

# 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 – February 27, 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 and Administrator Anita Ferenz were also in attendance.

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

A Motion to approve the January 23, 2025 reorganization and regular meeting minutes was made by JS and seconded by WC. All members were in favor.

**Notification:** An Executive Session was held to discuss personnel matters from 7:35pm to 8:09pm.

**Public Comment / Presentation.** None

### Reports:

1. Operator
  - a. Monthly Report. Brief review of report; faulty rotation assembly at FVPS to be swapped out with new one in inventory and faulting one to be evaluated by Deckman for possible refurbishment.
2. Engineer
  - a. Monthly Report – general operations. Review of report on various operational issues and update on status of developments; specifically TOA #3 with regard to the planning module package, receipt of revised land development plans and the fact that we are still awaiting a full pump station plan set. Brief review of Capacity Allocations and Usage table as we proceed with developments and how it affects our agreement with PAW.
    - i. Consider Worth & Company Payment Application No. 2 for the hatch replacement project. Review of final payment application from Worth & Company. A Motion to approve Payment Application No. 2 of Worth & Company in the amount of \$22,993.00 was made by SL and seconded by WC. All members were in favor.

3. Solicitor
  - a. CRPS / Memorandum Agreement. Brief update on what is believed to be the Memorandum Agreement Mr. Keegan had with him at the January meeting although the Authority and/or Solicitor have not yet received a copy from Mr. Keegan.
  
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. Meeting set up for 3/11/2025 at 3:30pm.
  
5. Administrator
  - a. Monthly Report. Noted; brief discussion of need to revise escrow calculations so payment requests for Reserve at Cross Creek match financial institution balances.

**New Business:** None

**Finances:**

As of January 31, 2025:

1. Mid Penn Operating - \$273,486.92
2. Mid Penn Debt Service - \$56,457.33
3. Mid Penn Capital Reserve - \$876,048.87
4. Mid Penn DSRF - \$563,927.24
  
5. Bills paid and to be ratified (1/24/2025 to 2/27/2025) - \$112,330.95
6. Payroll for January 2025 - \$5,415.95

A Motion to pay/ratify the bills and expenses for 1/24/2025 to 2/27/2025 was made by WC and seconded by SL. All members present were in favor.

**Dates of Upcoming Meetings**

Announcement of Board of Supervisors meeting on March 20, 2025 (SL to attend) and Municipal Authority meeting on Thursday, March 27, 2025 at 7:00 p.m.

**Adjournment**

A Motion to adjourn the meeting was made by WC and seconded by JS. All members were in favor. The meeting adjourned at 8:11pm.

Respectfully submitted,

Anita Ferenz, Administrator