

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 22, 2023

Call to Order

The meeting was called to order by Joe Boldaz at 7:00pm.

Roll Call of Board Members

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

Others Present

Solicitor Stacey Fuller, Engineer Bill Malin, Operators John Dean and Dave Friedman and Administrator Anita Ferenz were also in attendance.

Public Notification: None

Action on Minutes of Previous Meeting(s)

A Motion to approve the May 25, 2023 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 report, maintenance issues and June updates. Controls at Friendship, Beaver Creek and Culbertson have been replaced; generators are wired but are not yet connected. Connecting the generators will still need to be done. Operator requested that summer intern be allowed to do painting at the stations. **A Motion to allow Operator's intern to do painting at the stations for an amount of approximately \$280 per day was made by JSB and seconded by KDN. All members were in favor.***
2. Engineer
 - a. Monthly Report – general operations. *Review of report with updates on generator replacement project, rules/regulations and specifications for grinder pumps, valve replacement at Culbertson and overall development. CEC continuing to work on specs that support rules/regulations. CEC will work with JSB to address concerns regarding inspections raised by Township.*
 - i. Consider approval of PSI's Payment Application No 2 for the Pump Station Controls project. *Review of Payment Application and status of project. **A Motion to approve***

PSI's Payment Application No. 2 in the amount of \$150,624.70 was made by JSB and seconded by KDN. All members were in favor.

- ii. Consider tapping fee increase. *Discussion of criteria used and comparison with other surrounding municipalities. A Motion to approve the increase in tapping fees to \$6,810.00 per EDU effective July 1, 2023 and the signing of Resolution 02-2023 adopting the said increased tapping fee was made by JSB and seconded by KDN. All members were in favor.*

3. Solicitor

- a. TOA Brandywine Farms (#2, formerly Harvest Run) – consider approval and signature of documents:

- i. Phase I Developer's Agreement
- ii. Phase I Financial Security Agreement
- iii. Agreement for Reservation of Sewer Capacity

Discussion of status of development and readiness of necessary agreements to be executed. A Motion to approve execution of the Phase 1 Developer's Agreement, Phase 1 Financial Security Agreement and Agreement for Reservation of Sewer Capacity was made by JSB and seconded by KDN. All members were in favor.

4. Committees

- a. Finance – March / June / September / December
- b. Operations – April / July / October / January. *JSB and JSS to schedule date with Operator.*
- c. Planning – May / August / November / February. *Schedule Zoom meeting to discuss TOA #3.*

5. Administrator

- a. Monthly Report. *Noted.*
 - i. Consider Premium Power Proposal for annual PM for all five stations or just RRPS. *Hold till July meeting.*

New Business: None

Finances:

As of May 31, 2023:

- 1. Mid Penn Operating - \$211,826.84
- 2. Mid Penn Debt Service - \$150,415.33
- 3. Mid Penn Capital Reserve - \$971,750.65
- 4. Mid Penn DSRF - \$578,955.12
- 5. Mid Penn Grant Funding - \$33,015.02

- 6. Bills paid and to be ratified - \$194,475.83
- 7. Payroll for regular meeting for May 2023- \$4,643.62

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

Dates of Upcoming Meetings

Announcement made of upcoming Board of Supervisors meeting on July 13, 2023, and Municipal Authority meeting on Thursday, July 27, 2023 at 7:00 p.m.

Adjournment

A Motion to adjourn the meeting was made by JSB and seconded by KDN. All members were in favor. The meeting adjourned at 8:25pm.

Respectfully submitted,

Anita M. Ferenz, Administrator