

WEST BRANDYWINE TOWNSHIP MUNICIPAL AUTHORITY

Incorporated 1995

198 Lafayette Road, West Brandywine, PA 19320-1230

Joseph Sawicki, *Chairman*
Sandra G. Martin, *Secretary*
Kent D. Nation, *Treasurer*

Joseph S. Boldaz, *Vice-Chairman*
William S. Clark, *Asst. Secretary/Treasurer*
Anita M. Ferez, *Administrator*

Meeting Minutes – July 9, 2020

Call to Order

The meeting was called to order by Chairman Sawicki at 7:03pm.

Roll Call of Board Members

Joe Boldaz (JSB), Will Clark (WSC), Sandy Martin (SGM), Kent Nation (KDN) and Joe Sawicki (JSS) were present.

Others Present

Engineers Bill Malin and Chris Peterson of Carroll Engineering, Solicitor Stacey Fuller of Gawthrop Greenwood and Administrator Anita Ferez were also present.

Public Notification: *None*

Action on Minutes of Previous Meeting(s)

A Motion to approve the June 11, 2020 regular meeting minutes was made by KDN and seconded by SGM. All members present were in favor.

Public Comment: *None*

Reports:

1. Operator
 - a. Monthly Report. *Brief review of report; inquires of non-routine operations and maintenance activities. Suggestion to put Culbertson Run confined space to check pumps be moved to routine O&M, and seek clarification of cleaning pumps at Ashberry due to rag build up as being routine.*
Discussion of RFP and logistics. Final review of document, setting of a time schedule and list of potential recipients of the RFP (in addition to placing on PennBid) to be provided for August meeting. Consultants to coordinate.
2. Engineer
 - a. Ashberry PS
 - i. Follow Ups from June meeting:
 1. Effects of future development; i.e. TOA. *Detailed review and discussion of tabletop analysis of future development and potential impacts to the Ashberry reconstruction project.*
 2. Optional driveway quotes. *Review and discussion of alternate driveway options including quotes for full replacement and mill & overlay; need to revisit in October for updated costs due to possible changes in asphalt index.*

3. Potential Cost Savings. *Nothing of significance noted; review of overall picture of project costs with removal of paving portion of bid.*
 4. Capital Funding. *Detailed review of existing capital funds, upcoming obligations and balance remaining for use in proceeding forward with project.*
- ii. Recommendation of Award & Execution of Agreements (CEC 6/8/2020). *A Motion to award Contract 20-1 as notated in CEC letter dated June 8, 2020 to the low bidder, Blooming Glen Contractors, Inc., in the amount of \$345,607.00 subject to the requirement that a Change Order be prepared and issued for the deletion of the paving portion, Item 3 of said bid, was made by JSB and seconded by KDN. All members present were in favor. A Motion to authorize execution of the required documents subject to review by the Solicitor and Engineer was made by JSB and seconded by WSC. All members present were in favor. A Motion to award Charlestown Paving & Excavating to complete the paving portion of the project based on their original quote for Mill and Overlay of \$5,800 acknowledging the asphalt index will be calculated in accordance with PennDot _____ 48 at time of paving was made by SGM and seconded by JSB. All members present were in favor.*
 - iii. CEC Construction Administration and Inspection Fees (CEC 7/9/2020). *Review of revised administration and inspection fees. A Motion to accept fees for construction administration of \$15,931.00 and construction inspection of \$27,234.00 as provided in CEC letter of July 9, 2020 was made by KDN and seconded by WSC. All members present were in favor. CEC to forward resume of assigned inspector.*
- b. Reeceville Road PS – status. *Summary provided with anticipated dates of completion referencing CEC email of July 8, 2020; Administrator update on insurance funding status.*
 - c. FVPS, BCPS, and CRPS
 - i. Generator Operations Evaluation. *Detailed summary of research and findings, including recommendations for repairs and timing for repairs for each station as set forth in CEC email of July 6, 2020.*
 - ii. Replace louvers and install insulation on exhaust piping – quotes from Rogers Mechanical. *Review of recommended repairs and costs for said repairs for each station; review of Proposal as submitted by Rogers Mechanical. Discussion on options, timing and need for additional quotes. CEC to obtain written proposals from two other contractors to do the recommended repairs for consideration at August meeting.*
 - d. TOA Sanitary Sewer Improvement Escrow Release Worksheet dated June 17, 202 and recommendation (CEC dated July 2, 2020). *Discussion on request and recommendation. A Motion to table consideration of request until payment of outstanding invoices is received was made by JSB and seconded by SGM. All members present were in favor.*
3. Administrator
 - a. Monthly informational report. *Noted*
 - b. Vietri Quote to remove temporary electrical equipment from RRPS dated July 7, 2020. *Administrator to reach out and question why not included in original quote.*
 - c. Future auditing services – BBD, LLP Proposal dated June 18, 2020. *Brief review of proposal; a Motion to accept the Proposal of BBD, LLP dated June 18, 2020 to provide auditing services for*

the years 2020, 2021 and 2022 was made by JSB and seconded by SGM. All members present were in favor.

New Business:

1. SGM announced her resignation, effective 9/10/2020; letter being submitted to Township.

Finances:

As of June 30, 2020:

1. S&T Capital Expense - \$504,749.11
2. S&T Ashberry Reconstruction (grant) – \$36,560.86
3. Mid Penn DSRF - \$566,429.39
4. Mid Penn Operating - \$415,124.73
5. Mid Penn Debt Service - \$23,718.27
6. Mid Penn Capital - \$67,410.02
7. Bills paid and to be ratified
 - \$ 73,413.57 (regular operational expenses)
 - \$ 70,028.60 (RRPS fire related - construction)
 - \$ 25,443.33 (RRPS fire related – equipment)
8. Payroll for regular meeting for June 2020- \$5062.73

A Motion to pay and ratify invoices was made by JSB and seconded by KDN. All members present were in favor.

Dates of Upcoming Meetings

Announcement was made of upcoming Board of Supervisors meetings on July 16, 2020 and August 6, 2020; and Municipal Authority, on Thursday, August 13, 2020 at 7:00 p.m.

Administrator will provide an email report to the BOS for their 7/16/2020 meeting.

Adjournment

A Motion to adjourn the meeting was made by JSB and seconded by KDN. All members present were in favor. The meeting adjourned at 10:02pm.

Respectfully submitted,

Anita Ferenz, Administrator