

# 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 – September 22, 2022

### Call to Order

The meeting was called to order by Chairman Clark at 7:02pm.

### Roll Call of Board Members

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

### Others Present

Solicitor Stacey Fuller, Engineers Mark Yoder and Bill Malin, Operators John Dean and Dave Friedman and Administrator Anita Ferenz were present.

**Public Notification:** None

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

***A Motion to approve the August 25, 2022 regular meeting minutes was made by JSB and seconded by KDN. All members were in favor.***

### Public Comment / Presentation

1. Dr. Gordon Eck – to discuss the commercial parcel held by Bentley within the Culbertson Realty development/now Judd Builders and the Authority's proposed plan for connection to the sewer. *Dr. Eck had an issue arise and was not able to make the meeting.*

### Reports:

1. Operator
  - a. Monthly Report. *Noted and reviewed. Brief discussion on current spare parts and recommendations for other parts to have on hand. Inspection of remaining air release valves should be completed by next meeting. If all are the same size, consider purchasing a spare.*
2. Engineer
  - a. Monthly Report – general operations. *Noted and reviewed. Brief discussion on recent televising project showing sewer line in good operating order. Administrator to prepare letter to Township regarding the sinking in Reeceville Road just north of our FVPS and ask that they keep requesting PennDOT to fix. Update provided on control system project.*
    - i. Consider PSI Change Order Request #1.2 for Culbertson Run motor and valve replacement. *Continued discussion on logistics of replacing motor and valve at CRPS; comparison of Change Order #1 and this more recent Change Order #1.2. **A Motion approving PSI's Change Order #1, dated 6/15/2022, in the amount of \$2,850.00 was made by JSB and seconded by KDN. All members were in favor.***

3. Committees

- a. **Finance – March / June / September / December.** *Finance Committee met on 9/19/2022 to begin preparation of 2023 budget.*
- b. **Operations – April / July / October / January.** *Operations Committee met on 9/21/2022 to conduct station visits and compile a comprehensive list of spare parts. To meeting again in 6 months.*
- c. **Planning – May / August / November / February.**

4. Administrator

- a. **Monthly Report.** *Noted and reviewed.*
  - i. **Manhole Protection Rings – consider purchase.** *Brief discussion on request of Township’s Public Works Foreman to split the cost of manhole protection rings for about 12 manholes where the lid/riser are higher than the roadway and get caught by the snowplows. **A Motion to split the cost of protective rings, not to exceed \$2,000, was made by KDN and seconded by JSB. All members were in favor.***

**New Business:**

- 1. **Grant Opportunities.** *New H2O PA and PA Small Water and Sewer grant programs opening up October 1, 2022 and ending December 21, 2022. Engineer briefly summarized grant requirements and provided one proposed project. To be discussed again at October meeting; engineer to gather more information concerning federal requirements.*

**Finances:**

As of August 31, 2022:

- 1. Mid Penn Operating - \$110,070.03
- 2. Mid Penn Debt Service - \$106,950.58
- 3. Mid Penn Capital Reserve - \$1,089,130.75
- 4. Mid Penn DSRF - \$571,690.98
- 5. Mid Penn Grant Funding - \$44,891.42
- 6. Bills paid and to be ratified - \$75,389.36
- 7. Payroll for regular meeting for August 2022- \$4957.45

***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 of upcoming Board of Supervisors meetings on October 6, 2022 and **October 20, 2022**, and Municipal Authority meeting, on Thursday, October 27, 2022 at 7:00 p.m.

**WSC WILL ATTEND BOARD MEETING TO GIVE MA REPORT.**

**Adjournment**

***A Motion to adjourn was made by JSS and seconded by JSB. All members were in favor. The meeting adjourned at 8:21pm.***

Respectfully submitted,

Anita Ferenz, Administrator