

# WEST BRANDYWINE TOWNSHIP MUNICIPAL AUTHORITY

Incorporated 1995

199 Lafayette Road, West Brandywine, PA 19320-1230

Sandra G. Martin, *Chairman*  
Joseph Sawicki, *Secretary*  
Kent D. Nation, *Treasurer*

Rick Tisa, *Vice-Chairman*  
Joseph S. Boldaz, *Asst. Secretary/Treasurer*  
Anita M. Ferenz, *Administrator*

## Meeting Agenda for September 13, 2018

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

**Pledge of Allegiance**

**Roll Call of Board Members**

Joseph S. Boldaz (JSB) \_\_\_\_\_, Sandra G. Martin (SGM) \_\_\_\_\_, Kent D. Nation (KDN) \_\_\_\_\_, Joseph Sawicki (JS) \_\_\_\_\_ and Rick Tisa (RT) \_\_\_\_\_.

**Others Present**

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

**Public Notification:**

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

- August 9, 2018 regular meeting

**Public Comment:**

**Action/Discussion Items:**

1. Operator.
  - a. Flow Meter at Friendship.
  - b. Control failure and replacement of exhaust fan at Beaver Creek.
2. TOA – update/status.
3. Rules and Regulations – addition of pool credits (see Engineer report).
4. Ashberry driveway – post meeting update (written minutes attached) and construction schedule.
5. Planning Committee – update on discussions (written minutes attached); Administrator to schedule meeting with Township to determine SMP data and vision for future.
6. 72 Lauren Lane – proposed construction costs (see Engineer report).
7. 515 Reeceville Road – possible credit of tap-in fee (see Administrator report).
8. Budgets, rates and capital items for 2019 – meeting scheduled for September 18, 2018.
9. General Release – Final open space land transaction payment (***will send after Patrick's review***)
10. Audit of Financial Statements – need to ratify; Trust Indenture requirements met.

**Reports:**

1. Engineer – attached
2. Solicitor
3. Administrator - attached

**Correspondence/Communications** (information to note)

1. PMAA August 2018 edition of the Authority.
2. Correspondence dated August 17, 2018 from CEC providing review of Planning Module Exemption Application as prepared by Rettew Associates on behalf of Traditions of America.
3. Memo dated September 1, 2018 from Miller Environmental regarding additional charges above and beyond scope of work.

**New Business**

- 1.

**Payment of Bills / Account Balances**

As of August 31, 2018: Friendship Village account balance was \$95,454.53 and Kimberwick account balance was \$181,614.94.

1. Friendship Village Sewer District- \$\_\_\_\_\_ and ratified payments of \$\_\_\_\_\_ made on 7/25/2018.  
Payroll of \$\_\_\_\_\_ made 9/13/2018 for the month of August 2018.

Shared Service Agreement – breakdown for August 2018.

Carroll Engineering Corporation – breakdown for July 2, 2018 to July 29, 2018.

**Dates of Upcoming Meetings**

1. Board of Supervisors, on Thursdays, September 20, 2018 and October 4, 2018, at 7:30 p.m.
2. Municipal Authority, Thursday, October 11, 2018 at 7:00 p.m.

**WHO IS ATTENDING 9/20/2018 BOS MEETING TO GIVE REPORT?**

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