

# WEST BRANDYWINE TOWNSHIP MUNICIPAL AUTHORITY

Incorporated 1995

199 Lafayette Road, West Brandywine, PA 19320-1230

Sandra G. Martin, *Chairman*  
Kent D. Nation, *Secretary*  
Rick Tisa, *Treasurer*

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

## Meeting Minutes May 9, 2019

### Call to Order

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

### Pledge of Allegiance

### Roll Call of Board Members

Members present were Sandra G. Martin (SGM), Kent D. Nation (KDN), Joseph Sawicki (JS) and Rick Tisa (RT). Joseph S. Boldaz (JSB) was absent.

### Others Present

Engineer Bill Malin of Carroll Engineering, Operator Joe DiMatteo of Miller Environmental and Administrator Anita Ferenz were present.

**Public Notification:** *None*

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

*A Motion to accept the minutes of the April 11, 2019 regular meeting was made by RT and seconded by KDN. All members present were in favor.*

**Public Comment:** *None*

### Reports:

1. Operator
  - a. Monthly Report. *Recommendation that oil changes on pumps be performed every 18 months and wet well cleanings be scheduled for June 2019. Only outstanding possible project is installation of isolation valve at Beaver Creek to allow bypass pumping in the future.*
  - b. *Board requested Operator, during regular pump station visits, assess each station for building maintenance needs.*
  
2. Engineer
  - a. *Pump station meeting. Summary of meeting with Dan Weaver of Gayle Corp provided by Engineer with acquiescence of Operator. Receipt of quotes for inspection of impellers; decision to hold off for further clarification and review by JSB. Administrator requested authority to execute requested documentation to receive two free prototype valves for use at Friendship PS.*

- b. Bond restructuring. *Detailed summary of meetings with Daryl Peck of Concord Public Financial Advisors and options proposed in rate summary prepared by Engineer. Comparison of other municipalities briefly discussed.*
  - c. *Ashberry project status update – review of current status and time line; several inquiries on timing were raised; Engineer to review.*
  - d. *Ashberry driveway – Administrator to close out HOP since driveway is complete.*
3. Solicitor
- a. *Brief discussion of Sipple Board of View between Board members and Administrator; unanimous understanding that the tap-in fees provided in the 1998 Right-of-Way Agreement between Sipple and WBTMA were in exchange for use of the pathway during the time of 1998 through to condemnation and continue to run with the land with no ability to “sell” them off.*
4. Administrator
- a. *Bateman / 3 Main Lin Drive – request for pool credit. Homeowner’s request and back up documentation presented to Board by Administrator. A Motion to acknowledge and approve request for credit for 22,000 gallons against 2<sup>nd</sup> quarter sewer billing was made by SGM and seconded by RT. All members present were in favor.*
  - b. *Generator – routine maintenance. Receipt of proposal from Modern Group. Review of Proposal. A Motion to accept the Proposal of Modern Group dated April 15, 2019 for planned maintenance of WBTMA generators for the total amount of \$2,200.00 was made by RT and seconded by KDN. All members present were in favor.*
  - c. *Concord Public Financial Advisors. Receipt of engagement letter. Review of engagement letter. A Motion to execute the Concord Public Financial Advisors, Inc. engagement letter dated April 26, 2019 was made by KDN and seconded by RT. All members present were in favor.*
  - d. *Discussion on need to appoint bond counsel in the event the Authority proceeds to a restructuring of its Series 2012 revenue bonds. A Motion to Appoint Lamb McErlane PC as bond counsel for restructuring of Series 2012 revenue bonds was made by SGM and seconded by JS. All members present were in favor.*
  - e. *Monthly informational report (attached). Noted*

**Information to Note:**

- 1. *Memo dated 5/01/2019 from Miller Environmental with additional billing charges for April 2019. Noted*
- 2. *Quarterly status report regarding collection of delinquent accounts from Portnoff Law Associates. Noted*

**New Business: None**

**Finances:**

As of April 30, 2019:

- 1. *Friendship Village – \$59,881.80*
- 2. *Kimberwick – \$115,798.15*
- 3. *Capital Expense - \$214,970.89*
- 4. *Ashberry Reconstruction (grant) – \$40,090.15*
- 5. *Bills paid and to be ratified - \$121,098.17*
- 6. *Payroll for regular meetings for April 2019- \$4,799.96*

*A Motion to pay and ratify the bills as indicated was made by KDN and seconded by RT. All members present were in favor.*

7. Shared Service Agreement – breakdown for April 2019. *Noted*
8. Carroll Engineering Corporation – March 4 through March 31, 2019. *Noted*

**Dates of Upcoming Meetings**

Announcement was made of upcoming Board of Supervisors meetings on May 16, 2019 and June 6, 2019, and Municipal Authority, on Thursday, June 13, 2019 at 7:00 p.m.

**KDN WILL ATTEND 5/16/2019 BOS MEETING TO GIVE REPORT.**

**Adjournment**

*A Motion to adjourn the meeting was made by KDN and seconded by JS. All members were in favor. The meeting was adjourned at 8:36pm.*

Respectfully submitted,

Anita Ferenz, Administrator