

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. Ferez, *Administrator*

Meeting Minutes – October 27, 2022

Call to Order

The meeting was called to order by Chairman Clark at 7:01pm.

Roll Call of Board Members

Joe Boldaz (JSB), Will Clark (WSC), Francesca Crane (FJC) via Zoom, Kent Nation (KDN) and Joe Sawicki (JSS) were present.

Others Present

Engineers Mark Yoder and Bill Malin, Operators John Dean and Dave Friedman, and Administrator Anita Ferez were in attendance.

Public Notification: None

Action on Minutes of Previous Meeting(s)

A Motion to approve the September 22, 2022 regular meeting minutes was made by KDN and seconded by JSS. All members were in favor.

Public Comment / Presentation: None

Reports:

1. Operator
 - a. Monthly Report. *Review of maintenance issues performed during September and station flows. With confirmation that all air release valves within the Authority system are the same size so any spare can be used at any location, a Motion to purchase a spare air release valve was made by JSB and seconded by KDN. All members were in favor. A suggested shelving unit for use at the RRPS to organize and store spare parts was provided. A Motion to order the suggested Grainger shelving unit at a cost of \$1,581.00 plus associated shipping/freight was made by JSB and seconded by KDN. All members were in favor.*
2. Engineer
 - a. Monthly Report – general operations. *Review of construction and development projects; pressure to be applied on contractor for repair project at CRPS as it's been several months.*
 - i. *Brief discussion of potential project for submission under the PA Small Water & Sewer Program; will await decision on LSA grant submissions which, if unsuccessful in being awarded, can be turned around for submission to PA Small Water & Sewer Program.*

3. Committees

a. Engineer to circulate dates for next planning committee meeting.

4. Administrator

a. Monthly Report. *Noted.*

- i. Portnoff Law Associates – updated fee schedule. Consider approval of Amendment to Letter of Engagement and approval/adoption of Resolution 07-2022. *Brief review of both documents. A Motion to approve Amendment to Letter of Engagement with Portnoff Law Associates was made JSB and seconded by KDN. All members were in favor. A Motion to adopt Resolution No. 07-2002 approving the appointment solicitor, interest assessment, and attorney fees and collection fees added to the amount collected as part of unpaid municipal claims for delinquent accounts was made by JSB and seconded by KDN. All members were in favor.*
- ii. Applied Micro Systems (billing program) – consider approval of 10/14/2022 Proposal to add direct debit payment option. *Brief review and discussion. A Motion to approve the Applied Micro Systems, Ltd Proposal dated October 14, 2022 in the amount of \$950.00 as a one-time charge to add direct debt as a payment option to customers was made by JSB and seconded by WSC. All members were in favor.*

New Business: None

Finances:

As of September 30, 2022:

- 1. Mid Penn Operating - \$85,217.36
- 2. Mid Penn Debt Service - \$125,477.50
- 3. Mid Penn Capital Reserve - \$1,116,322.23
- 4. Mid Penn DSRF - \$571,690.98
- 5. Mid Penn Grant Funding - \$44,892.53

- 6. Bills paid and to be ratified - \$25,314.67
- 7. Payroll for regular meeting for September 2022- \$4,770.01

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

Dates of Upcoming Meetings

Announcement made to upcoming Board of Supervisors meetings on November 3, 2022 and **November 17, 2022**, and next Municipal Authority meeting on Wednesday, November 16, 2022 at 7:00 p.m.

Adjournment

A Motion to adjourn was made by JSS and seconded by KDN. All members were in favor. The meeting adjourned at 8:14pm.

Respectfully submitted,

Anita Ferenz, Administrator