

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 – September 25, 2025

Call to Order

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

Roll Call of Board Members

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

Others Present

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

Action on Minutes of Previous Meeting(s)

A motion to approve August 28, 2025, regular meeting minutes was made by WC and seconded by KN. All members were in favor.

Public Comment / Presentation.

- Wawa/Janiec – Joe Schorn will be in attendance.

Motion: No action taken

Reports:

1. Operator
 - a. Monthly Report. Brief review of report.
 - b. 2026 Proposal of Operations – Proposal was submitted for review by the Authority.
2. Engineer
 - a. Monthly Report – general operations.
 - b. 500 Hibernia Supplemental Sewer Planning
Motion: No action was taken
3. Solicitor
 - a. Resolution 03-2025 Adopt an Open Records Policy
Motion: WC made a motion to adopt Resolution 03-2025 Open Records Policy. JS seconded the motion. All aye
 - b. Resolution 04-2025 Appointing Open Records Officer
Motion: WC made a motion to adopt Resolution 04-2025 Open Records Officer; Bonnie Lucy. JS seconded the motion. All aye.

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. Brief review of financial report.
- b. Special Water Meters.
- c. Pennsylvania One Call Joint Membership for WBTMA/WBT authorization.

Motion: WC approved the PA One Call Joint Membership for WBTMA/WBT authorization.
JS seconded the motion. All aye.

Old Business:

- 1. Hutter of 39 Connies Drive – Mandatory Connection
Motion: No action was taken.
- 2. 704 E Reeceville Road – sanitary sewer service application
Motion: No action was taken.

Finances:

As of August 31, 2025:

- 1. Mid Penn Operating - \$209,987.68
- 2. Mid Penn Debt Service - \$170,618.86
- 3. Mid Penn Capital Reserve - \$889,491.58
- 4. Mid Penn DSRF - \$572,581.57
- 5. Mid Penn Grant Funding - \$12,847.76
- 6. Bills paid and to be ratified (8/29/2025 to 9/30/2025) - \$111,756.02
- 7. Payroll for August 2025 - \$1,377.56

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

- 1. Board of Supervisors meeting on Thursday, October 16, 2025 at 7:30 p.m.
- 2. Municipal Authority meeting on Thursday, October 23, 2025, at 7:00 p.m.

Adjournment

A Motion to adjourn the meeting was made by JS and seconded by WC. All members were in favor. The meeting adjourned at 8:36pm.

Respectfully submitted

Danielle Stoltzfus