

**MINUTES OF THE REORGANIZATION MEETING OF THE
WEST MANCHESTER TOWNSHIP AUTHORITY,
JANUARY 16, 2023**

Meeting called to order by acting chair, Jim Bentzel, Jr. at 7:00 PM in the Authority offices. Present in the office were James Bentzel, Lee Woodmansee, Gene Williams, Scott Thomassy, and Melissa Smith.

MOTION by Mr. Williams, second by Mr. Thomassy to appoint James Bentzel as Chair of the Authority for 2023. Motion approved unanimously.

MOTION by Mr. Bentzel, second by Mr. Thomassy to appoint Mr. Williams as Vice-Chair, Mr. Thomassy as Treasurer; Mr. Woodmansee as Secretary; and Ms. Smith as Asst. Secretary/Treasurer for 2023. Motion approved unanimously.

MOTION by Mr. Woodmansee, second by Mr. Bentzel to meet at the times and places as listed in the Township's advertised meeting schedule for 2023. Motion approved unanimously.

MOTION by Mr. Bentzel, second by Mr. Williams to appoint MPL as Authority Solicitor for 2023 with John Baranski as primary contact and Charles Rausch as alternate contact. Motion approved unanimously.

MOTION by Mr. Bentzel, second by Mr. Thomassy to appoint RKL as the Authority Auditor to audit the 2022 books for the Authority. Motion approved unanimously.

MOTION by Mr. Woodmansee, second by Mr. Bentzel to appoint Buchart-Horn as Authority Engineer for 2023 with Diana Young as primary contact. Motion approved 4-0 with Mr. Thomassy abstaining.

MOTION by Mr. Bentzel, second by Mr. Williams to name PNC Bank as depository for Water Revenue funds for 2023. Motion approved unanimously.

MOTION by Mr. Woodmansee, second by Mr. Williams to name PLGIT as depository for Authority Capital Reserve funds for 2023. Motion approved unanimously.

MOTION by Mr. Bentzel, second by Mr. 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 Mr. Woodmansee, second by Mr. Williams to compensate Authority members and all staff at the 2023 IRS approved mileage rate, to be changed if the official IRS rate changes. Motion approved unanimously.

The Board addressed Goals for 2023.

Goals for 2023 are as follows:

1. Review of office changes to replace bathrooms and refurbish the office as well as re-visit the estimated costs of construction of new meeting room. (Mr. Williams and Mr. Woodmansee);

3. Review, finalize, and adopt updated Water Rules and Regulations (Mr. Horvatinovic and Mr. Baranski);
4. Finalize updated work instructions for water treatment/distribution tasks (Mr. Bentzel, Mr. Horvatinovic, and Mr. Smith);
5. Create and reviewing work instructions for administrative reporting tasks (Mr. Horvatinovic and Mr. Bentzel);
6. Develop written 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. Develop possible pipe replacement projects to develop projects that can be constructed if/when construction grants become available (Mr. Horvatinovic and Mr. Smith).
8. Docket renewal for well #8 (Ms. Young and Mr. Horvatinovic).
9. Training for identifying lead service lines (Mr. Smith and Mr. Horvatinovic).
10. Develop and implement plan to acquire necessary office equipment, including check scanner, to streamline office procedures (Mr. Thomassy, Me. Eyler, and Ms. Brauer).
11. Investigate pricing and services at other banks (Mr. Thomassy).
12. Investigate ways to encourage more customers to pay bills on-line.
13. Look at developing a new water rate hike schedule (Board).
14. Begin the process of identifying and disposing of old records per Resolution 2022-2 (Ms. Smith and Mr. Horvatinovic).
15. Contact property owners near the intersection of Baker and Taxville Rds.to educate them on the advantages of using Shiloh Water rather than York Water (Mr. Woodmansee and Mr. Williams).
16. Add this list to the Manager's Report each month to allow the Board to see progress being made.

MOTION by Mr. Woodmansee, second by Mr. Williams to set 2023 goals as listed above. Motion approved unanimously.

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

Docket renewal schedule:

Well 7: Expires 3/8/2032

Well 8: Expires 9/23/2023

Well 9: Expires 9/14/2030

Mr. Horvatinovic's Water Certification expires March 31, 2025.

Mr. Smith's Water Operator Certification expires September 30, 2024.

Cellular Lease Anniversaries this year:

1 Shentel- September 2023-3% increase;

2 AT&T- November 2023- 3% increase;

3 Clearwire- No lease payments, just past due lease payments in 2023

4 Verizon- 15% increase in July 2026

ADJOURNMENT:

MOTION to adjourn made by Mr. Williams and seconded by Mr. Woodmansee. Motion passed unanimously. Meeting was adjourned at 8:30 p.m.

Respectfully submitted,

W. Lee Woodmansee, Secretary