

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. Ferenz, *Administrator*

Meeting Minutes – August 13, 2020

Call to Order

The meeting was called to order by Chairman Sawicki at 7:01pm.

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

Engineer Bill Malin of Carroll Engineering, Solicitor Stacey Fuller of Gawthrop Greenwood and Administrator Anita Ferenz were also present.

Public Notification: An Executive Session was held during the meeting from 8:29pm to 8:44pm to discuss potential litigation. No action was taken.

Action on Minutes of Previous Meeting(s)

A Motion to approve the July 9, 2020 regular meeting minutes was made by KDN and seconded by JSB. All members present were in favor.

Public Comment: Potential Board Member Candidates. *None attended.*

Reports:

1. Operator
 - a. Monthly Report. *Brief review of report although lengthy discussion concerning extreme elevated flows from Culbertson Run PS to Beaver Creek PS. CEC to check field reports for pipe inspection; put developer on notice for extra flow and request inspection of entire sewer line to insure nothing has been damaged or inappropriately infiltrated into the lines.*
2. Engineer
 - a. Reeceville Road PS – update. *Summary provided: (1) building work is complete but no final inspection yet, gutter needs to be repaired on the northern side; (2) controls are ready for testing once motors are reinstalled in dry well; (3) generator due last week of August. Discussion on flooding in dry well.*
 - b. Ashberry PS – update. *Notice to Proceed issued on July 30, 2020; Phase I to be completed by 8/28/2020.*
 - c. FVPS, BCPS, and CRPS

- i. Quotes to complete recommended corrective actions. *Review and discussion of recommended work to be done, quotes received from Rogers Mechanical, Hirschberg Mechanical and Precision Mechanical Services and Cost Summary for Louver Replacement and Exhaust Pipe Insulation as prepared by CEC. A Motion to table consideration of recommendation until September meeting was made by JSB and seconded by WSC. All members present were in favor.*
 - d. TOA #1 – Culbertson Run and Swinehart Roads
 - i. Sanitary Sewer Improvement Escrow Release Worksheet dated June 17, 2020 and recommendation (CEC dated July 2, 2020). *Brief review. A Motion authorizing release of the requested escrow as recommended by CEC in their letter of 7/02/2020 was made by JSB and seconded by KDN. All members present were in favor.*
 - ii. Phase II sewer construction. *Review of Escrow Certification and Construction Cost Estimates as recommended by CEC in their letter of August 13, 2020. Brief discussion of collecting escrow funds during construction of Phase II vs just reimbursement. Escrow funds in the amount of \$50,000 will be required.*
 - e. TOA #2 – East Reeceville and Manor Roads. *Reimbursement Agreement with escrow to be issued to developer and signed prior to reviews beginning.*
 - f. Operator RFP. *Brief discussion of timing. Final review of document to be completed by Solicitor and Administrator by 8/21/2020; JSB and WSC to do final review. Miller to be advised that Operator RFP is being issued and they are welcome to bid.*
- 3. Solicitor – *Nothing additional to report.*
- 4. Administrator
 - a. Monthly informational report. *Noted*
 - b. Vietri Quote to remove temporary electrical equipment from RRPS dated July 7, 2020. *A Motion to approve the Vietri Quote dated 7/07/2020 to remove all electrical equipment and standby generator in the amount of \$5,710.00 was made by JSB and seconded by WSC. All members present were in favor.*

New Business. *None*

Finances:

As of July 31, 2020:

- 1. S&T Capital Expense - \$504,749.11
- 2. S&T Ashberry Reconstruction (grant) – \$36,607.76
- 3. Mid Penn DSRF - \$566,735.11
- 4. Mid Penn Operating - \$400,309.06
- 5. Mid Penn Debt Service - \$46,024.83
- 6. Mid Penn Capital - \$86,139.10
- 7. Bills paid and to be ratified

\$ 70,178.99	(regular operational expenses)
\$ 28,023.75	(RRPS fire related - construction)
\$ 16,018.63	(RRPS fire related – equipment)

8. Payroll for regular meeting for July 2020- \$4,969.82

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 August 20, 2020 and September 3, 2020, and Municipal Authority, on Thursday, September 10, 2020 at 7:00 p.m.

Administrator to provide BOS with email report.

Adjournment

A Motion to adjourn the meeting was made by JSB and seconded by JSS. All members present were in favor.

The meeting adjourned at 9:16pm.

Respectfully submitted,

Anita Ferenz, Administrator