

# 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 – December 18, 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)**

- November 20, 2024 regular meeting

### **Public Comment / Presentation.**

### **Reports:**

1. Operator
  - a. Monthly Report.
2. Engineer
  - a. Monthly Report – general operations.
    - i. Consider Payment Application No. 1 for hatch replacement project.
    - ii. Consider Escrow Release No. 2 for Reserve at Cross Creek.
3. Solicitor
4. Committees
  - a. Finance – March / June / September / December – Need to approve 2025 budget
  - b. Operations – April / July / October / January
  - c. Planning – May / August / November / February
5. Administrator
  - a. Monthly Report.

**New Business:**

1. Resolution 03-2024 Establishing 4<sup>th</sup> Quarter 2024 and year of 2025 Sewer Rates – consider motion to approve.
2. Resolution 04-2024 Establishing 2025 Budget – consider motion to approve.

**Finances:**

As of November 29, 2024:

1. Mid Penn Operating - \$314,358.31
2. Mid Penn Debt Service - \$226,035.29
3. Mid Penn Capital Reserve - \$1,055,860.02
4. Mid Penn DSRF - \$578,304.66
  
5. Bills paid and to be ratified (11/21/2024 to 12/18/2024) - \$ \_\_\_\_\_
6. Payroll for November 2024 - \$4,984.99

**Dates of Upcoming Meetings**

1. Board of Supervisors on Thursday, January 16, 2025 at 7:30 p.m.
2. Municipal Authority, on Thursday, January 23, 2025 at 7:00 p.m.

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