

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 – May 25, 2023

Call to Order

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

Roll Call of Board Members

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

Others Present

Solicitor Stacey Fuller, Engineers Mark Yoder and 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 April 27, 2023 regular meeting minutes was made by FJC and seconded by WSC. All members were in favor.

Public Comment / Presentation. *None*

Reports:

1. Operator
 - a. Monthly Report. *Review of report and maintenance issues. Discussion of both the sinkhole situation on 5/15/2023 on Blackhorse Hill Road in front of the VA Hospital and the SSO on 5/19/2023 at our CRPS. A recommendation was made for the Administrator to secure a quote/proposal to have the drop manhole and 1-2 manholes that follow on the trunk main on Blackhorse Hill Road flushed and televised, and thereafter collaborate on a permanent fix to the drop manhole which is deteriorating.*
2. Engineer
 - a. Monthly Report – general operations. *Brief review of report, including need to conduct another review of the TOA #2 Harvest Run sewer plans as a few minor changes were made since the last review. No agreements will be signed until this last review is conducted.*
 - i. Consider tapping fee increase. *Decision made to hold off on discussion until full board is in attendance.*
 - ii. Consider authorization to proceed with generator and hatch projects. *Both grant agreements are fully executed. CEC was told to proceed with both projects.*

3. Solicitor

- a. *The proposed ordinance amendment with regard to grinder pumps was forwarded to the Township Solicitor for comment. The Grinder Agreement between the Township and the property owner was provided to the Authority for review and comment.*

4. Committees

- a. Finance – March / June / September / December
- b. Operations – April / July / October / January
- c. Planning – May / August / November / February

5. Administrator

- a. Monthly Report. *Noted.*
 - i. RRPS Generator – Premium Power Proposal for annual PM. Consider approval. *Given the potential time frame needed to complete the generator replacement project, the Authority may consider having the annual maintenance performed on all the generators. Revisit at June meeting.*

Finances:

As of April 28, 2023:

- 1. Mid Penn Operating - \$295,818.65
- 2. Mid Penn Debt Service - \$130,375.34
- 3. Mid Penn Capital Reserve - \$967,961.86
- 4. Mid Penn DSRF - \$577,389.05
- 5. Mid Penn Grant Funding - \$34,644.24

- 6. Bills paid and to be ratified - \$93,770.75
- 7. Payroll for regular meeting for April 2023- \$4,681.10

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

Dates of Upcoming Meetings

Announcement made of upcoming Board of Supervisors meeting on June 15, 2023 and next Municipal Authority meeting, on Thursday, June 22, 2023 at 7:00 p.m.

Adjournment

A Motion to adjourn the meeting was made by WSC and seconded by FJC. All members were in favor. The meeting adjourned at 7:55pm.

Respectfully submitted,

Anita Ferenz, Administrator