

WEST BRANDYWINE TOWNSHIP MUNICIPAL AUTHORITY

Incorporated 1995

198 Lafayette Road, West Brandywine, PA 19320-1230

Joseph S. Sawicki, *Chairman*
William S. Clark, *Secretary*
Kent D. Nation, *Treasurer*

Joseph S. Boldaz, *Vice-Chairman*
Francesca J. Crane, *Asst. Secretary/Treasurer*
Anita M. Ferez, *Administrator*

Meeting Minutes – November 10, 2021

Call to Order

The meeting was called to order at 7:01pm by Chairman Sawicki.

Roll Call of Board Members

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

Others Present

Engineers Bill Malin and Mark Yoder of Carroll Engineering, Solicitor Stacey Fuller of Gawthrop Greenwood and Administrator Anita Ferez were present. Operator was no in attendance.

Public Notification: None

Action on Minutes of Previous Meeting(s)

A Motion to approve the October 14, 2021 regular meeting minutes was made by KDN and seconded by FJC. All members present were in favor.

Public Comment / Presentation:

1. Traditions of America.

(a) *Baldwin Farm/Overlook - David Biddison and Tim McCarthy of TOA and Eric Brinser of Rettew were in attendance to provide an overview of the proposed age-restricted development on the north and south side of East Reeceville and Manor Roads as well as single family homes on an adjacent eastern parcel with frontage on Swinehart Road. A total of 184 dwellings and clubhouse are being proposed. The project has conditional use approval from the BOS and is currently in the preliminary land development process. The planning modules have been received by CEC and reviewed. A total of 27 grinder pumps on the south parcel are being proposed due to topography with maintenance of the pump being the responsibility of either the homeowner or the HOA. A final determination will be made in the future. A pump station design plan is being prepared by the developer and will be provided to CEC for review and comment. All sewer infrastructure, including the pump station but excluding the 27 grinder pumps, will be dedicated to the Authority. Timing for construction is slated for late spring or early summer with a current phasing scheduled being the south parcel 1st, the north parcel 2nd and the eastern parcel 3rd. Receiving approvals for a stream crossing and wetlands crossing will be a deciding factor in the timing of the actual construction.*

(b) *Beechwood Campground/Overlook - David Biddison and Tim McCarthy of TOA, Dan McKenna of D.L. Howell and Dan Hudson of Evans Mill were in attendance to provide an overview of a recently revised plan which will include 270 age-restricted units with 232 on the south side and 38 on the north side of East Reeceville Road. The revised plan is still in its infancy and will be presented to the*

Township's BOS and PC later this month for a hopeful conditional use hearing in early January 2022. The developer is aware of the existing sewer infrastructure within a portion of the south parcel, and the need to discuss construction of a regional pump station.

2. Reserve at Cross Creek. *No one in attendance; awaiting follow up correspondence on CEC review letter and discussions held at engineering meeting of 11/09/2021.*

Reports:

1. Operator
 - a. Monthly Report. *Noted*
2. Engineer
 - a. Monthly Report – general operations.
 - i. *Comparison lows by station, specifically RRPS, for the months of September 2020 and September 2021. No real change noted other than additional connections in 2021.*
 - ii. *Revenue projections provided for budget purposes and to set sewer rates for 2022.*
 - b. Pump Station Operations.
 - i. *Valves, Motor and Welding (RRPS, CRPS and FVPS). Update provided that previously awarded contractor (Pikeland) has gone out of business and won't be doing the work. New quotes being solicited; one was provided and one is pending. Revisit in December.*
 - c. *Ashberry – Payment Request No. 5. Need Motion. Operator observed a leak where the old force main penetration was sealed. Contractor was notified and will correct. Hold approval of Payment Request No. 5 until issues is rectified.*
 - d. *Pump Station Louver Replacement. Update provided on project; contractor scheduled to reinstall the insulation wrap over piping to mufflers. Brief discussion on insulation ratings and issues observed with installation around muffler. Contractor had provided invoice for payment. Hold approval of invoice until all issues are rectified.*
 - e. *Pump Station Flood Proofing. Update provided on status. One quote previously received; awaiting receipt of additional quotes for both hatches and sump pump. Revisit in December.*
 - f. *Developments (may be discussed during presentation by developers).*
 - i. *TOA #2. Discussed during developer presentation.*
 - ii. *Culbertson Village/Reserve at Cross Creek. Minutes of 11/09/2021 meeting to be prepared and distributed; awaiting response from developer to CEC review letter.*
 - g. *Future Planning – maps. Map used to show overall sewer system and how it can/will/should flow through future developments.*
3. Solicitor
 - a. *Working on delinquency policy; revisit in December.*
4. Administrator
 - a. *Correspondence dated 10/29/2021 from Portnoff Law Associates regarding properties eligible for Sheriff's Sale (2). If proceeding, need Motion. Brief discussion of collection process and next steps. **A Motion authorizing Portnoff to proceed with Sheriff's Sales so designated in their letter of 10/29/2021 was made by JSS and seconded by WSC. All members present were in favor.***

- b. PEMA Public Assistance for Tropical Depression Ida – need Designation of Agent Resolution ratified. ***A Motion to ratify the Designation of Agent Resolution required by PEMA between Board meetings was made by FJC and seconded by KDN. All members present were in favor.***
- c. PIRMA Response to Request for Reconsideration (RRPS). *Brief discussion on denial and whether to proceed with another request for reconsideration on the roof issue. Administrator to pull any further information the Authority has and to go back to the contractor (Hollenbach) for a line itemization, if necessary. Authority will pursue reconsideration of claim regarding roof.*
- d. Monthly informational report.
 - i. *303 Reeceville Road – Discussion of issue revolving around fire at home, sewer charges, and email received from owner. Administrator to respond to email requesting owner attend December meeting and provide those items requested previously, i.e. inspection reports when fixtures were re-installed, final U&O issued, proof of bank charges, etc.*
 - ii. *Budget for 2022 – general discussion on draft provided and need to make some tweaks as well as prepare a Capital Budget.*

New Business: *None*

Finances:

As of October 29, 2021:

- 1. Mid Penn Operating - \$172,051.97
- 2. Mid Penn Debt Service - \$136,084.82
- 3. Mid Penn Capital Reserve - \$896,645.89
- 4. Mid Penn DSRF - \$570,296.54
- 5. Mid Penn Grant Funding - \$1.28

- 6. Bills paid and to be ratified - \$85,435.05
- 7. Payroll for regular meeting for October 2021- \$4,976.78

A Motion to pay and ratify the bills and expenses was made by WSC and seconded by FJC. All members present were in favor.

Dates of Upcoming Meetings

Announcement made of Board of Supervisors meetings on November 18, 2021 and December 2, 2021, and Municipal Authority meeting on Thursday, December 9, 2021 at 7:00 p.m.

FJC to attend BOS meeting to provide MA report.

Adjournment

A Motion to adjourn was made by KDN and seconded by WSC. All members present were in favor. The meeting adjourned at 9:07pm.

Respectfully submitted,

Anita Ferenz, Administrator