

WEST BRANDYWINE TOWNSHIP MUNICIPAL AUTHORITY

Incorporated 1995

199 Lafayette Road, West Brandywine, PA 19320-1230

Sandra G. Martin, Chairman
Rick Tisa, Secretary
Kent D. Nation, Treasurer
Joseph Sawicki, Member

Joseph S. Boldaz, Vice Chairman/
Asst Secretary/Asst Treasurer
Anita M. Ferez, Administrator

Meeting Agenda for December 14, 2017

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)

- November 8, 2017 regular meeting

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

Correspondence/Communications (information to note)

1. Planning Committee meeting minutes of December 1, 2017.
2. Correspondence dated November 28, 2017 from Gawthrop Greenwood, PC with enclosed Notice of Condemnation and Memorandum of Recording for vacant land in fee for access driveway plus temporary construction easement.
3. Correspondence dated December 1, 2017 from Gawthrop Greenwood, PC with enclosed Amended Certificate of Service and Affidavit of Service for condemnation of vacant land in fee for access driveway plus temporary construction easement.
4. Correspondence dated December 12, 2017 from Carroll Engineering Corporation outlining rates for 2018 (no increase).

Reports

Operator

- a. Beaver Creek
- b. Ashberry

Engineer

- a. PA Small Water & Sewer Grant Program – authorization to proceed.
- b. Rules and Regulations.
- c. Draft Fee Schedule (in final form if ready to adopt).
- d. Ashberry driveway – need to reapply for HOP.
- e. Ashberry water – well vs public water line.

Solicitor

Administrator

- a. Banking – new capital account.
- b. BR&I Year End Transfer – should consider setting up BR&I policy; will need motion to accomplish transfer of surplus funds into BR&I and capital account if warranted.
- c. Mandatory connections – 1 complete, 2 pending applications.
- d. 5 Year Arbitrage Calculation – due 12/27/2017; will be submitted by that date.
- e. Computer / IT Assistance.
- f. Auditor RFP – discussion.
- g. Public relations / website – in process.

New Business

Resolutions:

04-2017	Establishment of 2018 Budget
05-2017	Establishment of 2018 Sewer Rates
06-2017	Establishment of Fees for Services

- 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 November 30, 2017: Friendship Village account balance was \$182,468.93 and Kimberwick account balance was \$178,775.05.

- 1. Friendship Village Sewer District- \$63,697.84 and ratified payments of \$10,312.74 (includes appraised value on condemnation action) made on 11/21/2017. Payroll of \$4,153.77 made 12/14/2017 for the month of November 2017.

Shared Service Agreement – breakdown for November 2017

Carroll Engineering Corporation – breakdown for October 2, 2017 to October 29, 2017

Dates of Upcoming Meetings

- 1. Board of Supervisors, on Thursday, December 21, 2017 and Tuesday, January 2, 2018, at 7:30 p.m.
- 2. Municipal Authority, Thursday, January 11, 2018 at 7:30 p.m.

WHO IS ATTENDING 12/21/2017 BOS MEETING TO GIVE REPORT?

Adjournment (time: _____)