

WEST BRANDYWINE TOWNSHIP MUNICIPAL AUTHORITY

Incorporated 1995

198 Lafayette Road, West Brandywine, PA 19320-1230

Joseph S. Sawicki, *Chairman*
William S. Clark, *Secretary*
Kent D. Nation, *Treasurer*

Joseph S. Boldaz, *Vice-Chairman*
Francesca J. Crane, *Asst. Secretary/Treasurer*
Anita M. Ferenz, *Administrator*

Meeting Minutes – May 13, 2021

Call to Order

The meeting was called to order at 7:01pm by Chairman Sawicki.

Roll Call of Board Members

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

Others Present

Engineers Bill Malin and Mark Yoder of Carroll Engineering, Operator Justin LaTourette of Select Environmental, Solicitor Stacey Fuller of Gawthrop Greenwood and Administrator Anita Ferenz were present.

Public Notification: The Board will conduct an Executive Session on Tuesday, May 25, 2021, to discuss potential litigation.

Action on Minutes of Previous Meeting(s)

A Motion to approve the April 8, 2021 regular meeting minutes was made by JSB and seconded by KDN. All members present were in favor.

Public Comment: None.

Reports:

1. Operator
 - a. Monthly Report. Detailed review of report and discussion on various issues raised such as 3-way valves at Culberton and Reeceville, wet well cleaning, and noise created by pump #1 at Culbertson. Request for replacement bubblers to have on hand for when needed. Select to provide Administrator with bubbler purchase information for ordering.
 - i. Grinders at FVPS and RRPS (quotes attached), and Ashberry. Quotes for grinder replacements were reviewed and discussed in detail, particularly for Reeceville. Recommendation made for Mark Yoder to meet with Justin LaTourette to investigate the grinder and 3-way valve at Reeceville. Select to provide “all in” quote to perform the installation work. Possible grinder install discussed for Ashberry but decided to wait on outcome of outstanding issues with CW Sales. Administrator will put together an information piece regarding wipes to be distributed to customers who are serviced by the Ashberry PS.
2. Engineer
 - a. SES Reporting Form. Review of possible modification to the Operator report for ease in reading of information. WSC to revisit the entering of data on spreadsheets with Mike Kreiser as it is the preference of the Board in order to facilitate the tracking of issues.

- b. Ashberry PS – project status. Brief update provided. Awaiting word from CW Sales after their inspection of pump #2.
 - i. Blooming Glen Payment Application No. 4. Review of payment application and recommendation of CEC. A Motion to approve Blooming Glen’s Application for Payment No. 4 in the amount of \$23,630.41 was made by JSB and seconded by KDN. All members present were in favor. CEC will request a change order for reduction of sump pump purchase, installation and use by Authority Operator in the amount of \$565.71.
 - c. Pump Station operations – louvers. Building permits were submitted to the Township and additional requested information has been provided. Awaiting approval of permits; work still anticipated in June 2021.
 - d. Pump Station insurance values. Initial coverage recommendations provided and then modified based on insurance agent feedback. Administrator to provide insurance agent with new values.
 - e. TOA 2 East Reeceville (Baldwin) – status of meeting and steps to move forward. Detailed summary of meeting with TOA engineer and what the Authority will require of TOA in the construction of a temporary pump station and methodology of getting flow from TOA 2 and the future Overlook Farm development to Beaver Creek PS.
 - f. Grant Funding for control system replacement. A modification to the scope of the project was presented to the DCED rep for guidance.
3. Solicitor
- a. Two policies are being prepared regarding recording of meetings and record retention.
4. Administrator
- a. Audit – Financial Statements for 2020. A Motion to approve the audited financial statements for year ending 2020 was made by WSC and seconded by KDN. All members present were in favor.
 - b. Consultant and bank fees for the 2021 Note Modification with MPB (\$10,000 to Concord, \$1,250 to Gawthrop, \$2,500 to Lamb, and \$2,500 to MPB). A Motion to ratify payment of the consultant and bank fee relative to the recent Note Modification was made by JSB and seconded by WSC. All members present were in favor.
 - c. Electric Energy Agreement –A Motion to ratify the PA Electric Energy Agreement with Engie Resources LLC for the term 12/01/2022 to 11/30/2026 at a fixed rate of \$0.05235/kwh was made by KDN and seconded by FJC. All members present were in favor.
 - d. Monthly informational report. Noted.

New Business: None

Finances:

As of April 30, 2021:

- 1. Mid Penn DSRF - \$568,953.11
- 2. Mid Penn Operating - \$224,913.60
- 3. Mid Penn Debt Service - \$122,815.57
- 4. Mid Penn Capital Reserve - \$782,269.12
- 5. Mid Penn Grant Funding - \$177,830.24
- 6. Bills paid and to be ratified - \$115,426.06
- 7. Payroll for regular meeting for February 2021- \$4,941.65

A Motion to pay and ratify the bills and expenses was made by KDN and seconded by WSC. All members present were in favor.

Dates of Upcoming Meetings

Announcement made of upcoming Board of Supervisors meeting on May 20, 2021 and June 3, 2021; and Municipal Authority, on Thursday, June 10, 2021 at 7:00 p.m.

JSS WILL ATTEND THE 5/20/2021 BOS MEETING TO GIVE THE REPORT.

Adjournment

A Motion to adjourn was made by JSS and seconded by KDN. All members were in favor. The meeting adjourned at 8:54pm.

Respectfully submitted,

Anita Ferenz, Administrator