

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 March 8, 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:

Action on Minutes of Previous Meeting(s)

- February 8, 2018 regular meeting

Public Comment (individuals requesting to be on the agenda):

Correspondence/Communications (information to note)

1. PMAA February 2018 edition of "the Authority".
2. PMAA flyer announcing upcoming Spring Management Workshop. Let Administrator know if you would like to attend.
3. Planning Committee minutes:
 - a. Ellingsworth mandatory connections – letter and recordable agreement.
 - b. Authority Committees.
 - c. Traditions of America.
 - d. Township Code Chapter 147.
 - e. PAWC Agreement.
 - f. Ashberry Pump Station driveway.
 - g. Sample Agenda.

Reports

Operator

- a. Reeceville meter – calibration reports provided by email.

Engineer

- a. Ashberry pump station – grinder.
- b. Hunter’s Crossing Planning Module – status of completion (awaiting PAWC signature).

Solicitor

Administrator

- a. Online payment options – offering by credit card and electronic check.
- b. WBTMA by-laws – need to update/revise.
- c. Audit – preliminary information provided; will be scheduled for end of month or early April.
- d. Mandatory connections – 1 complete, 3 pending applications (1 going through PennVEST).
- e. Public relations / website – in process, all connection documents are uploaded.
- f. Operations Manual – ongoing.

New Business

1. **From the Board:**
 - a.
2. **From the Floor:**
 - a.

Public Comments (individuals not requesting to be on agenda)

Payment of Bills / Account Balances

As of February 28, 2018: Friendship Village account balance was \$126,587.23 and Kimberwick account balance was \$106,012.43.

1. Friendship Village Sewer District- \$_____ and ratified payments of \$2,694.07 made on 2/23/2018.
Payroll of \$5,243.08 made 3/08/2018 for the month of February 2018.

Shared Service Agreement – breakdown for February 2018

Carroll Engineering Corporation – breakdown for January 1, 2018 to January 26, 2018.

Dates of Upcoming Meetings

1. Board of Supervisors, on Thursdays, March 15, 2018 and April 5, 2018, at 7:30 p.m.
2. Municipal Authority, Thursday, April 12, 2018 at 7:00 p.m.

WHO IS ATTENDING 3/15/2018 BOS MEETING TO GIVE REPORT?

Adjournment (time: _____)