

# 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. Ferenz, Administrator

## Meeting Minutes for July 13, 2017

### Call to Order

The meeting was called to order by Chairman Martin at 7:31pm.

### Pledge of Allegiance

### Roll Call of Board Members

Present at the meeting were Joseph S. Boldaz (JSB), Sandra G. Martin (SGM), Kent D. Nation (KDN), Joseph Sawicki (JS) and Rick Tisa (RT).

### Others Present

Engineer Bill Malin of Carroll Engineering Corporation, Solicitor Anthony Verwey and Administrator Anita Ferenz were present.

**Public Notification:** An executive session was held during this July 13, 2017 meeting to discuss real estate and potential legal matters.

### Action on Minutes of Previous Meeting(s)

*A Motion to accept the minutes of the June 8, 2017 regular meeting was made by JSB and seconded by KDN. All members present were in favor.*

**Public Comment (individuals requesting to be on the agenda):** *None*

### Correspondence/Communications (information to note)

1. PMAA June 2017 edition of "the Authority". *Noted*
2. Receipt of correspondence from PMAA requesting Notification of Voting Delegate & Alternate for Annual Meeting in September 2017. *Noted; SGM will be designated as the Voting Delegate and Administrator will be designated as the Alternate.*
3. Receipt of correspondence from DNB First regarding protecting against wire transfer fraud. *Noted*
4. Receipt of correspondence dated July 6, 2017 from TD Wealth Management providing notice of upcoming payment and wiring instructions for both the Series 2012 and the Series 2016 bonds. *A Motion to approve the payments to TD Wealth Management for Series 2012 and Series 2016 bonds, \$101,451.87 and \$89,038.80 respectively, was made by KDN and seconded by JSB. All members present were in favor.*

## Reports

### Operator

No one from Miller Environmental was in attendance but the board reviewed the written report provided. Wet wells are due for cleaning, two quotes provided and a third awaiting confirmation of inclusion of confined space in cost. A Motion to award the cleaning of the wet wells at all five pump stations be awarded to the lowest bidder, all work being equal and including requirements attendant with confined space was made by JSB and seconded by SGM. All members present were in favor. Discussion concerning the low pump run hours for pump 2 at Friendship Village pump station and need to reach some definitive conclusions on what is the problem. Discussion included what was reported by the Operator at the previous meeting, what tests could be performed to isolate the problem and why the suggested testing was not reported in the current report. Suggestion made to touch base with Gorman Rupp representative.

### Engineer

- a. PAWC charges – question from last meeting. *No specific reason, flows are higher, tariffs are holding steady.*
- b. Planning meeting – confirmation of July 25, 2017 date and attendees (SGM and JSB).

### Administrator

- a. PMAA Annual Conference – who is attending and which sessions. *Discussion among board members; JSB and SGM attending one day; Administrator to find out one day cost.*
- b. Act 537 status. *Revised plan is with DEP awaiting approval; Administrator to continue to monitor progress.*
- c. Informational flyers – (1) rag problem and (2) fats/oils/grease – pending. *JSB will resend.*
- d. Propane tanks – *Administrator switched ownership to the MA from the Township and scheduled required inspections; requested and received authority to fill tanks.*
- e. Sipple – *Board entered executive session to discuss.*

## New Business

1. **From the Board:**
  - a. Reeceville Road – depression and pothole within easement area of sewer gravity line. *Detailed discussion of action taken since sinkhole was discovered; i.e. soil probe to determine depth, filling in with small stone, and need for follow up monitoring. Option provided for possible opening up of roadway to determine cause although no evidence of sewer leakage from gravity line or manhole is evident. Engineer to provide scope of work to excavate, expose area surrounding pipe, add stone, compact and resurface roadway. A Motion to authorize Administrator to be MA designee for the e-permitting Business Partner account was made by SGM and seconded by JSB. All members present were in favor.*
2. **From the Floor:**
  - a. *None*

**Public Comments** (individuals not requesting to be on agenda) - *None*

## Payment of Bills / Account Balances

As of June 30, 2017: Friendship Village account balance was \$237,621.32 and Kimberwick account balance was \$93,324.41.

1. Friendship Village Sewer District- \$74,590.63 and ratified payments of \$2550.84 made on 6/22/2017. Payroll of \$3,604.58 made 7/13/2017 for the month of June 2017.

*A Motion to pay the bills as indicated and ratify those made on June 22, 2017 was made by JSB and seconded by KDN. All members present were in favor.*

P&L – January through June 2017 - *Noted*

Shared Service Agreement – breakdown for June 2017 - *Noted*

Carroll Engineering Corporation – breakdown for May 1, 2017 to May 28, 2017 - *Noted*

### **Dates of Upcoming Meetings**

Announcement was made of upcoming Board of Supervisors meetings on July 20, 2017 and August 3, 2017, and Municipal Authority meeting on Thursday, August 10, 2017 at 7:30 p.m.

**JSB WILL ATTEND 7/20/2017 BOS MEETING TO GIVE REPORT.**

### **Adjournment**

*A Motion to adjourn the meeting was made by JSB and seconded by KDN. All members present were in favor. The meeting adjourned at 9:15pm.*

Respectfully submitted,  
Anita Ferenz, Administrator