# 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 – December 21, 2022

#### **Call to Order**

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

#### **Roll Call of Board Members**

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

#### **Others Present**

Engineers Mark Yoder and Bill Malin, Operator John Dean (via FaceTime) and Administrator Anita Ferenz were in attendance.

Public Notification: None

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

A Motion to approve the November 16, 2022 regular meeting minutes was made by FJC and seconded by JSS. All members were in favor.

#### Public Comment / Presentation. None

#### **Reports:**

- 1. Operator
  - a. Monthly Report. Review and brief discussion of maintenance items. Two items of equipment were evaluated by Deckman; a rotating assembly from FVPS and a motor from CRPS. Discussion on each as to need and cost.
    - *i.* Consider rebuild of rotating assembly for FVPS. *On hold while operator and engineer determine if the rotating assembly with repaired or new impeller will fit at any other stations. Revisit at January meeting.*
    - *ii.* Consider rebuild of motor at CRPS. *A Motion to authorize a rebuild of the recently pulled WEG motor from CRPS for an amount of \$1,075.00 was made by FJC and seconded by WSC. All members were in favor.*
- 2. Engineer
  - a. Monthly Report general operations. Brief review of report, specifically pump station repairs and need to order correct sized valve and return incorrect sized valve. A Motion to authorize purchase of an 8" three-way valve for CRPS as presented on DeZURIK Quotation 294743 in the amount of \$4,226.00 was made by FJC and seconded by JSS. All members were in favor. CEC will be responsible for restocking fee and return of valve.

*i.* Consider Payment Application No. 2 by PSI for pump station repairs. *Review of work completed. A Motion to approve PSI's Payment Application No. 2 in the amount of \$6,060.00 as recommended by CEC was made by FJC and seconded by JSS. All members were in favor.* 

## 3. Administrator

- a. Monthly Report. Noted.
  - *i.* Meeting schedule for 2023. *Confirmation that Authority will meet on the 4<sup>th</sup> Thursday of each month at 7:00pm (in person) except for November which will be Wednesday, November 15<sup>th</sup>, and December which will be Wednesday, December 20<sup>th</sup>.*
  - *ii.* Discuss PaDOT resurfacing/paving project along Reeceville Rd in Caln Township and consideration signing proposed Resolution and Master Agreement for Casting Adjustments. *Brief explanation of project and the required documents. A Motion to adopt the PaDOT Resolution allowing the Administrator to execute a Master Agreement for Casting Adjustments was made by JSS and seconded by FJC. All members were in favor.*

## New Business:

- 1. Impact of PAWC's successful request to the PUC to allow increased rates. *Discussion of possible options available in order to meet the increased costs being charged by PAWC achieved from their PUC approval. Further discussion on whether the Authority can delay in the raising of rates and if so, for how long.*
- 2. Resolution 08-2022 Establishment of 2023 Sewer Rates. A Motion to adopt Resolution 08-2022 Establishment of 2023 Sewer Rates which implements a modest 5% increase in sewer usage charges was made by FJC and seconded by JSS. All members were in favor.
- 3. Resolution 09-2022 Establishment of 2023 Budget. A Motion to adopt Resolution 09-2022 Establishment of 2023 Budget based on the modest 5% increase in sewer usage charges was made by FJC and seconded by JSS. All members were in favor.

## Finances:

As of November 30, 2022:

- 1. Mid Penn Operating \$218,570.39
- 2. Mid Penn Debt Service \$189,787.60
- 3. Mid Penn Capital Reserve \$1,157,611.68
- 4. Mid Penn DSRF \$572,775.45
- 5. Mid Penn Grant Funding \$33,427.28
- 6. Bills paid and to be ratified \$83,246.48
- 7. Payroll for regular meeting for November 2022- \$4,827.49

## A Motion to approve payment/ratification of the bills and expenses was made by WSC and seconded by JSS. All members were in favor.

## **Dates of Upcoming Meetings**

Announcement made of upcoming Board of Supervisors meetings on January 3, 2023 and January 19, 2023; and Municipal Authority meeting on Thursday, January 26, 2023 at 7:00 p.m.

## Adjournment

A Motion to adjourn was made by WSC and seconded by JSS. All members were in favor. The meeting adjourned at 8:30pm.

Respectfully submitted,

Anita Ferenz, Administrator