

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. Ferez, *Administrator*

Meeting Minutes – March 24, 2022

Call to Order

The meeting was called to order by Vice Chair Francesca Crane at 7:01pm.

Roll Call of Board Members

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

Others Present

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

Public Notification: None

Action on Minutes of Previous Meeting(s)

A Motion to approve the February 24, 2022 regular meeting minutes was made by JSB and seconded by KDN. All members were in favor.

Public Comment / Presentation. None

Reports:

1. Operator

a. Monthly Report. Noted; brief review.

- i. Wet Well Cleaning CRPS & RRPS – Review and consider approval of quote for cleaning. *Review of quotes from both Franc Environmental and McGovern. **A Motion to approve the McGovern quote provided to EEMA by email of 3/21/2022 in the total amount of \$3,000 for the cleaning of wet wells at CRPS and RRPS was made by JSB and seconded by WSC. All members were in favor.***

2. Engineer

a. Monthly Report – general operations. *Noted; replacement control systems should be ready for approval to put out for bid at April meeting; no scheduled meeting date for consideration of recently submitted LSA grant applications.*

- i. Review and consider approval of quote for pump station repairs. *Brief review of comparison table. **A Motion to approve the PSI Pumping Solutions Incorporated Quote 1218 dated 2/1/2022 in the total amount of \$10,425.00 for (a) valve replacement at RRPS, (b) welding of grinder basket at FVPS, and valve and motor replacement at CRPS, was made by JSB and seconded by KDN. All members were in favor.***

- ii. Review and consider approval of TOA #1's request for escrow releases for both phases. *Review of request made by Traditions of America for release of final amounts being held under both Phase I and Phase II bonds. **Upon recommendation of the Authority's engineer dated 3/22/2022, a Motion to authorize Escrow Release No. 2 from Phase I in the amount of \$4,500.00 and Escrow Release No. 1 from Phase II in the amount of \$283,668.99 from the financial securities held on behalf of the TOA development located at Culbertson Run and Swinehart Roads was made by JSS and seconded by KDN. All members were in favor.***

3. Administrator

- a. Generator Issues. *Discussion revolving around recent problems at CRPS, FVPS and RRPS. Administrator to scheduled PMs sooner than typical. Operations Committee to review in more detail and attempt to accompany generator company during PMs.*
- b. Monthly informational report. *Noted; discussion on recently adopted Resolution regarding collection of delinquent accounts. Finance Committee to meet with Administrator and Bookkeeper to work through some of the logistics to implement effectively.*

New Business. *None*

Finances:

As of February 28, 2022:

1. Mid Penn Operating - \$146,174.48
2. Mid Penn Debt Service - \$69,009.14
3. Mid Penn Capital Reserve - \$911,181.54
4. Mid Penn DSRF - \$570,849.85
5. Mid Penn Grant Funding - \$44,884.63

6. Bills paid and to be ratified - \$70,741.06
7. Payroll for regular meeting for February 2022- \$5,011.76

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

Dates of Upcoming Meetings

Announcement made of upcoming Board of Supervisors meetings on April 7, 2022 and **April 21, 2022**, and Municipal Authority, on Thursday, April 28, 2022 at 7:00 p.m.

WSC to attend the April 21st BOS meeting to provide the MA report.

Adjournment

A Motion to adjourn was made by JSB and seconded by WSC. All members were in favor. The meeting adjourned at 7:57pm.

Respectfully submitted,

Anita Ferenz, Administrator