

# WEST BRANDYWINE TOWNSHIP MUNICIPAL AUTHORITY

Incorporated 1995

198 Lafayette Road, West Brandywine, PA 19320-1230

William S. Clark, *Chairman*  
Kent D. Nation, *Secretary*  
Joseph S Sawicki, *Treasurer*

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

## Meeting Minutes – June 23, 2022

### Call to Order

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

### Roll Call of Board Members

Will Clark (WSC), Francesca Crane (FJC), Kent Nation (KDN) and Joe Sawicki (JSS) were in attendance. Joe Boldaz (JSB) was absent.

### Others Present

Solicitor Stacey Fuller, Engineers Bill Malin and Mark Yoder, Operator John Dean and Administrator Anita Ferenz were also in attendance.

**Public Notification:** *None*

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

***A Motion to approve the May 26, 2022 regular meeting minutes was made by KDN and seconded by FJC. All members were in favor.***

**Public Comment / Presentation.** *None*

### Reports:

#### 1. Operator

- a. Monthly Report. *Review of report and particular discussion on issues at CRPS with pump 2 not running in auto or alternating and BCPS with pump 2 running fine in auto but with lower Hz in hand. CEC to see if Keystone can adjust any programming with the controls and to alleviate frequency of alarms. Noted that Jim Brady will retire 6/30/2022 and John Dean will be filling in until a replacement is found.*
  - i. ***New thermostat, gasket and coolant for APS – consider approval of quote/proposal. Brief discussion on proposal from Premium Power and Quote from EEMA. A Motion to approve the EEMA Quote dated 6/20/2022 for purchase and installation of new thermostat, gasket and coolant at Ashberry PS for an amount of \$640.00 was made by KDN and seconded by JSS. All members were in favor.***

#### 2. Engineer

- a. Monthly Report – general operations. *Brief review with discussions noted below.*
  - i. *PSI Change Order #1 – consider approval. Detailed discussion of reasoning behind change order received from PSI to complete the pump station repairs at CRPS. CEC*

*recommends holding off on any action until they can do additional research and go back to PSI. Tabled until July meeting.*

- ii. Pump Station Controls project – consider award to recommended bidder. Detailed discussion on bids received and option to include Alternate 1 which provided for new soft starters. Low bidders for Base Bid and for Alternate 1 Bid are different. **A Motion to approve the Bid, including Alternate No. 1, and award the project to PSI Pumping Solutions, Inc. in the amount of \$250,477.00 was made by JSS and seconded by FJC. All members present were in favor.***

3. Solicitor. Nothing specific to report.

4. Committees

- a. Finance – March / June / September / December. Implementation of new late fee policy; discussion under Administrator report.*
- b. Operations – April / July / October / January. JSS provided a brief summary of his visit to BCPS during the preventative maintenance performed by Premium Power. Administrator to follow up with PP regarding choke manifold.*
- c. Planning – May / August / November / February*

5. Administrator

- a. Monthly Report. Administrator will secure more concrete proposals from both Pipe Data and Traffic Engineering Systems for televising a portion of Reeceville Road.*
  - i. Resolution #06-2022 Adopting Policy for Collection of Delinquent Accounts which supersedes Resolution #03-2022 – consider adoption. Explanation of final tweaks to policy for collection of delinquent accounts provided by Solicitor. **A Motion to adopt Resolution #06-2022, which supersedes Resolution #03-2022, establishing a policy for collection of delinquent accounts was made by FJC and seconded by KDN. All members were in favor.***

**New Business:** None

**Finances:**

As of May 31, 2022:

1. Mid Penn Operating - \$136,241.74
2. Mid Penn Debt Service - \$145,032.98
3. Mid Penn Capital Reserve - \$1,062,779.78
4. Mid Penn DSRF - \$571,209.64
5. Mid Penn Grant Funding - \$44,888.02
  
6. Bills paid and to be ratified - \$173,123.04
7. Payroll for regular meeting for May 2022- \$4,698.28

***A Motion to approve payment/ratification of the bills and expenses was made by FJC and seconded by KDN. All members were in favor.***

**Dates of Upcoming Meetings**

Announcement made of upcoming Board of Supervisors meetings on July 7, 2022 and **July 21, 2022** and Municipal Authority, on Thursday, July 28, 2022 at 7:00 p.m.

**Adjournment**

***A Motion to adjourn was made by WSC and seconded by KDN. All members were in favor. The meeting adjourned at 8:22pm.***

Respectfully submitted,

Anita Ferenz, Administrator