

WEST BRANDYWINE TOWNSHIP MUNICIPAL AUTHORITY

Incorporated 1995

198 Lafayette Road, West Brandywine, PA 19320-1230

Joseph Sawicki, *Chairman*
Sandra G. Martin, *Secretary*
Kent D. Nation, *Treasurer*

Joseph S. Boldaz, *Vice-Chairman*
William S. Clark, *Asst. Secretary/Treasurer*
Anita M. Ferenz, *Administrator*

Meeting Minutes – November 11, 2020

Call to Order

The meeting was called to order by Chairman Sawicki at 7:03pm.

Roll Call of Board Members

Joe Boldaz (JSB), Will Clark (WSC), Francesca Crane (FC), Kent Nation (KDN) and Joe Sawicki (JSS) were present.

Others Present

Engineers Bill Malin and Chris Peterson of Carroll Engineering, Solicitor Stacey Fuller of Gawthrop Greenwood and Administrator Anita Ferenz were also present.

Public Notification: The Board held an executive session from 8:01pm to 8:14pm to discuss potential litigation.

Action on Minutes of Previous Meeting(s)

A Motion to approve the October 8, 2020 regular meeting minutes was made by JSB and seconded by WSC. All members present were in favor.

Public Comment: None.

Reports:

1. Operator

- a. Monthly Report. *Brief discussion on cause of CRPS false alarms and past excessive flow from CRPS to BCPS. It appears the flows are back to normal although we will continue to monitor flows for any infiltration.*

2. Engineer

- a. Ashberry PS – update.
 - i. Adams driveway paving – *updated quote. Review of revised proposal which is less than what was previously approved. CEC to review plan with property owner and Administrator to authorize Charlestown Paving to proceed.*
 - ii. *Blooming Glen request for extension – review of email provided by Chris Peterson with regard to delays at site due to excessive water and request for extension from 11/6/2020 to 11/20/2020. Potential issue with riser section on the wet well; awaiting demotion of the wet well top to determine further needs. CEC to issue a Work Change Directive and then follow up separately with Change Order at time of final payment.*
 - iii. *Receipt and review of Application for Payment No. 1 from Blooming Glen as well as recommendation from CEC to authorize payment in the requested amount. A Motion*

to approve Application for Payment No 1 as submitted by Blooming Glen as recommended by CEC was made by KDN and seconded by WSC. All members present were in favor.

- b. Operator RFP – status. Review of bids received and tables provided by CEC showing monthly cost breakdown as well as requirements compliance. Bill Malin provided his personal summary and recommendation. WSC and JSS also provided input. Administrator to set up in-person interviews with Inframark, Select and EEMA requesting operator to be assigned and maintenance person to be in attendance. CEC to follow up with any missing information. JSB to pull together a list of questions to ask at interview. WSC and KDN to attend interview. Board to award contract at December meeting.*
- c. Pump Station Generator Operations Status. Brief discussion and agreement to table this issue until the spring. A Motion to table the matter until the February 2021 meeting was made by JSS and seconded by KDN. All members present were in favor.*
- d. Culbertson Run PS – upgrade of OIT (screen). Review of issue and proposal by Keystone Engineering dated November 9, 2020, brief discussion. A Motion to accept the proposal of Keystone Engineering dated November 9, 2020 to remove the existing OIT at CRPS, replace it with an OIT that will be compatible to the future control panel replacement project and set up temporary programming was made by JSB and seconded by KDN. All members present were in favor.*
- e. Friendship Village PS – flow meter replacement. Follow up review of options – ultrasonic vs mag meter (in kind) as provided in Bill Malin email of 11/9/2020. Recommendation to order meter and then request additional quotes for the installation work. Brief review of installation process. CEC to obtain additional quotes.*
- f. Proposed 2021 Rate Schedule. Detailed explanation of the study and brief discussion of initial proposal from CEC, including need to keep rates steady. CEC to further refine and return to Board in December for approval.*
- g. Sewer Options for potential development – TOA. In response to inquiries from TOA about other developable sites within West Brandywine Township located off Swinehart and East Reeceville Roads, sewer options were broadly explored by CEC with the developers engineer. Review of summary provided by Bill Malin in email dated 11/9/2020. Further discussion about future expansion into existing neighborhoods as opportunities arise from new development. Recommendation that planning sessions be revived and the Authority be proactive with sewer planning, including approaching the BOS with recommendations. Administrator will set up planning sessions beginning in January.*

3. Solicitor

- a. Notice to Miller Environmental of Intent to Not Renew Contract in 2021. Brief discussion of need to provide notice and time frame within which to do so. A Motion authorizing Administrator to send Notice to Miller Environmental with the Authority's intent not to renew the current contract into 2021 was made by KDN and seconded by WSC. All members present were in favor. Notice to be forwarded November 30, 2020.*

4. Administrator

- a. Monthly informational report. Noted; discussion of RRPS insurance claim and current out-of-pocket monies. CEC to pull all reports and recommendations together showing actual costs expended for use in requesting additional funding from the insurance company.*
- b. CEC Letter regarding hourly billing rates for 2021. Noted*

