

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 – September 10, 2020

Call to Order

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

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

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

Public Notification: *None*

Action on Minutes of Previous Meeting(s)

A Motion to approve the August 13, 2020 regular meeting minutes was made by JSB and seconded by WSC. All members present were in favor.

Public Comment: Potential Board Member Candidates

Francesca Crane, Doreen Sundelin and Joe Dell’Arciprete were in attendance and provided a brief background about themselves and why they are interested in the vacant position on the Authority Board of Directors. Administrator to schedule in-person meetings with each candidate plus two Board members.

Reports:

1. Operator
 - a. Monthly Report. *Brief overall review and inquiry about the number of non-routine activities; reiteration that flow sheets should accompany report.*

2. Engineer
 - a. Reeceville Road PS – update. *Detailed update provided on all drive issues; lengthy discussion surrounding whether further inspection should be scheduled to determine likelihood of acceptable repair or immediately approve replacement of the faulty drives. Engineer confirmed both VFD2 and 3 had ground faults, although electric and cables confirmed to be fine, and will need to be replaced along with the soft starters for each. Confirmed our pumps were running so they are not the issue. Vietri confirmed prior quote for VFD1 still good and there would be savings if two done at one time. A Motion to purchase and install two (2) variable frequency drives and reduced voltage starters in an amount not to exceed \$30,000.00 was made by JSB and seconded by KDN. All members present were in favor. Will not know*

about VFD4 until pump set 1 is running. Engineer and Solicitor to work on supplemental submission to insurance carrier due to additional costs and seeking reimbursement.

- b. *Ashberry PS – update. General update on status of project provided; pre-construction meeting held 9/9/2020 with contractor; force main line walked. Notice to Proceed was issued 9/10/2020. Contractor advises completion is still on target for 10/25/2020.*
- c. *Pump Station Generator Operations Status. Confirmation of prices for two Quotes for the next few months was received by CEC.*
- d. *TOA #1 – flow status. Detailed review of flow issues including discovery of differential between Culbertson and Beaver Creek pump stations, and steps taken thus far to investigate the problem including manhole inspection and lateral construction. Recommendation by CEC to televise the sewer mains and laterals. Letter to be prepared and sent by CEC to TOA identifying activities to date and requirement to televise the lines, both main and lateral; Township to be copied so that it can support MA and reinforce requirement.*

3. Solicitor

- a. *TOA Brandywine, Phase 2. Update provided regarding required agreements for Phase 2 of the project. A Motion to approve execution of the Phase 2 Developer’s Agreement and Phase 2 Financial Security Agreement was made by WSC and seconded by KDN. All members present were in favor.*
- b. *Operator RFP. Brief discussion on issuance of RFP, specifically the list of potential bidders. Engineer to post and send out to list of potential bidders on September 14, 2020.*

4. Administrator

- a. *Monthly informational report. Noted*
- b. *PA Small Water and Sewer Grant awarded to Authority in the amount of \$254,316.00. Expires 6/30/23. Board wishes to wrap up RRPS and Ashberry PS projects and then turn its attention to this grant.*

New Business:

- 1. *Close accounts held by S & T Bank. Brief discussion on closing accounts held at S&T Bank. A Motion approving the closure of the remaining open accounts held at S&T Bank (Capital, Ashberry PS Grant and Easy Escrow) was made by KDN and seconded by WSC. All members present were in favor.*

Finances:

As of August 31, 2020:

- 1. S&T Capital Expense - \$504,749.11
- 2. S&T Ashberry Reconstruction (grant) – \$36,621.37
- 3. Mid Penn DSRF - \$567,023.91
- 4. Mid Penn Operating - \$406,251.36
- 5. Mid Penn Debt Service - \$75,501.11
- 6. Mid Penn Capital - \$86,144.22

- 7. Bills paid and to be ratified
 - \$ 72,448.59 (regular operational expenses)
 - \$ 12,455.00 (RRPS fire related - construction)
 - \$ 25,715.33 (RRPS fire related – equipment)
 - \$ 7,824.74 (Motor damage/repair)

8. Payroll for regular meeting for August 2020- \$4,899.41

A Motion to pay and ratify invoices was made by KDN and seconded by JSB. All members present were in favor.

Dates of Upcoming Meetings

Announcement was made of upcoming Board of Supervisors meetings on September 17, 2020 and October 1, 2020, and Municipal Authority, on Thursday, October 8, 2020 at 7:00 p.m.

Administrator will provide email report to the BOS for their 9/17/2020 meeting.

Adjournment

A Motion to adjourn the meeting was made by JSS and seconded by JSB. All members present were in favor. The meeting adjourned at 9:27pm.

Respectfully submitted,

Anita Ferenz, Administrator