

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 – October 26, 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), Kent Nation (KDN) and Joe Sawicki (JSS) were present. Joe Boldaz (JSB) was absent.

Others Present

Solicitor Stacey Fuller, Engineer Mark Yoder, Operator John Dean and Administrator Anita Ferenz were present.

Action on Minutes of Previous Meeting(s)

A Motion to accept the September 28, 2023 regular meeting minutes was made by KDN and seconded by FJC. All members were in favor.

Public Comment - None

Reports:

1. Operator

- a. Monthly Report. *Review of report and note that run hours are different at FVPS due to worn impeller. Performed various maintenance items. EEMA to pick up completed rotating assembly rebuild.*
 - i. Consider quote(s) to hook up flow meters at FVPS and RRPS. *Brief discussion on benefits of hooking up the flow meters to the OmniSite devices at FVPS and RRPS. A Motion to authorize Envirep to hook up the flow meters at both FVPS and RRPS on a time and materials basis at \$140/hour as notated in an email dated 10/25/2023 but not to exceed \$1,150.00 was made by WSC and seconded by KDN. All members were in favor.*

2. Engineer

- a. Monthly Report – general operations. Noted.
 - i. Consider the award of the generator replacements. *Discussion on proposals received. A Motion to approve the Premium Power Quotes (4) dated August 15, 2023 for a total generator replacement cost with temporary power of \$307,454.00 was made by FJC and seconded by JSS. All members were in favor. Additional work to be done in relationship with this grant project, specifically replacement of thimbles and installation of louvers, will be further discussed in November.*

- ii. Consider adopting the grinder pump rules & regulations and LPSS specifications. *Brief review of documentation. A Motion to approve Rules & Regulations Section VII Grinder Pumps and Pressures Sewers as well as Design Specifications Section 02740 Low Pressure Sewer Systems was made by WSC and seconded by FJC. All members were in favor.*
- iii. Consider grant opportunities. *Lengthy discussion of cost estimate for trunk line repair and possible inclusion of Reeceville Road repairs for possible grant application. A Motion to authorize Carroll Engineering Corporation to prepare an LSA grant application consistent with the CEC Opinion of Probable Cost for Trunk Line and Reeceville Road Repairs in a total project cost of \$428,379.00 was made by JSS and seconded by FJC. All members were in favor.*

3. Solicitor

- a. Update on Township Ordinance regarding grinder pumps. *Update provided and next steps now that rules and regulations and design specifications were approved for low pressure sewer systems. Solicitor to follow up with JSB with regard to inspections and then with Eric Brown, Township Solicitor, for finalization.*

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; awaiting additional information to be incorporated into 2024 budget. Request that CEC research and provide cost to replace bulk customer flow meters and remaining older VFDs at RRPS which will then be included in the budget.*
 - i. Receipt of CEC rates for 2024. *Noted.*
 - ii. Receipt of AMS (billing system) rates for 2024. *Noted.*
 - iii. Receipt of Gawthrop rates for 2024. *Noted.*

New Business:

- 1. None

Finances:

As of September 29, 2023:

- 1. Mid Penn Operating - \$146,743.15
- 2. Mid Penn Debt Service - \$147,683.45
- 3. Mid Penn Capital Reserve - \$1,661,616.77
- 4. Mid Penn DSRF - \$584,734.45
- 5. Mid Penn Grant Funding - \$4,642.22

- 6. Bills paid and to be ratified - \$43,688.71
- 7. Payroll for regular meeting for September 2023- \$5,098.24

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 November 16, 2023, and **Municipal Authority meeting on Wednesday, November 15, 2023 at 7:00 p.m.**

Adjournment

A Motion to adjourn the meeting was made by WSC and seconded by KDN. All members were in favor. The meeting adjourned at 8:16pm.

Respectfully submitted,

Anita Ferenz, Administrator