

**MINUTES OF THE REORGANIZATION MEETING OF THE
WEST MANCHESTER TOWNSHIP AUTHORITY,
JANUARY 3, 2022**

Meeting called to order by acting chair, Jim Bentzel, Jr. at 6:05 PM in the Authority offices. Present in the office were James Bentzel and Dale Hamme. Present via ZOOM were Gene Williams, Jake Javitt, and W. Lee Woodmansee.

MOTION by Hamme, Second by Williams to appoint James Bentzel as Chair of the Authority for 2022. Motion approved unanimously.

MOTION by Hamme, Second by Javitt to appoint Hamme as Vice-Chair, Javitt as Treasurer; Woodmansee as Secretary; and Williams as Asst. Secretary/Treasurer for 2022. Motion approved unanimously.

MOTION by Woodmansee, Second by Javitt to meet at the times and places to be listed in the Township's advertised meeting schedule for 2022. Motion approved unanimously.

MOTION by Williams, Second by Hamme to appoint Blakey, Yost, and Rausch as Authority Solicitor for 2022 at a rate of \$160/hr. with John Baranski as primary contact and Charles Rausch as alternate contact. Motion approved unanimously.

MOTION by Javitt, Second by Williams to appoint Reinsel, Kuntz and Leshner (RKL) as the Authority Auditors to audit the 2021 books for the Authority

MOTION by Bentzel, Second by Hamme to appoint Buchart-Horn as Authority Engineer for 2022 with Diana Young as primary contact. Motion approved unanimously.

MOTION by Woodmansee, Second by Javitt to name PNC Bank as depository for Water Revenue funds for 2022. Motion approved unanimously.

MOTION by Bentzel, Second by Javitt to name the Pennsylvania Local Government Investment Trust as depository for Authority Capital Reserve funds for 2022. Motion approved unanimously.

MOTION by Bentzel, Second by Hamme to set the following salaries and wages for 2022: John Horvatinovich, a salary of \$87,627.99 for 2022; Steve Smith, a salary of \$61,568.45 for 2022; Judith Eyler, an hourly rate of \$21.47/hr. and 54 cents a meter for meter readers in 2022. Motion approved unanimously. Woodmansee asked if the Board had given any thought to use performance appraisals to develop yearly raises.

MOTION by Bentzel, Second by Woodmansee to set the work week; time off and leave policy; and all other personnel policies as dictated by the West Manchester Township Authority Employee Policy dated January 1, 2020. Motion approved unanimously.

Motion by Javitt, Second by Williams to compensate Authority members and all staff at the IRS

approved mileage rate of 58.5 cents per mile, to be changed if the official IRS rate changes. Motion approved unanimously.

The Board addressed Goals for 2022.

Goals for 2021 were as follows:

1. Completion of locating valve boxes for each house in the water system using GPS locations and/or physical measurements (Mr. Horvatinovic);
2. Construction of new meeting room and office remodeling (Mr. Williams);
3. Review and update Water Rules and Regulations (Mr. Hamme and Mr. Williams);
4. Review and updating work instructions for water treatment/distribution tasks (Mr. Smith);
5. Create and reviewing work instructions for administrative tasks (Mr. Horvatinovic);
6. Develop plan for multi-year installation and/or replacement of all shut-off valves and fire hydrants for older hydrants not having shut off valves (Horvatinovic);
7. Complete revisions to the Authority web site; (Woodmansee)

Goals for 2022 are as follows:

- 1) Completion of house valve locations by the March Authority meeting.(Horvatinovic);
- 2) Garage repairs to be completed as soon as possible (Williams/Horvatinovic);
- 3) Schedule the fire hydrant valves to be completed by year (Horvatinovic);
- 4) Develop a list of water mains by material, size, and locations (Horvatinovic); and
- 5) Analysis of equipment inventory to determine if any should be sold, replaced; or bought (Horvatinovic)

MOTION by Javitt, second by Williams to set 2022 goals as listed. Motion approved unanimously.

The Authority was re-chartered in 2000. Charter term is 50 years.

Mr. Horvatinovic's Water Certification expires 3/31/2022.

Mr. Smith's Water Operator Certification expires 9/30/2024.

Cellular Lease Anniversaries this year:

- 1 Shentel- September 2022-3% increase;
- 2 AT&T- November 2022- 3% increase;
- 3 Clearwire- no increase in 2022
- 4 Verizon- 15% increase in July 2026

MOTION by Hamme, Second by Williams to adjourn. Motion approved unanimously.

ADJOURNMENT:

MOTION to adjourn made by Mr. Williams and seconded by Mr. Hamme. Motion passed unanimously.

Meeting was adjourned at 10:15 PM.

Respectfully submitted,

W. Lee Woodmansee, Secretary