

# 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 Agenda – October 27, 2022

**Call to Order** (time: \_\_\_\_\_)

**Pledge of Allegiance**

**Roll Call of Board Members**

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

**Others Present**

Solicitor \_\_\_\_\_, Engineer \_\_\_\_\_, Operator \_\_\_\_\_ and Administrator \_\_\_\_\_

**Public Notification:**

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

- September 22, 2022 regular meeting

**Public Comment / Presentation**

**Reports:**

1. Operator
  - a. Monthly Report.
2. Engineer
  - a. Monthly Report – general operations.
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.
    - i. Portnoff Law Associates – updated fee schedule. Consider approval of Amendment to Letter of Engagement and approval/adoption of Resolution 07-2022.

- ii. Applied Micro Systems (billing program) – consider approval of 10/14/2022 Proposal to add direct debit payment option.

**New Business:**

- 1.

**Finances:**

As of September 30, 2022:

1. Mid Penn Operating - \$85,217.36
2. Mid Penn Debt Service - \$125,477.50
3. Mid Penn Capital Reserve - \$1,116,322.23
4. Mid Penn DSRF - \$571,690.98
5. Mid Penn Grant Funding - \$44,892.53
  
6. Bills paid and to be ratified - \$\_\_\_\_\_
7. Payroll for regular meeting for September 2022- \$4,770.01

**Dates of Upcoming Meetings**

1. Board of Supervisors on November 3, 2022 and **November 17, 2022** at 7:30 p.m.
2. Municipal Authority, on Wednesday, November 16, 2022 at 7:00 p.m.

**Adjournment** (time: \_\_\_\_\_)