

# WEST BRANDYWINE TOWNSHIP MUNICIPAL AUTHORITY

Incorporated 1995

199 Lafayette Road, West Brandywine, PA 19320-1230

Sandra G. Martin, *Chairman*  
Kent D. Nation, *Secretary*  
Rick Tisa, *Treasurer*

Joseph S. Boldaz, *Vice-Chairman*  
Joseph Sawicki, *Asst. Secretary/Treasurer*  
Anita M. Ferez, *Administrator*

## Meeting Minutes for September 12, 2019

### Call to Order

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

### Roll Call of Board Members

Members present were Joseph S. Boldaz (JSB), Sandra G. Martin (SGM), Kent D. Nation (KDN), Joseph Sawicki (JS) and Rick Tisa (RT).

### Others Present

Engineer Bill Malin of Carroll Engineering, Operator Kevin Dougherty of Miller Environmental and Administrator Anita Ferez were also present.

**Public Notification:** *None*

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

*A Motion to accept the minutes of the August 8, 2019 regular meeting was made by JSB and seconded by KDN. All members present were in favor.*

### New Business:

1. Refinancing of debt – Tim O’Neill and Daryl Peck to be in attendance. *Summary given by Daryl Peck on actions taken to date and those needed to proceed as well as a brief synopsis of BOS meeting. Tim O’Neill provided a detailed explanation of the proposed Resolution and changes in debt service reserve due to change in borrowing, i.e. bank loan v bond market.*
  - a. Resolution 02-2019 – *A Motion to adopt Resolution 02-2019 as explained and presented was made by RT and seconded by KDN. All members present were in favor.*

**Public Comment:** *None*

### Reports:

1. Operator
  - a. Monthly Report. *Noted*
  - b. Admin – detailed Quote from Modern to replace block heater at Beaver Creek. *Brief discussion of need for block heater replacement and proposed quote from Modern Group. RT to visit pump station to ascertain need and report back.*
  - c. Admin – detailed Quote from Modern to replace batteries, hoses & Coolant at Reeceville. *Brief discussion of need for batteries, hoses and coolant and proposed quote from Modern*

*Group. RT to visit pump station to ascertain need and report back. Batteries to be ordered locally and installed in-house.*

2. Engineer

- a. TOA Pre-Construction Meeting (9/04/2019). *Noted; review of minutes related to sewer only.*

3. Administrator

- a. 175 Old Spring Road (Richard Carras) – requesting a pool credit. *Brief discussion and approval of \$167.69 credit.*
- b. Portnoff Law Associates – request approval for filing of Writs of Execution and listing for Sheriff's Sale on 16 Ashberry and 44 Ashberry. *Brief discussion and authorization given for Administrator to sign approval for Writs of Execution and Sheriff's Sale listings for both properties.*
- c. MA Office Space. *Nothing new to note.*
- d. Monthly informational report (attached). *Noted*

**Information to Note:**

1. Deckman Motor & Pump, Inc. – notification of new ownership. *Noted*

**Finances:**

As of August 30, 2019:

1. Friendship Village – \$126,585.25
2. Kimberwick – \$134,237.36
3. Capital Expense - \$34,080.57
4. Ashberry Reconstruction (grant) – \$40,190.37

5. Bills paid and to be ratified - \$69,485.44

6. Payroll for regular meeting for August 2019- \$4,728.85

*A Motion to pay and ratify the bills as indicated was made by JSB and seconded by RT. All members present were in favor.*

7. Shared Service Agreement – breakdown for August 2019. *Noted*

8. Carroll Engineering Corporation – July 1 through July 28, 2019. *Noted*

**Dates of Upcoming Meetings**

Announcement was made of upcoming Board of Supervisors meetings on September 19 and October 3, 2019, next Municipal Authority meeting on Thursday, October 10, 2019 at 7:00 p.m.

**Administrator, Bond Counsel and Financial Advisor to attend 9/19/2019 for guaranty ordinance adoption.**

**Adjournment**

*A Motion to adjourn the meeting was made by JSB and seconded by KDN. All members present were in favor. The meeting was adjourned at 7:56pm.*

Respectfully submitted:

Anita Ferenz, Administrator