

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 – August 24, 2023

Call to Order

The meeting was called to order by Chairman Clark at 7:00pm.

Roll Call of Board Members

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

Others Present

Solicitor Stacey Fuller, Engineer Mark Yoder, Operators John Dean and Dave Friedman and Administrator Anita Ferenz were in attendance.

Action on Minutes of Previous Meeting(s)

A Motion to approve the July 27, 2023 regular meeting minutes was made by KDN and seconded by JSB. All members were in favor.

Public Comment

1. Bob McNamee, Director of Financial Services at Freedom Village at Brandywine wishes to speak with the Board about the recent June and July sewer invoices. **Did not show.**

Reports:

1. Operator
 - a. Monthly Report. *Review of maintenance items and August updates with discussion on the difference between pump 1 and pump 2 run times at FVPS. EEMA will replace impeller to see if that helps the situation. The tracking of replaced equipment needs to be documented.*
2. Engineer
 - a. Monthly Report – general operations. *Review of report with discussions on (1) trunk line manhole inspections; tabled until September when report will be finalized; (2) generator replacements; to be discussed further in September with addition of quotes for necessary modifications to intake louvers and thimbles.*
 - i. Review and consider proposals for generator replacement project. *Tabled till September.*
 - ii. Review and consider PSI Payment Application No. 3 Final for the pump station controls project. ***A Motion to approve PSI Payment Application No. 3 Final in the amount of \$55,786.08 was made by JSB and seconded by KDN. All members were in favor.***
 - b. *New LSA Grant Program will be active 9/1/2023 to 11/30/2023; list of several potential projects presented.*
 - c. *Notification that CEC will be performing surveying work within WBT as a sub-contractor.*

3. Solicitor
4. Committees
 - a. Finance – March / June / September / December
 - b. Operations – April / July / October / January
 - c. Planning – May / August / November / February
5. Administrator
 - a. Monthly Report. *Noted.*

Finances:

As of July 31, 2023:

1. Mid Penn Operating - \$87,165.82
2. Mid Penn Debt Service - \$105,321.10
3. Mid Penn Capital Reserve - \$1,653,425.71
4. Mid Penn DSRF - \$581,861.46
5. Mid Penn Grant Funding - \$183,898.21

6. Bills paid and to be ratified - \$176,681.60
7. Payroll for regular meeting for July 2023- \$4,797.21

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

Dates of Upcoming Meetings

Announcement made of upcoming Board of Supervisors meeting on September 21, 2023, and Municipal Authority meeting on Thursday, September 28, 2023 at 7:00 p.m.

WSC OR JSS WILL ATTEND BOS MEETING TO GIVE MA REPORT.

Adjournment

A Motion to adjourn the meeting was made by WSC and seconded by JSS. All members were in favor. The meeting adjourned at 8:13pm.

Respectfully submitted,

Anita Ferenz, Administrator