

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 – January 26, 2023

Call to Order

The meeting was called to order by Vice Chair Francesca Crane at 7:07pm.

Roll Call of Board Members

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

Others Present

Solicitor Stacey Fuller, Engineers Mark Yoder and Bill Malin, Operators John Dean and Dave Friedman and Administrator Anita Ferenz were present.

Public Notification: Executive Session held before this January meeting to discuss potential legal issues.

Action on Minutes of Previous Meeting(s)

A Motion to approve the December 21, 2022 regular meeting minutes was made by JSS and seconded by KDN. All members were in favor.

Public Comment / Presentation.

1. Joseph and Josephine Brendel of 203 Resolution Drive were seeking clarification about the rates as they related to the percentage from PAW to WBTMA and then WBTMA to its customers as well as an inquiry about the debt service and if/when it would end. The Solicitor and Engineer provided clarity on both issues.
2. Maria Ciliberto of 15 Main Lin Drive inquired about why the new sewer rates effective 1/1/2023 were used for the 4th quarter 2022 invoice.

Reports:

1. Operator
 - a. Monthly Report. Review of report, particularly maintenance issues with RRPS VFD for pump #2. This VFD was not replaced after the fire so it may be failing due to age. CEC will check on cost of new VFD. Compatibility list was reviewed with regard to pumps, booster pumps, motors and belts being interchangeable.
 - i. FVPS impeller replacement – action held from December and to be held until February so EEMA can reach out to GR rep regarding a stainless steel impeller already purchased for WBTMA.
 - ii. APS Alarms – meeting with OmniSite to determine feasibility of switching alarm systems. Quote from Envirep was presented and reviewed. A Motion to approve the

Envirep Quotation dated 1/23/2023 for an amount of \$7,550.00 was made by JSB and seconded by KDN. All members were in favor.

- iii. Flow meter calibrations for stations. CEC to review latest Chapter 94 report for 2021 to see if the meters were calibrated by someone other than W.G. Malden.

2. Engineer

- a. Monthly Report – general operations. Brief review of report; notation that 8” valve for CRPS was ordered and scheduled for delivery 3/29/2023.

3. Solicitor

4. Committees

- a. Finance – March / June / September / December
- b. Operations – April / July / October / January – No report; will meet again in the spring.
- c. Planning – May / August / November / February – No report; CEC to propose a few dates in February.

5. Administrator

- a. Monthly Report. Noted.
 - i. 4th Quarter 2022 billing. The Board acknowledged the error in applying the new sewer rates effective 1/1/2023 for the 4th quarter 2022 invoices and said the Authority was in the process of determining the best process for resolving it. It was agreed that, for customers who have already paid, a credit will be issued toward the next quarterly invoices going out in April. For customers who have not yet paid, an email should be sent to admin@wbtma.org to obtain the adjusted amount. Administrator will work with billing programmer to effectuate the change.
 - ii. OmniSite Crystal Ball Unit – consider approval to purchase for Ashberry. Approved under Operator above.

New Business:

1. PMAA Board Member Training – March 30th at Crowne Plaza Philadelphia (King of Prussia). Board members to let Administrator know if they wish to attend.

Finances:

As of December 30, 2022:

1. Mid Penn Operating - \$168,933.27
2. Mid Penn Debt Service - \$8,968.84
3. Mid Penn Capital Reserve - \$938,143.87
4. Mid Penn DSRF - \$572,775.45
5. Mid Penn Grant Funding - \$33,120.85

6. Bills paid and to be ratified - \$68,371.31
7. Payroll for regular meeting for December 2022- \$4761.69

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

Announcement made of upcoming Board of Supervisors meeting on February 16, 2023, and next Municipal Authority meeting on Thursday, February 23, 2023 at 7:00 p.m.

KDN will attend the BOS meeting to provide MA report.

Adjournment

A Motion to adjourn the meeting was made by JSB and seconded by KDN. All members were in favor. The meeting adjourned at 7:56pm.

Respectfully submitted,

Anita Ferenz, Administrator