

WEST BRANDYWINE TOWNSHIP MUNICIPAL AUTHORITY

Incorporated 1995

199 Lafayette Road, West Brandywine, PA 19320-1230

Sandra G. Martin, *Chairman*
Kent D. Nation, *Secretary*
Rick Tisa, *Treasurer*

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

Meeting Minutes - August 8, 2019

Call to Order

The meeting was called to order by Chairman Martin at 7:00pm.

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 Green and Administrator Anita Ferenz were present.

Public Notification: *None*

Action on Minutes of Previous Meeting(s)

A Motion to accept the minutes of the July 11, 2019 regular meeting was made by RT and seconded by KDN. All members present were in favor.

Public Comment: *None*

Reports:

1. Operator
 - a. Monthly Report. *Brief report on activities performed in July 2019 including need to install recently received exerciser for Ashberry and drive fault errors at Friendship.*
 - b. Admin - Field/Project Report from Keystone re drive fault errors at Friendship PS. *Noted; on hold pending need for further action.*
 - c. Admin – Quote from Modern to replace block heater at Beaver Creek (awaiting quote for Culbertson – battery. *Administrator to get breakdown of line items costs; resubmit in September.*
 - d. Admin – Quote from Modern to replace batteries, hoses & Coolant at Reeceville. *Administrator to get breakdown of line item costs; resubmit in September.*
2. Solicitor
 - a. Sipple – delay damages. *Summary of overall status; need to pay delay damages to Sipple and taxes until exempt status commences (year 2020). A motion to authorize payment of delay damages as calculated by statute be paid to Richard T. and Virginia L. Sipple was made by JSB and seconded by KDN. All members present were in favor.*
3. Administrator

- a. Daryl Peck -- Refinancing/Restructuring of Revenue Bonds. *Detailed review of overall process, proposals received and various options/scenarios, including possible operating cash reserve over the first two years. After discussion, a Motion to accept the proposal of Mid Penn Bank, Line item 3, page 1 of Concord Public Finance's Fixed/Variable Rate Proposals Report of August 2, 2019, along with Restructure Alternate # 1 on page 4 was made by RT and seconded by KDN. All members present were in favor. Additionally, a Motion to authorize the Solicitor and Bond Counsel to proceed with documentation as necessary in the acceptance of the Mid Penn Bank proposal was made by SGM and seconded by JSB. All members present were in favor.*
- b. MA Office Space. *Notification that latest proposed location is where the current Historic Commission houses its accumulated historic relics.*
- c. Monthly informational report (attached). *Noted*

Information to Note:

1. Summary of Collections as of 6/30/2019; provided by Portnoff Law Associates. *Noted*
2. Letter dated July 31, 2019 from CC Board of Assessment Appeals granting tax exempt status commencing with the 2020 tax year. *Noted*
3. Memo dated 8/01/2019 from Miller Environmental with additional billing charges for July 2019. *Noted*

Finances:

As of July 31, 2019:

1. Friendship Village – \$129,938.99
2. Kimberwick – \$112,899.82
3. Capital Expense - \$180,335.57
4. Ashberry Reconstruction (grant) – \$40,165.70

5. Bills paid and to be ratified - \$95,299.81
6. Payroll for regular meeting for July 2019- \$4,708.22

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

7. Shared Service Agreement – breakdown for July 2019. *Noted*
8. Carroll Engineering Corporation – June 2 through June 30, 2019. *Noted*

Dates of Upcoming Meetings

Announcement was made of upcoming Board of Supervisors meetings on August 15, 2019 and September 5, 2019, and Municipal Authority, on Thursday, September 12, 2019 at 7:00 p.m.

JS WILL ATTEND 8/15/2019 BOS MEETING TO GIVE REPORT.

Adjournment

A Motion to adjourn the meeting was made by KDN and seconded by JSB. All members present were in favor. The meeting was adjourned at 8:38pm.

Respectfully submitted:

Anita Ferenz, Administrator