

**MINUTES OF THE REORGANIZATION MEETING OF THE  
WEST MANCHESTER TOWNSHIP AUTHORITY,  
JANUARY 16, 2025, 6:00**

Meeting called to order by acting chair, Jim Bentzel, Jr. at 6:05 PM in the Authority offices. Present at the meeting were James Bentzel, Lee Woodmansee, and Scott Thomassy. Melissa Smith and Gene Williams were present through ZOOM.

**MOTION** by Mr. Williams, second by Mr. Thomassy, to appoint Jim Bentzel as Chair of the Authority for 2025. Motion approved 5-0.

**MOTION** by Mr. Woodmansee, second by Mr. Williams to appoint Mr. Williams as Vice-Chair, Mr. Thomassy as Treasurer; Mr. Woodmansee as Secretary; and Ms. Smith as Assistant Secretary-Treasurer for 2025. Motion approved 5-0.

**MOTION** by Mr. Bentzel, second by Mr. Thomassy to meet at the times and places as listed in the Township's advertised meeting schedule for 2025. Motion approved 5-0.

**MOTION** by Mr. Woodmansee, second by Mr. Thomassy, to appoint MPL as Authority Solicitor for 2025 with John Baranski as primary contact and Charles Rausch as alternate contact. Motion approved 5-0.

**MOTION** by Mr. Thomassy second by Mr. Bentzel, to appoint RKL as the Authority Auditor to audit the 2024 books for the Authority. Motion approved 5-0.

**MOTION** by Mr. Bentzel, second by Mr. Woodmansee, to appoint Buchart-Horn as Authority Engineer for 2025 with Diana Young as primary contact. Motion approved 4-0 with Mr. Thomassy abstaining.

**MOTION** by Mr. Thomassy, second by Mr. Bentzel, to name PNC Bank as depository for Water Revenue funds for 2025. Motion approved 5-0.

**MOTION** by Mr. Thomassy, second by Mr. Bentzel, to name PLGIT as depository for Authority Capital Reserve funds for 2025. Motion approved 5-0.

**MOTION** by Mr. Woodmansee, second by Ms. Smith 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 5-0.

**MOTION** by Mr. Bentzel second by Mr. Thomassy, to compensate Authority members and all staff at the 2025 IRS approved mileage rate, to be changed if the official IRS rate changes. Motion approved 5-0.

Motion by Mr. Bentzel, second by Mr. Thomassy to compensate staff as follows for 2025: John Horvatinovic, 3% increase; Steve Smith, 3% increase; Judy Eyler, 3 percent increase; and Meter readers' rate per meter read to remain the same; and occasional labor, \$20.00/hr. Motion approved 5-0.

The Board addressed Goals developed for 2024.

**Goals for 2024 were as follows:**

1. Bring Well #6 back on line at full capacity.
2. Developing Budget Workshops for staff to attend during the year.
3. Review plans as proposed by the Engineer for possible future projects
4. Work with State Representatives to determine if funds are available for projects.
5. Develop new fire hydrant agreement with Township.
6. Review and execute appropriate revised and extended lease with T-Mobile for antenna attachment to Locust Lane tank.

**Goals proposed for 2025 are as follows:**

1. Well #6 rehab work to be completed and the well brought back to full capacity.
2. Developing Budget Workshops for staff to attend during the year.
3. Amend emergency response plan to include emergency attachments.
4. Destroy records already identified as meeting State requirements by May 31, 2025.
5. Develop bid documents for next phase of valve replacement projects; issue bid documents; and report on the 2024 valve replacement bids.
6. Develop procedures for finding assistance for staff to mark underground utilities when marking demands exceed staff availability.

**MOTION** by Mr. Woodmansee, second by Mr. Bentzel to set 2025 goals as listed above. Motion approved 5-0.

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 Operator Certification expires March 31, 2025 with his new, already approved, certificate to be valid until March 31, 2028.

Mr. Smith's Water Operator Certification has expired.

Cellular Lease Anniversaries this year:

1 TMO- lease extended in 2024 for 5 5-year terms, 3% increase each year; expires in September 2044;

2 AT&T- November 2025- 3% increase;

3 Verizon- 15% increase in July 2026

**ADJOURNMENT:**

**Meeting was** adjourned at 6:52 pm by Chairman Bentzel.

Respectfully submitted,

W. Lee Woodmansee, Secretary