

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 26, 2022

Call to Order

The meeting was called to order by Chairman Clark at 7:02pm.

Roll Call of Board Members

Will Clark (WSC), Francesca Crane (FJC), Kent Nation (KDN) and Joe Sawicki (JSS) were in attendance. Joe Boldaz was 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 28, 2022 regular meeting minutes was made by JSS and seconded by KDN. All members were in favor.

Public Comment / Presentation: None

Reports:

1. Operator
 - a. Monthly Report. *Review of report with discussion on various VFD issues at both BCPS and FVPS, as well as lack of recordation of hours on the meter at CRPS. Operator will work on creating a schedule for regular wet well cleaning and Administrator will schedule delivery of propane to CRPS.*
2. Engineer
 - a. Monthly Report – general operations. *Review of report with notation that pump station repair work conducted by PSI will need coordination with Operator to handle pump operations. Controls project is in bidding phase with award scheduled for June meeting. Project is anticipated for completion prior to end of grant funding.*
3. Solicitor – Nothing to report.
4. Committees
 - a. Finance – March / June / September / December
 - b. Operations – April / July / October / January

- c. **Planning – May / August / November / February.** *KDN briefly summarized Planning Committee Meeting of May 24, 2022 including Reeceville Road televising as well as status on TOA #2, TOA #3 and Reserve at Cross Creek projects.*

5. Administrator

- a. Monthly Report. *Review of report with discussions on televising Reeceville Road and options for implementation of the new penalty charge.*
- b. Draft Audit for YE 2021 – review. Consider approval. ***A Motion to accept the audit as prepared by BBD, LLC for the year ending 2021 was made by FJC and seconded by KDN. All members were in favor.***

New Business: None

Finances:

As of April 29, 2022:

1. Mid Penn Operating - \$141,373.59
2. Mid Penn Debt Service - \$113,204.18
3. Mid Penn Capital Reserve - \$1,047,753.36
4. Mid Penn DSRF - \$571,084.47
5. Mid Penn Grant Funding - \$44,886.84

6. Bills paid and to be ratified - \$34,800.78
7. Payroll for regular meeting for April 2022- \$4,826.36

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 meetings on June 2, 2022 and **June 16, 2022**, and Municipal Authority meeting on Thursday, June 23, 2022 at 7:00 p.m.

JSS WILL ATTEND BOS MEETING TO PROVIDE MA REPORT.

Adjournment

A Motion to adjourn was made by KDN and seconded by JSS. All members were in favor. The meeting adjourned at 7:36pm.

Respectfully submitted,

Anita Ferenz, Administrator