

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*

Meeting Minutes – July 24, 2025

Call to Order

The meeting was called to order at 7:04pm by Chairman Nation.

Roll Call of Board Members

Will Clark (WC), Kent Nation (KN) and Joe Sawicki (JS) were present.

Others Present

Solicitor Stacey Fuller, Engineer Mark Yoder, Operator John Dean, Township Manager Dale Barnett, and Township Secretary Danielle Stoltzfus were in attendance.

Action on Minutes of Previous Meeting(s)

A Motion to approve the June 26, 2025 regular meeting minutes was made by WC and seconded by JS. All members were in favor.

Public Comment / Presentation. An Executive Session was held following the June 26, 2025 regular meeting to discuss personnel issues.

Reports:

1. Operator
 - a. Monthly Report. Brief review of report.
 - b. Motion to authorize the purchase of floats for three pump stations (Beaver Creek, Friendship Village, Culbertson) not to exceed \$600 made by JS, seconded by WC and approved unanimously. Operator to obtain quote for connection to Omnisite.
2. Engineer
 - a. Monthly Report – general operations. Review of report including development status.
 - b. Reeceville PS – VFD Replacement. Motion to approve proposal from Kendall Electric and Keystone Engineering set forth in Engineer's email dated July 23, 2025 in the amount of \$17,209.92 made by JS, seconded by WC and approved unanimously.
 - c. TOA I Dedication - Engineer to confirm that everything submitted for dedication.
3. Solicitor – N/A
4. 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

5. Administrator
 - a. N/A

New Business:

1. Designate the responsibilities for operations and administration of the Municipal Authority. Discussions were had with the Township Manager as to the handling of Authority business moving forward. Township is processing payment of bills and will work on chart of estimated costs so Township and Authority can enter into a cost-sharing agreement. Consensus of the Board to move forward with an agreement with the Township for administrative functions.

Finances:

As of June 30, 2025:

1. Mid Penn Operating - \$149,802.54
2. Mid Penn Debt Service - \$107,525.35
3. Mid Penn Capital Reserve - \$885,631.04
4. Mid Penn DSRF - \$570,095.43
5. Mid Penn Grant Funding - \$12,791.98
6. Bills paid and to be ratified (6/27/2025 to 7/24/2025) - \$197,955.61
7. Payroll for June 2025 - \$5,132.39

A Motion to pay/ratify the bills and expenses was made by WC and seconded by JS. All members were in favor.

Dates of Upcoming Meetings

Announcement made of Board of Supervisors meeting on August 21, 2025 (JS to attend) and Municipal Authority meeting on Thursday, August 28, 2025 at 7:00 p.m.

Adjournment

A Motion to adjourn the meeting was made by KN and seconded by JS. All members were in favor. The meeting adjourned at 8:05pm.