

WEST BRANDYWINE TOWNSHIP MUNICIPAL AUTHORITY

Incorporated 1995

199 Lafayette Road, West Brandywine, PA 19320-1230

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

Rick Tisa, *Vice-Chairman*
Joseph S. Boldaz, *Asst. Secretary/Treasurer*
Anita M. Ferenz, *Administrator*

Meeting Agenda for December 13, 2018

Call to Order (time: _____)

Pledge of Allegiance

Roll Call of Board Members

Joseph S. Boldaz (JSB) _____, Sandra G. Martin (SGM) _____, Kent D. Nation (KDN) _____, Joseph Sawicki (JS) _____ and Rick Tisa (RT) _____.

Others Present

Engineer _____, Operator _____, Solicitor _____, Administrator _____

Public Notification: An Executive Session will be held to discuss litigation matters.

Action on Minutes of Previous Meeting(s)

- November 7, 2018 regular meeting

Public Comment:

Action/Discussion Items:

1. Operator.
 - a. Friendship Village – replacement of 3 way valve
2. Bypass of pumping stations (JSB).

Reports:

1. Engineer – 2019 final revenue projections; 2018 Trust Indenture report; RFP – all provided by Bill by email.
2. Solicitor
3. Administrator (attached)
 - a. Meeting dates for 2019 – 2nd Thursday for all months except November (Wednesday 11/13/2019).

Correspondence/Communications (information to note)

1. Correspondence dated November 15, 2018 from Carroll Engineering Corporation providing hourly engineering rates for 2019.

2. Correspondence dated November 28, 2018 from Carroll Engineering Corporation with sewer review comments for Traditions of America.
3. Correspondence dated November 30, 2018 from WBTMA Administrator to Miller Environmental, Inc. providing notice of the issuance of a Request for Proposals.
4. Memo dated December 3, 2018 from Miller Environmental regarding additional billings for November.
5. Correspondence dated December 5, 2018 from Gawthrop Greenwood providing supplemental responses in the Sipple litigation matter.
6. Invoice dated December 5, 2018 from Township for installation of driveway to Ashberry PS.

New Business

1. 2019 Sewer Rates. Need to approve and sign Resolution 5-2018.
2. 2019 Budget. Need to approve and sign Resolution 6-2018.

Payment of Bills / Account Balances

As of November 30, 2018: Friendship Village account balance was \$89,594.88 and Kimberwick account balance was \$203,829.52.

1. Friendship Village Sewer District- \$94,387.55 and ratified utility payments of \$2,929.73. Payroll of \$4,811.66 made 12/13/2018 for the month of November 2018.

Shared Service Agreement – breakdown for November 2018.

Carroll Engineering Corporation – October 1 to October 28, 2018.

Dates of Upcoming Meetings

1. Board of Supervisors, on Thursdays, December 20, 2018 and January 7, 2019, at 7:30 p.m.
2. Municipal Authority, on Thursday, January 10, 2019 at 7:00 p.m.

WHO IS ATTENDING 12/20/2018 BOS MEETING TO GIVE REPORT?

Adjournment (time: _____)