

# WEST BRANDYWINE TOWNSHIP MUNICIPAL AUTHORITY

Incorporated 1995

198 Lafayette Road, West Brandywine, PA 19320-1230

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

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

## Meeting Minutes – January 27, 2022

### Call to Order

The meeting was called to order by Chairperson Clark at 7:27pm.

### 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 Bill Malin and Mark Yoder, Operator Dave Friedman and Administrator Anita Ferenz were also in attendance.

**Public Notification:** Executive Sessions were held on January 17 and January 27, 2022 to discuss personnel matters.

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

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

### Public Comment / Presentation:

1. Frank Light – 303 Reeceville Road. Mr. Light spoke to the Board about the need to come up with a better way to measure and calculate sewer. His home was the subject of a house fire on 5/2/2020 which resulted in it being uninhabitable. He believes his Certificate of Occupancy was received approximately 9/17/2021. During the period in between the fire and occupancy, Mr. Light received regular sewer invoices based on the debt service charge as well as the water usage as reported by Aqua America, the public water supplier. Mr. Light's concern is that he was charged for sewer based on water charges when no water was used inside the home. He also explained that he is part of a homestead community that grows a good amount of food through gardens and any water usage between May 2, 2020 and September 2020 was for the garden. He is objecting to all sewer charges, except debt service fees, from May 2, 2020 until September 17, 2021. He is also seeking reimbursement of bank charges totaling \$58.00 and will produce documentation of those charges to the Administrator. The Board took his requests under consideration and expects to render a decision at its February meeting.

### Reports:

1. Operator
  - a. Monthly Report (SES). Noted.

- i. Wet Well Cleaning CRPS & RRPS – Proposal from Franc Environmental dated 1/11/2022 (SES). EEMA to provide additional quotes.

2. Engineer

- a. Monthly Report – general operations. Noted.
  - i. CEC to provide EEMA with specs for repairs at CRPS (motor and valve) and RRPS (valve) to allow EEMA to provide a quote for the work.
  - ii. CEC continuing to gather information on flood proofing, specifically hatches.
  - iii. CEC recommended purchase the Zoeller sump pump. ***A Motion to purchase a Zoeller 292-0001 sump pump in an amount not to exceed \$1,288.00 was made by JSB and seconded by FJC.*** All members present were in favor. Administrator will order direct through U.S. Supply.
  - iv. Reserve at Cross Creek – HOP received, all sewer comments addressed, awaiting confirmation on wetland crossing permit, and to provide a new pricing table for the escrow. CEC recommended approval of the latest revised sewer plans. To be discussed further at February meeting with revised copy of sewer plan based on comments provided and revisions made as well as revised estimate of probable costs. Solicitor to provide appropriate draft agreements for consideration.

3. Solicitor

- a. Collection Policy. Lengthy discussion about the specific definitions of interest and penalties and when they can be assessed, how they can be applied with quarterly billing, and which would be appropriate for the Authority. Solicitor to revise draft to include language that assesses a one and one-half percent on unpaid balances quarterly. Additional discussions on how to make payment of invoices easier for the customer such as balance due amounts being available online or invoices being emailed instead of regular mailing. Administrator to research options.
- b. Reserve at Cross Creek (Judd Builders). Discussed under Engineer, Item a(iv).
- c. Draft By-Laws. Brief review and discussion of document. Solicitor to enhance the section on committees based on those newly formed. To be reviewed again in February.

4. Administrator

- a. Monthly informational report. Noted.

**New Business:**

1. Resolution 02-2022 – Establishment of Budget for 2022. ***A Motion to approve/adopt Resolution 02-2022 Establishing the 2022 Budget was made by JSB and seconded by FJC.*** All members present were in favor.
2. Forming of Committees. Three committees were created to allow for board members to become more educated about and involved in the running of the Authority. Each committee will consist of the Administrator, two board members and consultants as needed. Each committee will meet as necessary and report to the rest of the board on staggering quarters. For 2022, board member assignments will be: Planning Committee – JSB and KDN; Finance Committee – FJC and KDN; Operations Committee – JSB and JSS. The Board Chairperson may attend any committee meeting.
3. East Reeceville Road – dip in road. Brief discussion about depression in the roadway. Administrator will research whether the sewer line was ever dedicated and determine if PennDOT reported it to the Township. Revisit again in February.

4. Brandywine Hospital – effects of closure on revenue. Brief discussion on hospital closure. Sewer revenue should offset treatment expense with the concern being on collection of the debt service. Administrator will continue to submit billing as usual and also check with municipality in which Jennersville Hospital was located.
5. Administrator – performance evaluation. ***A Motion to increase the salary of the Administrator 3% for 2022 was made by FJC and seconded by KDN.*** All members present were in favor.

**Finances:**

As of December 31, 2021:

1. Mid Penn Operating - \$137,644.89
2. Mid Penn Debt Service - \$3,038.04
3. Mid Penn Capital Reserve - \$836,030.95
4. Mid Penn DSRF - \$570,595.01
5. Mid Penn Grant Funding - \$44,882.46
  
6. Bills paid and to be ratified - \$99,115.06
7. Payroll for regular meeting for December 2021- \$4,576.74

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

**Dates of Upcoming Meetings**

Announcement made of Board of Supervisors meetings on February 3, 2022 and February 17, 2022, and next Municipal Authority meeting on Thursday, February 24, 2022 at 7:00 p.m.

**JSB to attend February 17<sup>th</sup> BOS meeting to provide MA report.**

**Adjournment**

***A Motion to adjourn was made by WSC and seconded by JSB.*** All members present were in favor. The meeting adjourned at 9:47pm.

Respectfully submitted,

Anita Ferenz, Administrator