

# WEST BRANDYWINE TOWNSHIP MUNICIPAL AUTHORITY

Incorporated 1995

199 Lafayette Road, West Brandywine, PA 19320-1230

Sandra G. Martin, *Chairman*  
Kent D. Nation, *Secretary*  
Rick Tisa, *Treasurer*

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

## Meeting Minutes - October 10, 2019

### Call to Order

The meeting was called to order by Chairman Martin at 7:00pm.

### Roll Call of Board Members

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

### Others Present

Engineer Bill Malin of Carroll Engineering, Operator Joe DiMatteo of Miller Environmental, Solicitor Stacey Fuller of Gawthrop Greenwood and Administrator Anita Ferenz were also present.

**Public Notification:** *None*

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

*A Motion to accept the minutes of the September 12, 2019 regular meeting was made by JSB and seconded by KDN. All members present were in favor.*

### New Business:

- a. Refinancing of debt – Closing documents to be executed. *Brief discussion about refinancing in general and final pieces necessary to ensure a smooth settlement. Execution by Chairman and Secretary of all required documents.*

**Public Comment:** *None*

### Reports:

1. Operator
  - a. Monthly Report. *Review of report, discussion on flow meter issues, and need for bioxide chemical through the winter months. Operator to obtain quote for fix Ashberry flow meter, authorized up to \$350. Administrator to secure 450-500 gallons of bioxide for Culbertson to have on hand in case it is needed.*
2. Engineer
  - a. Proposed 2020 Budget and Rates. *Lengthy detailed discussion on proposed draft budget to date; various questions surround calculation of revenue and treatment costs; will need further review.*

- b. Operator RFP. *Brief review of proposed RFP; Engineer and Administrator to fill in remaining blanks; solicitor to review.*
  - c. Grant Opportunity. *A new grant program was approved by the Commonwealth Financing Authority under the H2O PA and PA Small Water and Sewer. A possible submission could be made to upgrade controls in the 4 main pump stations. SGM requested Engineer to provide a quote to perform preparation of the application.*
3. Solicitor – *Summary of services provided for the month of September which included main the refinancing documentation and issues with TOA.*
4. Administrator
- a. Impeller Inspection – *performed 10/10/2019. Inspections completed 10/10/2019 with report due in a week. Only one real issue with pump 2 at Reeceville, all others seemed pretty good. Will circulate report upon receipt.*
  - b. Arbitrage calculations for both Series 2012 revenue bonds and Series 2016 revenue note. *Will need Motion to Authorize. Brief discussion on need for final calculations; a Motion to allow Administrator to acknowledge and accept the proposal from Arbitrage Rebate Counselors, LLC dated October 10, 2019 to perform the final Arbitrage Calculations for both the Series 2012 Revenue Bonds and the Series 2016 Revenue Note was made by SGM and seconded by JSB. All members present were in favor.*
  - c. New Debt Service Reserve Fund account at Mid Penn Bank is being set up; *will need signatures and copy of driver’s license. Will need Motion to Authorize account. A Motion authorizing the opening up of a debt service reserve fund at Mid Penn Bank was made by SGM and seconded by RT. All members present were in favor. Document was executed by all Board members.*
  - d. Monthly informational report (attached). *Noted; discussion on pending office space move and need to secure an appropriate rental amount to include in 2020 budget. JSB will provide some past research on rental space costs; will discuss lack of communication with BOS on 10/17/2019.*

**Information to Note:**

- 1. Correspondence dated 10/01/2019 from Miller Environmental with additional billing for September. *Noted*
- 2. Notification of PMAA Region 1 Dinner Meeting – Thursday, November 14<sup>th</sup>, at 6:30pm at Presidential Caterers of Distinction. *Does anyone want to attend? Noted; no interest.*

**Finances:**

As of September 30, 2019:

- 1. Friendship Village – \$129,655.74
- 2. Kimberwick – \$141,311.13
- 3. Capital Expense - \$34,080.57
- 4. Ashberry Reconstruction (grant) – \$40,215.88
  
- 5. Bills paid and to be ratified - \$62,112.92
- 6. Payroll for regular meeting for August 2019- \$5,028.85

*A Motion to pay and ratify the bills as indicated was made by JSB and seconded by KDN. All members present were in favor.*

7. Shared Service Agreement – breakdown for September 2019 - *Noted*
8. Carroll Engineering Corporation – July 29 through September 1, 2019 – *Noted*

**Dates of Upcoming Meetings**

Announcement was made of upcoming Board of Supervisors meetings on October 17, 2019 and November 7, 2019 and next Municipal Authority meeting on **Wednesday, November 13, 2019** at 7:00pm.

**JSB WILL ATTEND THE 10/17/2019 BOS MEETING TO GIVE THE REPORT.**

**Adjournment**

*A Motion to adjourn the meeting was made by KDN and seconded by RT. All members present were in favor. The meeting was adjourned at 8:58pm.*

Respectfully submitted:

Anita Ferenz, Administrator