

# WEST BRANDYWINE TOWNSHIP MUNICIPAL AUTHORITY

Incorporated 1995

198 Lafayette Road, West Brandywine, PA 19320-1230

Joseph Sawicki, *Chairman*  
Sandra G. Martin, *Secretary*  
Kent D. Nation, *Treasurer*

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

## Meeting Minutes – January 9, 2020

### Call to Order

The meeting was called to order by Chairman Sawicki at 7:10 pm.

### 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 Kevin Dougherty 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 approve the minutes of the December 12, 2019 regular meeting was made by JSB and seconded by KDN. All members present were in favor.*

**Public Comment:** *None*

### Reports:

1. Operator
  - a. Monthly Report. *Noted with questions posed on flow meter at Ashberry and need for Miller to share flow data with CEC; monitoring checks at RRPS are back to twice weekly.*
  - b. Additional Billing for December. *Noted*
  - c. Additional billing specific for RRPS for December. *Noted*
2. Engineer
  - a. Generator exhaust systems – FVPS, BCPS and CRPS. *Discussion on outcome of internal investigation, action taken to date (i.e. details, specs, etc) and need for contractor quotes at February meeting in order to review, approve and authorize work, plus building permit.*
3. Solicitor
  - a. Miller contract / RFP for Operator. *Summary provided of telephone call and meeting with Dean Miller; review of contract concerns and operator personnel. Solicitor to continue with revisions to contract.*

4. Administrator
  - a. Monthly informational report (attached). *Noted*
  - b. RRPS Status. *Lengthy review and discussion of status as well as insurance update. CEC to prepare costs estimates for (i) in-kind and alternate replacement of control panel/VFDs, (ii) repair of generator and alternate options for replacement, and (iii) repair of the building structure. A Motion authorizing CEC to obtain pricing on building construction was made by JSB and seconded by KDN. All members present were in favor.*
  - c. Short term funding for APS reconstruction project – consider proposed Resolution. *Review of proposal summary and worst case scenario of repayment schedule. Closing expected end of January or first week of February.*
  - d. Audit of 2019 financial records; need confirmations signed. *Noted; signatures obtained.*

#### **New Business:**

1. Resolution 01-2020 authorizing issuance of a Note in the amount of \$400,000 from Mid Penn Bank for the purpose of financing reconstruction costs for the Ashberry Pump Station and any accrued interest, and approving and authorizing execution of appropriate documentation to secure said Note, confirming pledge, and any other necessary action. *A Motion to approve Resolution 01-2020, as prepared by WBTMA Note Counsel, authorizing issuance of a Note in the amount of \$400,000 from Mid Penn Bank was made by JSB and seconded by SGM. All members present were in favor.*
2. Pending board member vacancy – discussion on need to get the word out. Administrator to add notification to sewer invoices and add to website.
3. Notification of WBTMA engineer's recent appointment in WWT – discussion on possible effects to representation.

#### **Finances:**

As of December 31, 2019:

1. Friendship Village – \$265,653.58
2. Kimberwick – \$198,442.57
3. Capital Expense - \$245,089.15
4. Ashberry Reconstruction (grant) – \$36,449.70
5. Mid Penn DSRF - \$563,450.55
6. Bills paid and to be ratified \$67,041.37 (regular operational expenses)
7. Payroll for regular meeting for December 2019- \$5,056.88

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

8. Carroll Engineering Corporation – November 4, 2019 to December 1, 2019

#### **Dates of Upcoming Meetings**

Announcement was made of upcoming Board of Supervisors meetings on January 16, 2020 and February 6, 2020, and Municipal Authority, on Thursday, February 13, 2020 at 7:00 p.m.

**KDN WILL ATTEND THE 1/16/2020 BOS MEETING TO GIVE THE REPORT.**

**Adjournment**

*A Motion to adjourn the meeting was made by JSB and seconded by RT. All members present were in favor.  
The meeting adjourned at 9:35 pm.*

Respectfully submitted,

Anita Ferenz, Administrator