

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 April 11, 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) at 7:03pm, Sandra G. Martin (SGM), Kent D. Nation (KDN), Joseph Sawicki (JS) and Rick Tisa (RT).

Others Present

Engineer Bill Malin of Carroll Engineering, Operator Joe DiMatteo of Miller Environmental, Solicitor Stacey Fuller of Gawthrop Greenwood and Administrator Anita Ferenz were present.

Public Notification: None

Action on Minutes of Previous Meeting(s)

A Motion to accept the minutes of the March 14, 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. *Noted; brief review of activities.*
2. Engineer – *updated provided on status of Ashberry project, field work surveying scheduled for April.*
3. Solicitor – *modified Miller contract out for review; reminder of Board of View site visit on May 7th.*
4. Administrator
 - a. Audited Financial Statements for calendar year 2018 – *A Motion to approve finalization of audited financial statements for the calendar year 2018 as prepared by BBD, LLP was made by JSB and seconded by KDN. All members present were in favor.*
 - b. Finalization of Ashberry driveway project – (1) *A Motion to accept the Proposal of D. Malloy Paving, Inc. dated 3/26/2019 to pave driveway entrance leading to Ashberry pump station located at 828 Reeceville Road in the amount of \$3,650.00 was made by RT and seconded by JSB. All members present were in favor.* (2) *A Motion to accept the Proposal of D. Malloy*

- Paving, Inc. dated 3/26/2019 to repave the residential driveway located at 840 Reeceville Road in the amount of \$9,900.00 was made by RT and seconded by JSB. All members present were in favor. Paving to be coordinated with relinquishment of existing Right-of-Way Agreement dated April 8, 2010 between WBTMA and Paskiet. (3) Solicitor authorized to research and prepare documentation to relinquish WBTMA / Paskiet Right-of-Way Agreement; Administrator to meet with Paskiet to review. (4) Securing of entranceway – Brief discussion of options to secure entranceway once final paving is completed. RT to supply temporary bollards, Administrator will seek Township public works assistance with installation.*
- c. *OmniSite – discussion of recent alarms received due to communication issues and steps taken to date in an effort to remedy situation. RT to relocate Reeceville PS antenna; Administrator to push for quicker receipt of cellular upgrade kits previously ordered and continue to monitor alarms.*
 - d. *Monthly informational report (attached).*
 - i. *Series 2012 Revenue Bond Restructuring – brief discussion on need; Administrator to schedule meeting with 2 Board members (SGM and KDN), Engineer and Financial Advisor to discuss goal and options.*
 - ii. *At Bond Restructuring meeting, also discuss possible line of credit for use during DCED Grant project at Ashberry PS.*
 - iii. *Meeting with Gayle Corp, representative for Gorman-Rupp pumps – Administrator to schedule meeting with 2 Board members (JSB and JS), Engineer and Gayle Corp.*

Information to Note:

- 1. Memorandum dated April 1, 2019 from Miller Environmental outlining additional billing occurrences for March 2019. *Noted*

New Business:

- 1. Potential move of WBTMA office to Township Building. Email proposal and spreadsheet providing Annual Administration Building Costs was received on April 11th at 2:16pm from Township Manager. Discussion on proposal; inquires of standard office rental rates, how surrounding municipalities handle similar situation, need for sketch.

Finances:

As of March 29, 2019:

- 1. Friendship Village – \$61,429.39
- 2. Kimberwick – \$95,415.88
- 3. Capital Expense - \$214,970.89
- 4. Ashberry Reconstruction (grant) – \$40,063.90

- 5. Bills paid and to be ratified - \$82,635.99
- 6. Payroll for regular meetings for February 2019- \$4,913.67

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

- 7. Shared Service Agreement – breakdown for March 2019. *Noted*
- 8. Carroll Engineering Corporation – February 4 through March 3, 2019. *Noted*

Dates of Upcoming Meetings

Announcement was made of upcoming Board of Supervisors meetings on April 18, 2019 and May 2, 2019, and Municipal Authority, on Thursday, May 9, 2019 at 7:00 p.m.

JS WILL ATTEND 4/18/2019 BOS MEETING TO GIVE REPORT.

Adjournment

A Motion to adjourn the meeting was made by JSB and seconded by KDN. All members were in favor. The meeting was adjourned at 8:34pm.

Respectfully submitted,

Anita Ferenz, Administrator