

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 – August 28, 2025

Call to Order

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

Roll Call of Board Members

Will Clark (WC), Scott McLaughlin (SM) Kent Nation (KN) and Joe Sawicki (JS) were present.

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 the July 24, 2025 regular meeting minutes was made by KN and seconded by JS. All members were in favor.

Public Comment / Presentation.

- Traditions of America #3 603, 604, 608 E. Reeceville Road: Final Sewer Plan Presentation
Motion: KN made a motion to grant final plan approval of the plan dated December 16, 2022, and last revised August 22, 2025, subject to satisfaction of any outstanding issues in the June 12, 2025, review letter from Carroll Engineering and July 9, 2025, review letter of the pump station as well as the standard agreements that would be executed with the authority. SL seconded the motion. All aye.

Reports:

1. Operator
 - a. Monthly Report. Brief review of report.
2. Engineer
 - a. Monthly Report – general operations. Review of report including development status.
 - b. Consider signing the DEP permit application for TOA#3
Motion: JS made a motion to submit the application for Water Quality Management for modifications to take place for Beaver Creek Run Sewer System. SL seconded the motion. All aye.
3. Solicitor – N/A
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. **Motion:** SL to authorize the Solicitor prepare an RFP for an Auditor for 2025. WS seconded the motion. All aye.
- c. **Motion:** SL made a motion to approve the amount of \$3,750 for the current information of QuickBooks to be transferred over to the AMS software. JS seconded the motion. All aye.

Old Business:

Finances:

As of July 31, 2025:

1. Mid Penn Operating - \$249,689.99
2. Mid Penn Debt Service - \$107,767.36
3. Mid Penn Capital Reserve - \$887,624.32
4. Mid Penn DSRF - \$571,378.54
5. Mid Penn Grant Funding - \$12,820.77
6. Bills paid and to be ratified (6/27/2025 to 7/24/2025) - \$131,091.75
7. Payroll for June 2025 - \$1,173.51

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

Dates of Upcoming Meetings

Board of Supervisors meeting on September 4, 2025 (SL to attend)

Municipal Authority meeting on Thursday, September 25, 2025 at 7:00 p.m.

Adjournment

A Motion to adjourn the meeting was made by JS and seconded by KN. All members were in favor. The meeting adjourned at 8:35pm.

Respectfully submitted,

Danielle Stoltzfus