

# WEST BRANDYWINE TOWNSHIP MUNICIPAL AUTHORITY

Incorporated 1995

198 Lafayette Road, West Brandywine, PA 19320-1230

Francesca J. Crane, *Chairperson*  
William S. Clark, *Secretary*  
Joseph S Sawicki, *Treasurer*

Kent D. Nation, *Vice-Chairman*  
Joseph S. Boldaz, *Asst. Secretary/Treasurer*  
Anita M. Ferenz, *Administrator*

## Meeting Agenda – March 28, 2024

**Call to Order** (time: \_\_\_\_\_)

**Pledge of Allegiance**

**Roll Call of Board Members**

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

**Others Present**

Solicitor \_\_\_\_\_, Engineer \_\_\_\_\_, Operator \_\_\_\_\_ and Administrator \_\_\_\_\_

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

- February 22, 2024 regular meeting

**Public Comment / Presentation.**

**Reports:**

1. Operator
  - a. Monthly Report.
2. Engineer
  - a. Monthly Report – general operations.
    - i. Consider authorization to sign and submit Chapter 94 Report.
    - ii. Consider approval of Escrow Release No. 1 for Traditions of America at Harvest Run/Brandywine Farms in the amount of \$753,977.15.
    - iii. Consider proposals for bulk meter replacements:

1. Telog equipment from TDI/Ferguson on COSTARS	\$18,208.00
2. Flow meters from ECI on COSTARS	\$12,800.20
3. WG Malden to install equipment	<u>\$ 7,800.00</u>
Project Cost:	\$38,808.20
3. Solicitor
  - a. Traditions of America at Harvest Run (#2)
    - i. Consider Phase 2 Developer’s Agreement for TOA Brandywine Farms LLC.
    - ii. Consider Phase 2 Financial Security Agreement for TOA Brandywine Farms LLC.

4. Committees

- a. Finance – draft audit forwarded to FJC and KDN.
- b. Operations – April / July / October / January
- c. Planning – May / August / November / February

5. Administrator

- a. Monthly Report.
  - i. Ratify action taken to correct cause of bubbling manhole on East Reeceville Road – EEMA to purchase and install two mechanical plugs in first manhole up the hill to the north; action was unsuccessful; Township public works department plugged pipes with concrete on 3/26/2024.

**New Business:**

**Finances:**

As of February 29, 2024:

- 1. Mid Penn Operating - \$173,217.40
- 2. Mid Penn Debt Service - \$80,064.32
- 3. Mid Penn Capital Reserve - \$1,501,799.78
- 4. Mid Penn DSRF - \$565,442.21
  
- 5. Bills paid and to be ratified - \$ \_\_\_\_\_
- 6. Payroll for regular meeting for February 2024- \$5,230.32

**Dates of Upcoming Meetings**

- 1. Board of Supervisors on Thursday, April 18, 2024 at 7:30 p.m.
- 2. Municipal Authority, on Thursday, April 25, 2024 at 7:00 p.m.

**Adjournment** (time: \_\_\_\_\_)