

WEST BRANDYWINE TOWNSHIP MUNICIPAL AUTHORITY

Incorporated 1995

198 Lafayette Road, West Brandywine, PA 19320-1230

Kent D. Nation, *Chairperson*
Scott A. Lauchlan, *Secretary*
William S. Clark, *Treasurer*

Joseph S Sawicki, *Vice-Chairman*
Joseph S. Boldaz, *Asst. Secretary/Treasurer*
Anita M. Ferenz, *Administrator*

Meeting Minutes – March 27, 2025

Call to Order

The meeting was called to order at 7:02 by Chairman Nation.

Roll Call of Board Members

Joe Boldaz (JB), Scott Lauchlan (SL), Kent Nation (KN) and Joe Sawicki (JS) were present. Will Clark was absent.

Others Present

Solicitor Stacey Fuller, Engineer Mark Yoder, Operator John Dean and Administrator Anita Ferenz were also in attendance.

Action on Minutes of Previous Meeting(s)

A Motion to approve the February 27, 2025 regular meeting was made by KN and seconded by JS. All members were in favor.

Public Comment / Presentation. None

Reports:

1. Operator
 - a. Monthly Report. Brief review of report with concentration on control issues at RRPS (see engineer report below).
2. Engineer
 - a. Monthly Report – general operations. Review of report including status of active developments, status of Chapter 94 report (submitted) and proposed new development Ridings of Hibernia with regard to options for connecting to the public sewer.
 - i. A lengthy presentation was made on options to connect Ridings of Hibernia to the public sewer including pump station locations, planning for future connections and need for developer to purchase capacity from PAWC. Letter to the BOS regarding potential expansion of the systems is to be prepared by CEC and reviewed by Solicitor.
 - ii. Traditions of America 3 - Board requests that developer attend and present plan to Authority, CEC review forthcoming. Should be no final plan approval by Board of Supervisors before pump station is designed and approved by Authority Board.
 - iii. RRPS has ongoing pump issues; Keystone Engineering was called in to investigate. Potential options were provided which included fixing as is or replacing. Replacement would cost more but would be more effective going forward.

3. Committees
 - a. Finance – March / June / September / December
 - b. Operations – April / July / October / January – site visit to be scheduled in the fall
 - c. Planning – May / August / November / February
4. Administrator
 - a. Monthly Report. Noted.

New Business:

1. Resolution 02-2025 Updated Fee Schedule effective 3/27/2025. A Motion to approve/adopt Resolution 02-2025 to update the fee schedule was made by JB and seconded by SL. All members were in favor.

Finances:

As of February 28, 2025:

1. Mid Penn Operating - \$286,480.17
2. Mid Penn Debt Service - \$78,762.62
3. Mid Penn Capital Reserve - \$877,829.77
4. Mid Penn DSRF - \$565,073.63

5. Bills paid and to be ratified (2/27/2025 to 3/27/2025) - \$102,761.84
6. Payroll for February 2025 - \$5,149.08

A Motion to pay/ratify the bills and expenses for 2/27/2025 to 3/27/2025 was made by SL and seconded by KN. All members were in favor.

Dates of Upcoming Meetings

Announcement made of Board of Supervisors meeting on April 17, 2025 (SL to attend) and Municipal Authority on Thursday, April 24, 2025 at 7:00 p.m.

Adjournment

A Motion to adjourn the meeting was made by JB and seconded by SL. All members were in favor. The meeting adjourned at 8:22pm.

Respectfully submitted,

Anita Ferenz, Administrator