

WEST BRANDYWINE TOWNSHIP MUNICIPAL AUTHORITY

Incorporated 1995

199 Lafayette Road, West Brandywine, PA 19320-1230

Josef G. Obernier, Sr.- Chairman

J. Richard Weaver, Jr.- Treasurer

Sandra G. Martin – Asst. Secretary/Treasurer

William R. McAdoo- Vice Chairman

Joseph S. Boldaz- Secretary

Meeting Minutes from Jan. 28, 2015

The meeting was called to order at 7:30 pm

A Pledge of Allegiance and Roll Call of Board Members followed the opening. Joseph Boldaz; William R. McAdoo; Josef G. Obernier, Sr.; J. Richard Weaver, Jr. and Sandra G. Martin were in attendance.

Josef Obernier reported that this special meeting was advertised in the Daily Local News on Jan 27, 2015.

There were no Public Comments

Executive Session

At 7:34 William McAdoo made a motion, and Josef Obernier seconded the motion to close the meeting and go into executive session to discuss personnel matters. All members were in favor.

At 8:09 Josef Obernier reopened the public meeting.

Authority Administrator

William McAdoo made a motion and Josef Obernier seconded the motion to extend a written offer for the position of Authority Administrator to Anita Ferez of 7 Virginia Drive of Coatesville, PA. All MA members discussed the position between one another and with the candidate. All members were in favor of the offer. Ms. Ferez verbally accepted the offer. Sandra Martin indicated she would prepare a final written offer as discussed and have Ms. Ferez sign the offer. A discussion ensued between the MA members, Ms. Ferez and John Cassels regarding administrative procedures and responsibilities of the new position.

Authority Bookkeeper

The MA members discussed the position of Bookkeeper and that the position was recently vacated by Sandra Brock. Ms. Brock was not in attendance, however, her letter of resignation letter, effective January 23, 2015, and email correspondence indicated she was interested in more of a bookkeeping role. A law firm made a part-time employment offer to Ms. Brock that she decided to accept. She suggested that a return to the position might be considered if a manager or administrator was hired. The MA members suggested that Sandra Brock was an asset to the MA and it would be great if she could return to the position. Sandy Martin and John Cassels indicated they could discuss the issue with Sandy Brock to see what she might consider as an offer. The MA members agreed with the concept.

Operator's Request for Proposal (RFP)

The MA members discussed the recently prepared RFP, dates scheduled for a site visit and due date of the solicited proposal as well as the responsibilities of a new operator. It was agreed that the site visit would occur on Thursday, February 12th at 8 am. Joseph Boldaz will contact MacCombie's office to discuss having the previous engineer's representative attend the site visit. It was also agreed that the scope of the services are slightly different in that two-visits per week were to be made to each station and that the new operator would prepare a report and present this report to the MA members at each monthly meeting.

Adjournment

A motion was made by Joseph Boldaz, seconded by William McAdoo to adjourn the meeting. All members were in favor. Meeting was closed at 8:38

Respectfully submitted,
Joseph S. Boldaz, Secretary