

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 –November 19, 2025

Call to Order

The meeting was called to order at 7:03pm 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 (JB) was absent.

Others Present

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

Action on Minutes of Previous Meeting(s)

A motion to approve October 23, 2025 regular meeting minutes was made by JS and seconded by SL. All members were in favor.

Public Comment / Presentation.

- David Biddison presented his final plan for TOA#3.
SL made a motion to approve the Traditions of America – Horseshoe Run Final plans with the following conditions:
 1. The Developer shall resolve all outstanding items identified in the Carroll Engineering Corporation review letter dated November 19, 2025 to the satisfaction of the Authority Engineer.
 2. The Developer shall submit a copy of the Open Space Management Plan to the Authority Engineer for review of the plan's impact on sanitary sewers and sewer easements.
 3. The legal description and associated exhibits for the required Sanitary Sewer Easements have been approved by the Authority. The Developer shall provide the Authority Solicitor a copy of the HOA Declaration for review to confirm the easements for the benefit of the Authority set forth in said Declaration are to the satisfaction of the Authority Solicitor and shall acknowledge its obligation to provide as-builts of the constructed sanitary sewer lines and pump station and corresponding easement documents for recording following completion of construction and dedication of those improvements.

4. Prior to the release of the Plan for recording, the Developer shall execute a Developer's and Financial Security Agreement - Phase 1 in a form acceptable to the Authority and its Solicitor. A Developer's and Financial Security Agreement for Phases 2 and Phase 3 shall be executed as a condition precedent to the commencement of work in each respective phase.
5. Prior to the release of the Plan for recording, the Developer shall establish an escrow account with the Authority in an amount satisfactory to the Authority to cover the cost of inspections related to the Plan improvements (and, when necessary, future plan review) for Phase 1 and shall post financial security to secure the completion of Plan improvements for Phase 1. Separate escrow accounts and financial security for Phases 2 and Phase 3 shall be established as a condition precedent to the commencement of work in each respective phase.
6. If the Developer wishes to reserve sewer capacity for the 264 EDUs required for the development, the Developer shall execute a Sewer Reservation Agreement to the satisfaction of the Authority Solicitor.

KN seconded the motion. All members were in favor.

Reports:

1. Operator
 - a. Monthly Report. Brief review of report was presented by John Dean.
2. Engineer
 - a. Monthly Report – general operations were discussed by Mark Yoder.
 - b. The 2026 draft budget was reviewed.
3. Solicitor
 - a. The 2026 Legal Fees for the solicitor were presented. WC made a motion to authorize the Chair to sign the fee schedule. SL seconded the motion. All members were in favor.
 - b. SL made a motion to authorize the solicitor to send a Notice of Intent to reappoint EEMA O&M Services Group for 2026. WC seconded the motion. All members were in favor.
4. Committees
 - a. Finance – March / June / September / December meeting to be scheduled to discuss budget.
 - b. Operations – April / July / October / January
 - c. Planning – May / August / November / February
5. Administrator
 - a. Monthly Report. Brief review of financial report.
 - b. Discussed the Pennsylvania American Water notice regarding the proposed rate increase.

Old Business:

1. Tom Eells was late to the meeting. He asked questions about the 301 Reeceville Road depression. The Board members discussed the progress of the Municipal Authority, Township, and PennDOT coordination.

Finances:

As of October 31, 2025:

1. Mid Penn Operating - \$236,475.77
2. Mid Penn Debt Service - \$219,735.59
3. Mid Penn Capital Reserve - \$900,380.18
4. Mid Penn DSRF - \$575,203.53
5. Mid Penn Grant Funding - \$12,906.59
6. Bills paid and to be ratified (11/1/2025 to 11/30/2025) - \$89,531.33
7. Payroll for October 2025 - \$1,714.28

A motion to pay/ratify the bills and expenses was made by SL and seconded by WC. All members were in favor.

Dates of Upcoming Meetings

1. Board of Supervisors meeting on Thursday, November 20, 2025 at 7:30 p.m. JS attending.
2. Municipal Authority meeting on **Wednesday, December 17, 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 9:00 pm.

Respectfully submitted



Bonnie Lucy