

# 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 – April 24, 2025

### Call to Order

The meeting was called to order at 7:01pm by Chairman Nation.

### Roll Call of Board Members

Will Clark (WC), Scott Lauchlan (SL), Kent Nation (KN) and Joe Sawicki (JS) were present. Joe Boldaz 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 March 27, 2025 regular meeting minutes was made by KN and seconded by SL. All members were in favor.

### Public Comment / Presentation. None

### Reports:

1. Operator
  - a. Monthly Report. Review of report and maintenance performed during April. Discussion on function of VFDs and soft starters due to the recent alarms.
2. Engineer
  - a. Monthly Report – general operations. Review of report and status of developments. TOA #1 needs final punch list items completed and easement exhibits/legal descriptions to be sent to Authority solicitor. TOA #3 pump station plan needs to be submitted for review and discussion. CEC drafted letter to the Township regarding Ridings of Hibernia sewer connections needs final review by JB.
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. Review of report.

**New Business:**

1. Share Services Agreement with the Township for Administrative Support. Administrator to provide job descriptions for administrator and bookkeeper to solicitor for assistance in preparation of Agreement. Meeting with solicitor, JB, KN and the Township is needed to finalize details of transition.

**Finances:**

As of March 31, 2025:

1. Mid Penn Operating - \$240,386.74
2. Mid Penn Debt Service - \$109,200.79
3. Mid Penn Capital Reserve - \$879,805.49
4. Mid Penn DSRF - \$566,345.43
  
5. Bills paid and to be ratified (3/27/2025 to 4/24/2025) - \$54,046.31
6. Payroll for March 2025 - \$5,299.75

A Motion to pay/ratify the bills and expenses for 3/27/2025 to 4/24/2025 was made by WC and seconded by SL. All members were in favor.

**Dates of Upcoming Meetings**

Announcement of Board of Supervisors meeting on May 15, 2025 (KN to attend) and next Municipal Authority meeting on Thursday, May 22, 2025 at 7:00 p.m.

**Adjournment**

A Motion to adjourn the meeting was made by SL and seconded by WC. All members were in favor. The meeting adjourned at 7:48pm.

Respectfully submitted,

Anita Ferenz, Administrator