

WEST BRANDYWINE TOWNSHIP MUNICIPAL AUTHORITY

Incorporated 1995

198 Lafayette Road, West Brandywine, PA 19320-1230

Joseph S. Sawicki, *Chairman*
Francesca J. Crane, *Secretary*
Kent D. Nation, *Treasurer*

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

Meeting Agenda – December 10, 2020

Call to Order

The meeting was called to order by Chairman Sawicki at 7:06pm.

Roll Call of Board Members

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

Others Present

Engineers Bill Malin and Chris Peterson from Carroll Engineering, Solicitor Stacey Fuller of Gawthrop Greenwood and Administrator Anita Ferenz were also present.

Public Notification: *The Board held an executive session prior to this public meeting to discuss personnel.*

Action on Minutes of Previous Meeting(s)

A Motion to approve the November 11, 2020 regular meeting minutes was made by JSB and seconded by KDN. All members present were in favor.

Public Comment: *None*

Reports:

1. Operator
 - a. Monthly Report. *Brief review of report; a Motion was made to accept the Operator's Report as presented by WSC and seconded by KDN. All members present were in favor.*

2. Engineer
 - a. Operator RFP – status. *Tom Krall of Inframark and Mike Kreiser of Select Environmental were in attendance. Brief discussion among Board members with regard to recent interviews and recommendation of engineer. A Motion to accept the proposal of Select Environmental Solutions Inc. dated October 19, 2020 providing for a monthly operations fee of \$2,475.00 plus hourly rates and additional dry well visit rates as stated in said proposal and awarding the Operator Contract to Select Environmental Solutions, Inc. upon those terms, subject to receipt of satisfactory proof of insurance coverage in compliance with the RFP and execution of the Agreement between the Authority and Select was made by JSS and seconded by KDN. JSB abstained from the formal vote due to a conflict of interest arising from his employment as a professional sewer engineer and professional working relationships with many of the bidder-operators. All remaining members present were in favor of the Motion. Additionally, a Motion to authorize execution of the Agreement between the Authority and Select by either the*

Administrator or a Board member after review by the Authority solicitor and engineer was made by JSS and seconded by WSC. All members present were in favor.

- b. Ashberry PS – update.
 - i. Payment Application #2 (need Motion). *Review of payment request from Blooming Glen and recommendation of engineer. A Motion to approve Application for Payment No. 2 as submitted by Blooming Glen Contractors, Inc. in the amount of \$47,107.26 was made by JSB and seconded by WSC. All members present were in favor.*
 - ii. Change Order No. 3. *Review of proposed change order covering the replacement wet well riser section. A Motion to approve Change Order No. 3 in the amount of \$6,667.70 was made by JSB and seconded by WSC. All members present were in favor.*
 - iii. *General updates on project were provided including Adams driveway which was patched and awaiting sealing in the spring and final upgrades to electric which rely on PECO availability. Start-up scheduled for 12/21/2020.*
 - c. Friendship Village PS – flow meter replacement. *Update on scope to include isolation valve, and recommendation to include new operator to do either the work or suggest contractor.*
3. Solicitor. *Provided general overall report on the status of the RRPS subrogation claim and other legal matters.*
 4. Administrator
 - a. Gawthrop Greenwood letter regarding hourly billing rates for 2021. *Noted*
 - b. Termination letter to Miller Environmental dated 11/25/2020. *Noted*
 - c. 45 Netherwood – swimming pool issue, asked for credit (see report). *Explanation of situation; inquiry of Board regarding confirmation of where pool water was drained to, concern with setting a precedent. Administrator to investigate further. Solicitor to prepare a policy and checklist to be followed by customers before requesting a credit or discount.*
 - d. Monthly informational report. *Noted; request to insurance company regarding replacement of two additional VFDs on RRPS fire matter was verbally approved, awaiting paperwork; still need to pull together documentation for final request to insurance company for overages on both building repairs and generator replacement.*

New Business:

1. Draft 2021 Budget. *Brief review and discussion of proposed budget as well as sewer rates for 2021; rates to remain the same. A Motion to approve Resolution 01-2020 establishing the 2021 Sewer Rates was made by KDN and seconded by FJC. All members present were in favor. A Motion to approve Resolution 02-2020 establishing the 2021 Budget was made by KDN and seconded by WSC. All members present were in favor.*
2. Action from Executive Session – A Motion to award Administrator with a \$2,000 bonus for outstanding ethics and work throughout 2020 was made by JSS and seconded by KDN. All members present were in favor.

Finances:

As of November 30, 2020:

1. Mid Penn DSRF - \$567,777.69
2. Mid Penn Operating - \$296,454.48
3. Mid Penn Debt Service - \$126,963.25

4. Mid Penn Capital Reserve - \$658,691.09
5. Mid Penn Grant Funding - \$197,255.34

6. Bills paid and to be ratified \$265,502.44
7. Payroll for regular meeting for November 2020- \$4,790.72

A Motion to pay and ratify invoices was made by WSC and seconded by KDN. All members present were in favor.

Dates of Upcoming Meetings

Announcement was made of upcoming Board of Supervisors meetings on December 17, 2020 and January 4, 2021, and Municipal Authority meeting, on Thursday, January 14, 2021 at 7:00 p.m.

JSB WILL ATTEND THE 12/17/2020 BOS MEETING TO GIVE THE REPORT.

Adjournment

A Motion to adjourn was made by JSS and seconded by KDN. All members present were in favor. The meeting adjourned at 8:55pm.

Respectfully submitted,

Anita Ferenz, Administrator