

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 Minutes – November 20, 2024

Call to Order

The meeting was called to order by Chairperson Crane at 7:01pm.

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 (via Zoom), Engineers Mark Yoder and Bill Malin, Operator John Dean and Administrator Anita Ferenz were present.

Action on Minutes of Previous Meeting(s)

A Motion to approve the October 24, 2024 regular meeting minutes was made by WSC and seconded by KDN. All members were in favor.

Notification:

Executive Session was held from 7:50pm to 9:12pm to discuss personnel. No action was taken.

Reports:

1. Operator
 - a. Monthly Report. Reviewed and noted.
 - i. Quote for air release valves received from Gayle Corporation via email to Operator dated 11/14/2024. Consider approval. Brief discussion on need for spare air release valves. *A Motion to approve purchase of four (4) air release valves for a total of \$3,932 based on quote received from Gayle Corporation in email dated 11/14/2024 was made by KDN and seconded by WSC. All members were in favor.*
2. Engineer
 - a. Monthly Report – general operations. Brief review of report including revenue projections (discuss in January), status of pump station hatches (to be installed in January), grant options and status of developments.
3. Committees
 - a. Finance – March / June / September / December
 - b. Operations – April / July / October / January

- i. Pump Station site visits on 11/11/2024. Discussion of noted items discovered during pump station visits, specifically the new Harvest Run Pump Station. CEC working on various HRPS issues.
- c. Planning – May / August / November / February

4. Administrator

- a. Consider Resolution(s) for LSA Grant package; need Motion(s). *A Motion to approve Resolution No. 02-2024 Authorizing Sewer System Repairs for use with LSA Grant was made by WSC and seconded by JSS. Four members were in favor with JSB abstaining due to conflict of interest as individual who was retained by the Authority to assist with the grant application is also an employee of Hydraterra.*
- b. Monthly Report.
 - i. Need ratification of reduction in TOA Brandywine Farms Phase 3 estimated construction costs (letter dated 11/4/2024); verified by CEC. *A Motion to ratify the reduction in TOA Brandywine Farms Phase 3 estimated costs was made by KDN and seconded by JSB. All members were in favor.*
 - ii. Need ratification of Administrator action to pursue engagement of a grant writer. *A Motion to ratify Administrator’s engagement of a grant writer, Kimberly DeRosa, to assist with the LSA trunk line grant application was made by KDN and seconded by WSC. Four members were in favor with JSB abstaining due to a conflict of interest as Ms. DeRosa is also an employee of Hydraterra.*
 - iii. Engagement Letter and 2025 Fee Schedule for legal services from Gawthrop Greenwood, PC dated October 24, 2024. *Noted.*
 - iv. Engagement Letter and 2025 Fee Schedule for engineering services from Carroll Engineering Corporation dated November 12, 2024. *Noted.*
 - v. Notification to Operator for continued services in 2025 is due 12/1/2024; need Motion. *A Motion to notify EEMA of its intent to reappoint services in 2025 was made by WSC and seconded by KDN. All members were in favor.*

New Business: None

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) - \$117,439.80
- 6. Payroll for October 2024 - \$4,885.66

A Motion to pay/ratify the bills and expenses for October 2024 was made by KDN and seconded by JSB. All members were in favor.

Dates of Upcoming Meetings

Announcement made of Board of Supervisors meeting December 19, 2024 (KDN will attend) and **Municipal Authority, on Wednesday, December 18, 2024 at 7:00 p.m.**

Adjournment

A Motion to adjourn the meeting was made by JSB and seconded by JSS. All members were in favor. The meeting adjourned at 9:15pm.

Respectfully submitted,

Anita Ferenz, Administrator