

# WEST BRANDYWINE TOWNSHIP MUNICIPAL AUTHORITY

Incorporated 1995

199 Lafayette Road, West Brandywine, PA 19320-1230

Joseph S. Boldaz, Chairman  
Josef G. Obernier, Sr., Treasurer  
Kent D. Nation

Sandra G. Martin, Vice Chairman/  
Asst Secretary/Asst Treasurer  
Rick Tisa, Secretary

## Meeting Agenda for December 8, 2016

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

**Pledge of Allegiance**

**Roll Call of Board Members**

Joseph S. Boldaz (JSB) \_\_\_\_\_, Sandra G. Martin (SGM) \_\_\_\_\_, Kent D. Nation (KDN) \_\_\_\_\_, Josef G. Obernier, Sr. (JGO) \_\_\_\_\_ and Rick Tisa (RT) \_\_\_\_\_.

**Others Present**

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

**Public Notification:**

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

- November 15, 2016 regular meeting

**Public Comment (individuals requesting to be on the agenda):**

**Correspondence/Communications** (information to note)

1. Email from Brookdale Senior Living dated November 18, 2016 in response to Administrator correspondence regarding replacement of meter.
2. Correspondence from Carroll Engineering dated November 29, 2016 regarding recent receipt of PAWC – Wastewater Discharge Testing.
3. Correspondence from Carroll Engineering dated December 1, 2016 regarding engineering rates for 2017.
4. Quote from Envirep, Inc. dated December 5, 2016 with regard to installation of a higher antenna to potentially alleviate the communication failures at Beaver Creek PS.

**Reports**

1. Operator
2. Engineer
  - a. 2017 Budget and Rate Schedule – final
  - b. Summary of Planning Committee meeting (capacity analysis).

3. Solicitor
  - a. Proposed Fee Schedule for Services
4. Administrator
  - a. Billing system – recommendation.
  - b. Installation of meters for those residents with wells – proposed letter providing final notification for MA paying for installation and new flat gallon rate as of January 1, 2017. Need approval and final date for completion.
  - c. Informational flyer – draft history and FAQs provided.

#### **New Business**

1. Resolutions:
  - a. 04-2016            Establishment of 2017 Budget
  - b. 05-2016            Establishment of 2017 Rate Schedule
2. **From the Board:**
  - a. JSB – Search for board member
  - b. JSB – Consultants / fees and meeting attendance
  - c. RT – Ashberry, Easement / Access

3. **From the Floor:**

#### **Public Comments** (individuals not requesting to be on agenda)

#### **Payment of Bills / Account Balances**

As of November 30, 2016: Friendship Village account balance was \$232,273.22 and Kimberwick account balance was \$294,075.08.

1. Friendship Village Sewer District- \$64,662.82 and ratified payments of \$2,101.02 made on 11/23/2016. Payroll of \$3,030.03 made 12/8/2016 for the month of November 2016.

Shared Service Agreement – breakdown for November 2016.

Carroll Engineering Corporation – breakdown for October 3, 2016 to October 30, 2016

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

1. Board of Supervisors, on Thursdays, December 15, 2016 and Monday, January 2, 2017 at 7:30 p.m.
2. Municipal Authority, Thursday, January 12, 2017 at 7:30 p.m.

#### **WHO IS ATTENDING 12/15/2016 BOS MEETING TO GIVE REPORT?**

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