

# WEST BRANDYWINE TOWNSHIP MUNICIPAL AUTHORITY

Incorporated 1995

199 Lafayette Road, West Brandywine, PA 19320-1230

Joseph S. Boldaz, Chairman  
Vacant, Treasurer  
Kent D. Nation

Sandra G. Martin, Vice Chairman/  
Asst Secretary/Asst Treasurer  
Rick Tisa, Secretary

## Meeting Agenda for January 12, 2017

**Call to Order** (time: \_\_\_\_\_)

**Pledge of Allegiance**

**Roll Call of Board Members**

Joseph S. Boldaz (JSB) \_\_\_\_\_, Sandra G. Martin (SGM) \_\_\_\_\_, Kent D. Nation (KDN) \_\_\_\_\_, and Rick Tisa (RT) \_\_\_\_\_. There is a vacancy on the Board.

**Others Present**

Engineer \_\_\_\_\_, Operator \_\_\_\_\_, Solicitor \_\_\_\_\_, Administrator \_\_\_\_\_

**Public Notification:** The Board will hold an executive session to discuss personnel matter following the conclusion of this public meeting.

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

- December 8, 2016 regular meeting

**Public Comment (individuals requesting to be on the agenda):**

**Correspondence/Communications** (information to note)

1. PMAA December 2016 edition of The Authority.
2. Correspondence from Carroll Engineering dated December 13, 2016 providing Consulting Engineer's Certificate.
3. Correspondence from Carroll Engineering dated December 13, 2016 providing 2016 Consulting Engineer's Water and Sewer Systems Operations Annual Report.
4. Correspondence from Brookdale Senior Living dated January 5, 2017 regarding Sewer Invoices for Freedom Village at Brandywine, in response to proposed amount until sensor is replaced, or new meter is installed.
5. Correspondence from DNB First dated January 4, 2017 regarding renewal of pre-authorization to perform wire transfers – needs signatures.
6. Correspondence from IRS, Department of the Treasury, regarding receipt of tax exempt bond form.

**Reports**

1. Operator

2. Engineer
  - a. Ashberry – status of Sipple HOP.
  - b. BR&I Account set up with appropriate requisition form and procedures.
3. Solicitor
  - a.
4. Administrator
  - a. Beaver Creek communication problem – Reply from Envirep to inquiry about return of equipment if ineffective at rectifying problem.
  - b. Installation of meters to those homes serviced by on-lot wells in the Friendship Sewer District affected by Resolution 02-2012.
  - c. General – billing system status, banking updates, informational flyers/postings.

#### **New Business**

**Resolutions:** No. 01-2017 – Resolution finalizing meter installation project for on-lot well properties established by Resolution #02-2012.

1. **From the Board:**
  - a.

2. **From the Floor:**

**Public Comments** (individuals not requesting to be on agenda)

#### **Payment of Bills / Account Balances**

As of December 30, 2016: Friendship Village account balance was \$265,594.30 and Kimberwick account balance was \$302,439.75.

1. Friendship Village Sewer District- \$92,244.16 and ratified payments of \$2,328.55 made on 11/23/2016. Payroll of \$3,442.37 (includes preparation of 1099s and W-2s) made 1/12/2017 for the month of December 2016.

Shared Service Agreement – breakdown for December 2016 (not available yet).

Carroll Engineering Corporation – breakdown for October 31, 2016 to November 27, 2016

#### **Dates of Upcoming Meetings**

1. Board of Supervisors, on Thursdays, January 19, 2017 and February 2, 2017, at 7:30 p.m.
2. Municipal Authority, Thursday, February 9, 2017 at 7:30 p.m.

#### **WHO IS ATTENDING 1/19/2017 BOS MEETING TO GIVE REPORT?**

**Adjournment** (time: \_\_\_\_\_)