

WEST BRANDYWINE TOWNSHIP MUNICIPAL AUTHORITY

Incorporated 1995

198 Lafayette Road, West Brandywine, PA 19320-1230

Francesca J. Crane, *Chairperson*
William S. Clark, *Secretary*
Joseph S Sawicki, *Treasurer*

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

Meeting Minutes – January 23, 2025

Call to Order

The meeting was called to order by Chairman Nation at 7:11pm.

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, Engineers Mark Yoder and Bill Malin, Operator John Dean and Administrator Anita Ferenz were also present.

Action on Minutes of Previous Meeting(s)

A Motion to approve the minutes of the December 18, 2024 regular meeting was made by JB and seconded by KN. All members were in favor.

Public Comment / Presentation.

Frank & Catherine Keegan (135 Culbertson Run Road) and Mike & Jennifer Gonzalez (131 Culbertson Run Road) were in attendance to speak with the Board about the Culbertson Run pump station, specifically the recently installed hatches and curb stops as well as odor. There was a lengthy discussion of Mr. Keegan's contention that there is an agreement that says nothing can be done above ground at the pump station. Mr. Keegan had a copy of a 2005 agreement; however, the Authority does not have a copy and Mr. Keegan refused to give the Authority a copy although it was requested. As for the odor, the Operator advised that, while a sewage pump station will have an odor; the Authority has been increasing the odor control chemical with little to no change. The Authority will await receipt of the 2005 agreement from Mr. Keegan before determining anything on the hatches or curb stops.

Reports:

1. Operator

- a. Monthly Report. Brief review of report noting that springs provided with the new air release valves were the wrong size; to be swapped for the correct size.

2. Engineer

- a. Monthly Report – general operations. Brief review of report noting (1) all hatches have been installed and once payroll certifications are received final payment application will be presented for approval, (2) still awaiting revised letter from Premium Power for the generator grant reimbursement, and (3) update on all developments. A rate study/revenue projection presentation was made with various scenarios and assumptions of future growth or lack thereof.

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 – plan to meet when Ridings at Hibernia or TOA III pump station plans are submitted.

4. Administrator

- a. Monthly Report. Noted.

New Business: None

Finances:

As of December 31, 2024:

- 1. Mid Penn Operating - \$229,002.34
- 2. Mid Penn Debt Service - \$17,056.43
- 3. Mid Penn Capital Reserve - \$874,075.61
- 4. Mid Penn DSRF - \$562,657.02

- 5. Bills paid and to be ratified (12/18/2024 to 1/23/2025) - \$52,018.04
- 6. Payroll for December 2024 - \$5,237.20

A Motion was made to pay/ratify the bills and expenses for December 2024 was made by JB and seconded by JS. All members were in favor.

Dates of Upcoming Meetings

Announcement made of upcoming Board of Supervisors meeting on February 20, 2025 (KN will attend) and Municipal Authority meeting on Thursday, February 27, 2025 at 7:00 p.m.

Adjournment

A Motion to adjourn the meeting was made by JB and seconded by JS. All members were in favor. The meeting adjourned at 8:23pm.

Respectfully submitted,

Anita Ferez, Administrator