

WEST BRANDYWINE TOWNSHIP MUNICIPAL AUTHORITY

Incorporated 1995

198 Lafayette Road, West Brandywine, PA 19320-1230

Francesca J. Crane, *Chairperson*
William S. Clark, *Secretary*
Joseph S Sawicki, *Treasurer*

Kent D. Nation, *Vice-Chairman*
Joseph S. Boldaz, *Asst. Secretary/Treasurer*
Anita M. Ferenz, *Administrator*

Meeting Minutes – March 28, 2024

Call to Order

The meeting was called to order at 7:00pm by Chairperson Crane.

Roll Call of Board Members

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

Others Present

Solicitor Stacey Fuller, Engineers Mark Yoder & Bill Malin, Operator John Dean and Administrator Anita Ferenz were present.

Action on Minutes of Previous Meeting(s)

A Motion to approve the February 22, 2024 regular meeting minutes was made by JSB and seconded by KDN. All members were in favor.

Public Comment / Presentation. None.

Reports:

1. Operator

- a. Monthly Report. Review of report notating lack of pulse output signal when hooking up pump run signal to RRPS flow meter; and installation of new rotating assembly at FVPS with two others delivered to Deckman for rebuild quotes.

2. Engineer

- a. Monthly Report – general operations. Review of report with updates on finalization of Chapter 94 report, bulk flow meters, new generators, TOA #2 Request for Release and TOA #3 development status.
 - i. Consider authorization to sign and submit Chapter 94 Report. *A Motion to authorize signature and submission of Chapter 94 report to PAWC and DEP was made by JSB and seconded by KDN. All members were in favor.*
 - ii. Consider approval of Escrow Release No. 1 for Traditions of America at Harvest Run/Brandywine Farms in the amount of \$753,977.15. *A Motion to approve Release No. 1 for Traditions of America at Harvest Run/Brandywine Farms in the CEC recommended amount of \$753,977.15 was made by KDN and seconded by JSS. All members were in favor.*
 - iii. Consider proposals for bulk meter replacements: Review and discussion of proposals.
 1. Telog equipment from TDI/Ferguson on COSTARS \$18,208.00

2. Flow meters from ECI on COSTARS	\$12,800.20
3. WG Malden to install equipment	\$ <u>7,800.00</u>
Project Cost:	\$38,808.20

A Motion to proceed with CEC recommended Option 2 consisting of Telog equipment from TDI/Ferguson in the amount of \$18,208.00, flow meters from ECI in the amount of \$12,800.20 and installation of all equipment by WG Malden in the amount of \$7,800.00 for a total project cost of \$38,808.20 was made by JSB and seconded by KDN. All members were in favor.

3. Solicitor

- a. Traditions of America at Harvest Run (#2). Brief discussion of documentation.
 - i. Consider Phase 2 Developer’s Agreement for TOA Brandywine Farms LLC. *A Motion to approve the Phase 2 Developer’s Agreement for TOA Brandywine Farms LLC was made by JSB and seconded by KDN. All members were in favor.*
 - ii. Consider Phase 2 Financial Security Agreement for TOA Brandywine Farms LLC. *A Motion to approve the Phase 2 Financial Security Agreement for TOA Brandywine Farms LLC was made by KDN and seconded by JSB. All members were in favor.*

4. Committees

- a. Finance – draft audit forwarded to FJC and KDN. *A Motion to approve/accept the 2023 Audit was made by KDN and seconded by JSS. All members were in favor.*
- b. Operations – April / July / October / January
- c. Planning – May / August / November / February

5. Administrator

- a. Monthly Report. Noted.
 - i. Ratify action taken to correct cause of bubbling manhole on East Reeceville Road – EEMA to purchase and install two mechanical plugs in first manhole up the hill to the north; action was unsuccessful; Township public works department plugged pipes with concrete on 3/26/2024. *A Motion to ratify the work done by the Township’s Public Works employees on 3/26/2024 was made by JSB and seconded by KDN. All members were in favor.*

New Business: None

Finances:

As of February 29, 2024:

- 1. Mid Penn Operating - \$173,217.40
- 2. Mid Penn Debt Service - \$80,064.32
- 3. Mid Penn Capital Reserve - \$1,501,799.78
- 4. Mid Penn DSRF - \$565,442.21

- 5. Bills paid and to be ratified - \$219,913.71
- 6. Payroll for regular meeting for February 2024- \$5,230.32

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

Dates of Upcoming Meetings

1. Board of Supervisors on Thursday, April 18, 2024 at 7:30 p.m. Noted; KDN to attend.
2. Municipal Authority, on Thursday, April 25, 2024 at 7:00 p.m. Noted.

Adjournment

A Motion to adjourn the meeting was made by JSB and seconded by KDN. All members were in favor. The meeting adjourned at 7:40pm.

Respectfully submitted,

Anita Ferenz, Administrator