

# 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 – May 22, 2025

### Call to Order

The meeting was called to order at 7:00pm by Chairman Nation.

### Roll Call of Board Members

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

### Others Present

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

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

A Motion to approve the April 24, 2025 regular meeting minutes was made by WC and seconded by JS. All member were in favor.

**Public Comment / Presentation.** An Executive Session was held at the end of the meeting to discuss personnel issues (7:51pm to 8:42pm).

### Reports:

1. Operator
  - a. Monthly Report. Brief review of report. Gayle Corp offered to review and check equipment health; EEMA to set up.
2. Engineer
  - a. Monthly Report – general operations. Review of report including development status and need to modify existing easement for 1456 Horseshoe Pike contained in 2011 Deed of Dedication with regard to the Reserve at Cross Creek development; Solicitor to handle.
    - i. TOA #3 – revised land development plans as well as pump station plans were submitted for review; developer team to attend June meeting to discuss.
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. Monthly Report. Review of report including status of grant reimbursements, township request to reduce tap-in fee for one last mandatory connection, and status of audit.

**New Business:**

1. Generator Service Proposal dated 5/9/2025 from Premium Power Services. A Motion to accept the Generator Service Proposal from Premium Power Services LLC dated 5/9/2025 in the amount of \$4,862.00 to perform the annual preventative maintenance on all five generators was made by JB and seconded by SL. All members were in favor.
2. Consider a reduced tap-in fee for 39 Connies Drive. See Administrator's report. Administrator to ask Township Manager to attend June meeting.
3. Consider allowing June payroll for the Authority to be submitted 6/27/2025 for payment on 6/30/2025. Payroll for Administrator and Bookkeeper for June 2025 to be submitted on 6/27/2025.

**Finances:**

As of April 30, 2025:

1. Mid Penn Operating - \$303,491.46
2. Mid Penn Debt Service - \$141,584.70
3. Mid Penn Capital Reserve - \$881,721.78
4. Mid Penn DSRF - \$567,578.98
  
5. Bills paid and to be ratified (4/25/2025 to 5/22/2025) - \$85,820.16
6. Payroll for April 2025 - \$5,186.66

A Motion to pay/ratify the bills and expenses for 4/25/2025 to 5/22/2025 was made by SL and seconded by WC. All members were in favor.

**Dates of Upcoming Meetings**

Announcement made of Board of Supervisors meeting on June 19, 2025 (SL to attend) and Municipal Authority meeting on Thursday, June 26, 2025 at 7:00 p.m.

**Adjournment**

A Motion to adjourn the meeting was made by JS and seconded by JS. All members were in favor. The meeting adjourned at 8:43pm.

Respectfully submitted,

Anita Ferenz, Administrator