

# WEST BRANDYWINE TOWNSHIP MUNICIPAL AUTHORITY

Incorporated 1995

199 Lafayette Road, West Brandywine, PA 19320-1230

Sandra G. Martin, Chairman  
Rick Tisa, Secretary  
Kent D. Nation, Treasurer  
Joseph Sawicki, Member

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

## Meeting Minutes for June 8, 2017

### Call to Order

The meeting was called to order by Chairman Martin at 7:30pm.

### Pledge of Allegiance

### Roll Call of Board Members

Present at the meeting were Joseph S. Boldaz (JSB), Sandra G. Martin (SGM), Kent D. Nation (KDN), Joseph Sawicki (JS) and Rick Tisa (RT). Welcome new board member appointed by BOS on May 4, 2017.

### Others Present

Engineer Bill Malin of Carroll Engineering Corporation, Operator John Troutman of Miller Environmental (7:56pm), Solicitor Patrick McKenna, and Administrator Anita Ferenz were present.

**Public Notification:** An Executive Session was held during this June 8<sup>th</sup> meeting from 8:49pm to 9:17pm to discuss real estate and potential legal matters.

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

*A Motion to accept the minutes of the May 11, 2017 regular meeting was made by RT and seconded KDN. All members present were in favor.*

**Public Comment (individuals requesting to be on the agenda):** *None*

### Correspondence/Communications (information to note)

1. Receipt of PMAA letter and Annual Conference & Trade Show brochure. *Noted; Board members to review brochure and determine interest in attending; follow up at July meeting.*

### Reports

Operator – Ashberry grinder was installed during the month of May and is working properly. The hours for pump 2 at Friendship Village are much higher than pump 1; draws down in hand every time; investigation is ongoing; operator will get a flow for both. New operator on board at Miller.

### Engineer

- a. Tapping Fee proposed scope of work and fee to complete a review. *Engineer summarized complete scope of work; discussion of potential final product, including ultimate resolution for adoption. Estimated completion is by August meeting; will provide draft by end of July. A*

*Motion to approve Carroll Engineering Corporation perform a tapping fee review as outlined in their June 1, 2017 letter for a charge not to exceed \$6,000 and deliverable in draft form the week of July 24, 2017 was made by JSB and seconded by KDN. All members present were in favor.*

- b. *Pulte – reverse Planning Module. This would be the final clean up item to revert the capacity allocated to the land development property back to the MA; discussion of advantages and disadvantages of finalizing last step. Administrator to investigate land development approvals and attendant conditions imposed by the Township.*
- c. *Act 537 status. As of June 8<sup>th</sup>, the revised submission has not yet be resubmitted to DEP; advised that it should go to DEP by June 16, 2017.*

#### Administrator

- a. *Audit – held May 30, 2017. Discussion among Board members; request to have a few items explained in more detail, typos corrected and clarifying language in narrative sections. A Motion to accept the draft audit as presented with the minor revisions suggested was made by JSB and seconded by KDN. All members present were in favor.*
- b. *Generators – three proposals provided (sent 6/2/2017 by email). Brief discussion among Board members, including the possibility of joining with surrounding townships for a group contract and therefore lower pricing. A Motion to accept the proposal from Modern Group for the year 2017 was made by JSB and seconded by RT. All members present were in favor.*
- c. *Informational flyers – (1) rag problem and (2) fats/oils/grease – pending. Noted*
- d. *Sipple – Discussion held during executive session. A Motion to extend the original offer conveyed to Mr. and Mrs. Sipple to July 7, 2017 under the same terms and conditions was made by KDN and seconded by JSB. All members present were in favor.*

#### New Business

1. **From the Board:**
  - a. *None*
2. **From the Floor:**
  - a. *None*

**Public Comments** (individuals not requesting to be on agenda) *None*

#### Payment of Bills / Account Balances

As of May 31, 2017: Friendship Village account balance was \$254,390.51 and Kimberwick account balance was \$87,885.86.

1. *Friendship Village Sewer District- \$87,547.32 and ratified payments of \$13,227.25 (includes Sipple) made on 5/23/2017. Payroll of \$3,812.60 made 6/8/2017 for the month of May 2017.*

*A Motion to pay the bills as indicated and ratify those that were made on May 23, 2017 was made by KDN and seconded by JSB. All members present were in favor.*

*Shared Service Agreement – breakdown for May 2017. Noted*

*Carroll Engineering Corporation – breakdown for April 3, 2017 to April 30, 2017. Noted*

#### Dates of Upcoming Meetings

Announcement was made of upcoming Board of Supervisors meetings on June 15, 2017 and July 6, 2017, and Municipal Authority meeting on, Thursday, July 13, 2017 at 7:30 p.m.

**RT WILL ATTEND 6/15/2017 BOS MEETING TO GIVE REPORT.**

**Adjournment**

*A Motion to adjourn the meeting was made by RT and seconded by SGM. All members present were in favor. The meeting adjourned at 9:18pm.*

Respectfully submitted,  
Anita Ferenz, Administrator