

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 – February 23, 2023

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, Operator John Dean and Administrator Anita Ferenz were also in attendance.

Public Notification: None

Action on Minutes of Previous Meeting(s)

A Motion to approve the January 26, 2023 reorganization and regular meeting minutes was made by KDN and seconded by Francesca Crane. All Members were in favor.

Public Comment / Presentation.

1. Traditions of America at Harvest Run – presentation of sewer and pump station plans for consideration and approval by Authority Board. *Eric Brinser, developer's engineer, and Tim McCarthy were in attendance to present the sewer plans and request a waiver from creating each easement as a single document. Lengthy discussion about plans in general as well as the necessary grinder pumps for the southwestern lots in Phase 1, specifically size/capacity and ownership. Further discussion about the need for single document easement agreements for those that affect private property (7-8 in total); overall easement plan with descriptions showing TOA owned easements within the right-of-way would be satisfactory.*

Reports:

1. Operator
 - a. Monthly Report. *Review of general operations and maintenance items. Continued discussion about rotating assembly at FVPS and options for replacement. EEMA will secure another quote with just cast iron, no epoxy coating) and using MA owned shaft. Keystone will be scheduled to investigate the ongoing problem with VFD #2 at RRPS.*
2. Engineer
 - a. Monthly Report – general operations.

- i. Consider the proposal for the Reeceville VFDs. *In addition to Operator's report, pricing secured for new VFDs and soft starters for RRPS. On hold until Keystone visits the site to investigate.*
- ii. Consider PSI's Payment Application No. 1 for the pump station controls project. *Review of application. **A Motion to approve Contractor's Application for Payment No. 1 from PSI Pump Solutions, Inc. in the amount of \$44,066.22 was made by JSB and seconded by WSC. All members were in favor.***
- iii. Consider approval of the plans for Traditions of America at Harvest Run. ***A Motion to approve the WQM for both the existing Beaver Creek and Friendship pump stations as well as the low pressure sewer system and pump station and authorize Administrator to execute same was made by JSB and seconded by KDN. All members were in favor.***
A Motion to approve the Traditions of America at Harvest Run Pump Station Design Plans and Final Land Development subject to the following conditions: 1) developer shall consider and address Authority concerns regarding capacity of grinder pumps which shall be the maintenance responsibility of the HOA and addressed in the HOA Declaration which language shall be to the satisfaction of the Authority Solicitor; 2) the HOA shall enter into a Grinder Pump Agreement with the Township pursuant to the provisions of §148-19 of the West Brandywine Township Code of Ordinances; 3) developer shall provide legal descriptions and plans for all easements outside of the Township right-of-way which shall be dedicated to the Authority; 4) developer shall submit an overall easement plan showing all easements on HOA property; 5) developer shall execute Developer and Financial Security Agreements for each of the three phases of development to the satisfaction of the Authority Solicitor; and 6) developer shall execute a Sewer Reservation Agreement providing for the immediate reservation of 20 EDUs to the satisfaction of the Authority Solicitor was made by JSB and seconded by KDN. All members were in favor.

3. Committees

- a. Finance – March / June / September / December
- b. Operations – April / July / October / January
- c. **Planning – May / August / November / February**
 - i. Planning Committee Minutes. *Review of minutes; discussion on pump station flow meter calibration (EEMA to obtain quote from WG Malden), status at Reserve at Cross Creek, TOA at Harvest Run, tapping fees, and capped sewer in East Reeceville Rd (Administrator will have manhole lids popped at the end of June to determine water level). **A Motion to authorize CEC to perform a tapping fee study for an amount not to exceed \$4,620 was made by JSB and seconded by FJC. All members were in favor.***

4. Administrator

- a. Monthly Report. *Noted.*

New Business: None

Finances:

As of January 31, 2023:

- 1. Mid Penn Operating - \$250,489.16
- 2. Mid Penn Debt Service - \$55,510.78
- 3. Mid Penn Capital Reserve - \$952,927.20

4. Mid Penn DSRF - \$574,031.22
5. Mid Penn Grant Funding - \$33,121.72

6. Bills paid and to be ratified - \$19,530.75
7. Payroll for regular meeting for January 2023- \$4,877.38

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

Dates of Upcoming Meetings

Announcement made of upcoming Board of Supervisors report meeting on March 16, 2023 at 7:30 p.m. (An emailed MA report will be provided), and next Municipal Authority meeting of Thursday, March 23, 2023 at 7:00 p.m.

Adjournment

A Motion to adjourn the meeting was made by WSC and seconded by FJC. All members were present. The meeting adjourned at 9:12pm.

Respectfully submitted,

Anita Ferenz, Administrator