

# WEST BRANDYWINE TOWNSHIP MUNICIPAL AUTHORITY

Incorporated 1995

198 Lafayette Road, West Brandywine, PA 19320-1230

Francesca J. Crane, *Chairperson*  
William S. Clark, *Secretary*  
Joseph S Sawicki, *Treasurer*

Kent D. Nation, *Vice-Chairman*  
Joseph S. Boldaz, *Asst. Secretary/Treasurer*  
Anita M. Ferenz, *Administrator*

## Meeting Agenda – November 20, 2024

**Call to Order** (time: \_\_\_\_\_)

### Pledge of Allegiance

### Roll Call of Board Members

Joe Boldaz (JSB) \_\_\_\_\_, Will Clark (WSC) \_\_\_\_\_, Francesca Crane (FJC) \_\_\_\_\_, Kent Nation (KDN) \_\_\_\_\_ and Joe Sawicki (JSS) \_\_\_\_\_.

### Others Present

Solicitor \_\_\_\_\_, Engineer \_\_\_\_\_, Operator \_\_\_\_\_ and Administrator \_\_\_\_\_

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

- October 24, 2024 regular meeting

### Public Comment / Presentation.

### Notification:

- Executive Session to discuss personnel to be held after Administrator's Report.

### Reports:

1. Operator
  - a. Monthly Report.
    - i. Quote for air release valves received from Gayle Corporation via email to Operator dated 11/14/2024. Consider approval.
2. Engineer
  - a. Monthly Report – general operations.
3. Solicitor
4. Committees
  - a. Finance – March / June / September / December
  - b. Operations – April / July / October / January
    - i. Pump Station site visits on 11/11/2024.
  - c. Planning – May / August / November / February
5. Administrator

- a. Monthly Report.
  - i. Need ratification of reduction in TOA Brandywine Farms Phase 3 estimated construction costs (letter dated 11/4/2024); verified by CEC.
  - ii. Need ratification of Administrator action to pursue engagement of a grant writer.
  - iii. Engagement Letter and 2025 Fee Schedule for legal services from Gawthrop Greenwood, PC dated October 24, 2024.
  - iv. Engagement Letter and 2025 Fee Schedule for engineering services from Carroll Engineering Corporation dated November 12, 2024.
  - v. Notification to Operator for continued services in 2025 is due 12/1/2024; need Motion.

**New Business:**

**Finances:**

As of October 31, 2024:

1. Mid Penn Operating - \$269,647.49
2. Mid Penn Debt Service - \$202,397.85
3. Mid Penn Capital Reserve - \$1,053,349.30
4. Mid Penn DSRF - \$576,929.51
  
5. Bills paid and to be ratified (10/25/2024 to 11/20/2024) - \$\_\_\_\_\_
6. Payroll for October 2024 - \$4,885.66

**Dates of Upcoming Meetings**

1. Board of Supervisors on Thursday, December 19, 2024 at 7:30 p.m.
2. ***Municipal Authority, on Wednesday, December 18, 2024 at 7:00 p.m.***

**Adjournment** (time: \_\_\_\_\_)