7/2021. *Review of proposal, specifically timing for the design and bidding process; inquiry about whether any of this project could be purchased through COSTARS. **A Motion to approve the Design Services fee of \$25,900.00 as outlined in the Carroll Engineering Proposal dated October 7, 2021 was made by JSS and seconded by JSB. All members present were in favor.** Engineer instructed to proceed on design.*
 - ii. Construction/Installation/Programming. *To be reviewed once design phase is complete.*
- 3. *Solicitor*
 - a. Culbertson Village: Report on communications with attorneys for Longview and Judd Builders regarding Culbertson Village project. Solicitor and administrator will follow up with Township and developer to determine next steps.
 - b. Generator Repairs FVPS, CRPS, BCPS: Report on status of insurance claim regarding thimble and louver repairs to FVPS, CRPS, and BCPS. Insurance company denied claim on the basis that the repairs were to correct a construction defect and not a “covered loss” as a direct loss (a/k/a a fire or other event) did not occur. No further action to be taken.
- 4. *Administrator*
 - a. Monthly informational report. *Noted; discussion about I&I issues and methods to track.*
 - b. PMAA Region 1 Dinner Meeting – Thursday, November 18, 2021. *Noted; Board members to let administrator know if they want to attend.*

New Business:

- 1. Revolving Board Officer positions. *General discussion about benefits of board positions rotating through the members; primarily Chairman and Treasurer roles. Administrator to send out by-laws containing original/current job descriptions for all positions for review and comment for possible revision/update.*

Finances:

As of September 30, 2021:

- 1. Mid Penn Operating - \$141,984.87

2. Mid Penn Debt Service - \$101,218.45
3. Mid Penn Capital Reserve - \$824,258.96
4. Mid Penn DSRF - \$570,115.35
5. Mid Penn Grant Funding - \$1.28
6. Bills paid and to be ratified - \$73,740.91
7. Payroll for regular meeting for September 2021- \$4,698.90

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

Dates of Upcoming Meetings

Announcement made of upcoming Board of Supervisors meetings on October 21, 2021 and November 4, 2021, and Municipal Authority meeting on **Wednesday, November 10, 2021** at 7:00 p.m.

JSS to attend BOS meeting to provide MA report.

Adjournment

A Motion to adjourn was made by KDN and seconded by FJC. All members present were in favor. The meeting adjourned at 8:46pm.

Respectfully submitted,

Anita Ferenz, Administrator