

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 – November 15, 2023

Call to Order

The meeting was called to order by Chairman Clark at 7:04pm.

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 Bill Malin, Operators John Dean and Dave Friedman and Administrator Anita Ferenz were present.

Action on Minutes of Previous Meeting(s)

A Motion to accept the October 26, 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 maintenance items; inquiry made of whether generator block heaters would be something discoverable during the annual preventive maintenance.*
 - i. Consider EEMA Quote for louver installations required for generator replacements. *Brief discussion on louver requirements for new generators. **A Motion to approve EEMA Quote 0199-003 dated 11/9/2023 in the amount of \$2,589.46 for door louvers and installation was made by KDN and seconded by FJC. All members were in favor.***

2. Engineer

- a. Monthly Report – general operations. Noted.
 - i. Consider award of mechanical work required for generator replacements. *Discussion on new thimbles sufficient to handle new generator installations at CRPS, BCPS and FVPS. **A Motion to approve the Proposal provided by Rogers Mechanical Company dated 9/25/2023 in the amount of \$9,890.00 was made by KDN and seconded by FJC. All members were in favor.***
 - ii. Consider draft LSA grant application and resolution. *Brief review of grant application with request to add language regarding the 50% PAWC increases issued in February 2023 under Economic Development in Exhibit 1 Project Description to further solidity that the Authority actively seeks opportunities to keep costs down for its customers. **A***

Motion to approve Resolution 03-2023 authorizing sewer system repairs as outlined in the LSA Grant Application was made by FJC and seconded by KDN. All members were in favor.

3. Solicitor

- a. *Updated provided on Ordinance relative to low pressure sewer system; back in Township's hands for finalization and approval.*

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.

- i. *Lengthy discussion on draft budget and rates for 2024; Administrator to make some adjustments and provide update to the Board for review and hopeful adoption at December meeting.*
- ii. *Outsourcing quarterly sewer invoices. Review of process from start to finish on sending out the residential sewer invoices, and costs to continue in-house vs costs to outsource. **A Motion to approve Quote #68581-1 from Star Printing, Inc. dated 11/8/2023 with a one-time layout charge of \$151.05, an annual charge for printed envelopes of \$366.12 and a quarterly charge of \$594.15 plus pay-through postage was made by FJC and seconded by KDN. All members were in favor.***
- iii. *Provide notice of intention to renew contract of EEMA O&M as Operator for 2024. **A Motion to provide notice of intention to renew the contract with EEMA O&M Service for 2024 was made by WSC and seconded by FJC. All members were in favor.***

New Business:

1. None

Finances:

As of October 31, 2023:

1. Mid Penn Operating - \$172,139.69
2. Mid Penn Debt Service - \$186,881.30
3. Mid Penn Capital Reserve - \$1,665,987.05
4. Mid Penn DSRF - \$586,272.38

5. Bills paid and to be ratified - \$125,134.32
6. Payroll for regular meeting for October 2023- \$4,939.65

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

Dates of Upcoming Meetings

Announcement made of upcoming Board of Supervisors meeting on December 21, 2023 and **Municipal Authority, on Wednesday, December 20, 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 8:14pm.

Respectfully submitted,

Anita Ferenz, Administrator