

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 – November 16, 2022

Call to Order

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

Roll Call of Board Members

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

Others Present

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

Public Notification: *None*

Action on Minutes of Previous Meeting(s)

A Motion to approve the October 27, 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 October and station flows. Rotating assembly from FVPS is with Gayle Corp for rebuild evaluation, and operator is monitoring #2 soft starter until it is replaced through the control system replacement project. Operator will contact Premium Power to discuss recent power loss issue involving breaker to generator as well as fuel sensor.*

2. Engineer
 - a. Monthly Report – general operations. *Review of construction and development projects.*
 - i. Consider Escrow Release No. 1 for Reserve at Cross Creek. *Brief discussion of release. **A Motion, upon recommendation of Authority Engineer, to approve Escrow Release No. 1 as submitted by Reserve at Cross Creek (FKA Culbertson Village) in the amount of \$666,468.18 was made by JSB and seconded by KDN. All members were in favor.***
 - ii. Consider grant opportunities. *Lengthy discussion of options for submitting applications to the PA Small Water & Sewer Grant Program awaiting decisions on LSA grant applications, now scheduled for January 2023. Board decided to await LSA grant outcome and hold off on the Small Water & Sewer grants at this time.*

3. Committees

- a. Finance – March / June / September / December
- b. Operations – April / July / October / January
- c. **Planning – May / August / November / February.** *Planning Committee to meet after the Thanksgiving holiday.*

4. Administrator

- a. Monthly Report. Brief review of draft budget for 2023; request that Board members review in more detail and provide any questions or comments prior to December meeting. Administrator will provide an overview comparison of 2021 v 2022 v 2023 budgets.

New Business:

- 1. EEMA – Consider approval of notice of intent to reappoint for year 2023. ***A Motion to authorize notice of intent to reappoint EEMA as Authority Operator for 2023 was made by FJC and seconded by JSS. All members were in favor.***

Finances:

As of October 31, 2022:

- 1. Mid Penn Operating - \$192,092.80
- 2. Mid Penn Debt Service - \$160,368.63
- 3. Mid Penn Capital Reserve - \$1,135,094.72
- 4. Mid Penn DSRF - \$572,168.79
- 5. Mid Penn Grant Funding - \$44,893.67

- 6. Bills paid and to be ratified - \$84,380.34
- 7. Payroll for regular meeting for October 2022- \$4,908.87

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

Dates of Upcoming Meetings

*Announcement made of upcoming Board of Supervisors meeting on December 1, 2022 and **December 15, 2022**, and next Municipal Authority, on Wednesday, December 21, 2022 at 7:00 p.m.*

Adjournment

A Motion to adjourn was made by WSC and seconded by JSB. All members were in favor. The meeting adjourned at 8:20pm.

Respectfully submitted,

Anita Ferenz, Administrator