

# 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 – April 28, 2022

### Call to Order

The meeting was called to order by Chair Will Clark at 7:06pm.

### Roll Call of Board Members

Joe Boldaz (JSB), Will Clark (WSC), Kent Nation (KDN) and Joe Sawicki (JSS) were present. Francesca Crane (FJC) was absent.

### Others Present

Solicitor Stacey Fuller, Engineer Mark Yoder, Operator Dave Friedman and Administrator Anita Ferenz were also present.

**Public Notification:** An Executive Session was held during this meeting to discuss personnel.

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

***A Motion to approve the March 24, 2022 regular meeting minutes was made by JSS and seconded by JSB. All members present were in favor.***

**Public Comment / Presentation** -- None

### Reports:

1. Operator

- a. Monthly Report. *Discussion of various items on report and notification of maintenance issues moving forward. EEMA will notify Administrator when any issues arise but will continue to respond and fix. If items are above EEMA capability, quotes will be requested. OmniSite login information has been provided and it is requested that any information retrieved be included in the monthly report. Minor revisions to tables within the monthly report were requested. Dave will see if wet well cleaning were performed yet.*

2. Engineer

- a. Monthly Report – general operations. *Brief review of report with note that pump station repair work by PSI will be the end of May and there are still a few conflicts in the TOA #2 plan as they relate to sanitary laterals and other utilities.*
  - i. Consider approval to go out for bid on the pump station controls project. *Discussion about controls grant project including time frame for bidding and award. **A Motion authorizing CEC to put controls project on PennBid, subject to final review of specifications and bid package by Board Member Boldaz was made by JSB and seconded by JSS. All members present were in favor.***

3. Committees – *Recommendation that target report months be added to regular agenda as a reminder, and to have specific agendas for each committee meeting. Administrator will coordinate with engineer, solicitor and planning committee board members to schedule a meeting for May.*
  - a. Finance. Brief report on recent meeting to discuss logistics of instituting the interest penalty.
4. Administrator
  - a. Monthly Report. *Noted with discussion on dip in East Reeceville Road. From recent meeting, PennDOT will be applying patch to the area to flatten the depression in the roadway.*
  - b. Consider Quote received from Premium Power for annual PMs on generators. *Discussion of possible twice yearly visits and joining technician on a pump station visit. Review of quote from PP for annual maintenance. **A Motion to approve the Generator Services Proposal dated April 21, 2022 from Premium Power in the amount of \$2,977.00 was made by JSB and seconded by JSS. All members present were in favor. JSS will attend PM at BCPS.***
  - c. Consider either approval of Administrator signing TOA #1 Decrease Penalty Riders and correct discrepancy on final release or rescind previously approved bond releases and recalculate to correct discrepancy now. *Discussion on how discrepancy occurred, execution of the Decrease Penalty Riders and the need to rectify discrepancy on final request for release of bond. CEC shall revise their escrow spreadsheet to be consistent with the bond posted by developer upon final release request and Administrator will execute Decrease Penalty Riders.*
  - d. Consider increase in hourly rate for Authority bookkeeper. ***A Motion to increase the bookkeeper hourly rate from \$21.00 to \$22.00 effective May 1, 2022, and provide bonus to cover the differential from January through April 2022 was made by JSB and seconded by JSS. All members present were in favor.***
  - e. Draft Audit for YE 2021 – review. Consider approval. *Consideration of audit approval to be tabled until May meeting in order to allow for a more indepth review by Board members.*

**New Business:**

1. Reeceville Road. Consider televising between 479 and 585 Reeceville Road. *Discussion of several depressions in the roadway that may be affecting the integrity of the Authority’s sewer mains. Administrator to secure some pricing to have the affected area on Reeceville Road televised as well as another area that would bring the televising up to a day’s worth of work. Request engineer to suggest additional areas.*

**Finances:**

As of March 31, 2022:

1. Mid Penn Operating - \$72,627.03
2. Mid Penn Debt Service - \$87,310.13
3. Mid Penn Capital Reserve - \$933,690.94
4. Mid Penn DSRF - \$570,971.06
5. Mid Penn Grant Funding - \$44,885.77
  
6. Bills paid and to be ratified - \$98,653.01
7. Payroll for regular meeting for March 2022- \$4,979.57

***A Motion to approve payment/ratification of the bills and expenses was made by WSC and seconded by JSS. All members present were in favor.***

**Dates of Upcoming Meetings**

Announcement made of upcoming Board of Supervisors meetings on May 5, 2022 and **May 19, 2022**, and Municipal Authority meeting on Thursday, May 26, 2022 at 7:00 p.m.

**KDN WILL ATTEND BOS MEETING TO PROVIDE THE MA REPORT.**

**Adjournment**

*A Motion to adjourn was made by WSC and seconded by JSB. All members present were in favor. The meeting adjourned at 8:57pm.*

Respectfully submitted,

Anita Ferenz, Administrator