

## MINUTES

### WEST MANCHESTER TOWNSHIP AUTHORITY

April 17, 2025

The regular monthly meeting of the Board of the West Manchester Township Authority was called to order in the offices of the Shiloh Water Authority on April 17, 2025 at 7:00 pm by Vice-Chairman Williams. Also present were Mr. Thomassy, Ms. Smith and Mr. Woodmansee, as well as Mr. Horvatinovic, WMTA, Atty. Baranski, Solicitor and Diana Young, Engineer. Mr. Williams attended via Zoom and Mr. Bentzel was absent.

**PUBLIC COMMENT, QUESTIONS:** There were no public comments.

**MINUTES:** Minutes of the March 20, 2025 minutes were reviewed.

A **MOTION** was made by Mr. Thomassy and seconded by Ms. Smith to approve the minutes of the Meeting of March 20, 2025 as presented. **MOTION** was approved 4-0.

#### **TREASURER'S REPORT:**

Mr. Thomassy reviewed the March 2025 Monthly Financial Report.

#### **Cash:**

<b>Checking Account Balance:</b>	<b>3/01/2025</b>	<b>\$1,083,100.48</b>
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Account Balances	<b>3/01/2025</b>	
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PNC Money Market	\$	1,033,549.64	
PNC Checking	\$	25,000.00	\$1,058,549.64

Escrow Funds		\$	68,380.76
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<b>Available Balance</b>	<b>3/31/2025</b>	<b>\$ 990,168.88</b>
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#### **Capital Reserve Fund**

PLGIT Balance	<b>3/01/2025</b>	<b>\$ 905,770.81</b>
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Interest		<b>\$1,797.39</b>
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Purchases		--
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Fees		--
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<b>PLGIT Balance</b>	<b>3/31/2025</b>	<b>\$ 907,568.20</b>
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#### **FEBRUARY 2025 Profit/Loss**

#### **Income:**

Cellular Tower Rental	\$	8,892.25
Water Revenue	\$	18,255.02

Penalty	\$	1,541.47
Interest	\$	315.11
Refund	\$	118.72

Total Income: \$ 29,122.57

Total Expenses: \$ 63,458.82

**Net Income/(Loss): 3/31/2025 \$ (34,336.25)**

**MOTION** was made by Ms. Smith and seconded by Mr. Woodmansee to approve the Treasurer's report as presented. **MOTION** was approved 4-0.

#### **MANAGER'S REPORT:**

- 1) The pump at Well #8 again did not start when checked the previous week. Winter Engine Generator should be here next Monday to investigate.
- 2) PFA samples for EPA were completed for wells 1, 2, 7, and 9 and shipped to EPA on April 7<sup>th</sup>.
- 3) G-Works, the new billing system software owner, continues to not meet with Mr. Horvatinovic.
- 4) 20 homes will have their yearly tests for lead and copper between June 1 and September 30<sup>th</sup>.
- 5) The Fire Chief has made between 2 & 6 firefighters available to help Mr. Horvatinovic flush hydrants and the Chief would like to start next month.
- 6) Meters are being read, but Mr. Horvatinovic is still using cell phones to read meters on an experimental basis before purchasing Apple tablets.
- 7) The hydrant valve upgrade project will go forward after Gingerich Construction, the successful bidder, has agreed to hold the pricing to match their prior successful bid.

#### **ASSISTANT MANAGER'S REPORT:**

- 1) He is working with Glo Fiber on their extensive cable installation project.
- 2) Normal valve boxes repairs; new meter installation; and noisy check valves in customers' facilities repaired.

#### **ENGINEER'S REPORT:**

- 1) Ms. Young stated that she had received new subdivision plans on behalf of the Authority. A discussion ensued on comments Ms. Young will be making to the developer and other possible requirements. Also discussed by the Board were possible locations for new service lines, and surveying existing homeowners to determine if lines need to be installed by the Authority to service existing houses during the construction project for the new development(s).
- 2) A grant applications has been prepared to help fund the replacement of 4" lines in the system. A resolution will need to be adopted and two letters executed by officers to submit the applications.
- 3) Permit applications for replacement of Well #6 pump and the chlorine contact tank at wells 4/5 have been submitted.

**SOLICITOR'S REPORT:** There were no new actions by the Solicitor.

## UNFINISHED BUSINESS:

### a. DISCUSSION TOPICS:

- i. **Transition Planning:** No report
- ii. **Building Modifications:** Mr. Williams and Ms. Smith suggest that the corrective work to replace 2 bad sections of concrete walkway be completed before adding landscaping adjacent to the building. The Board agreed.
- iii. **Records destruction:** Mr. Horvatinovic sees no problems with getting records destroyed by May 31. Mr. Woodmansee reminded him that a Board resolution has to be adopted prior to destruction of records and he would place it on the agenda.
- iv. **Staff Training:** Mr. Woodmansee stated that he called regarding available training and found it was scheduled for the following Monday. The schedule would not work and the training will have to wait for the next cycle.
- v. **Lead Service Inventory:** Mr. Horvatinovic reported that there has been nothing new on the inventory.
- vi. **Plans for Water System expansion project(s):** Ms. Young's report on new development(s) was noted.

## UNFINISHED BUSINESS:

- a. **INVENTORY OF LEAD CONNECTIONS:** There was no action on the inventory of lead service connections.
- b. **FLOOD PLAIN PROJECTS OFF THORNBRIDGE RD:** There was no action with the second easement agreement.

## NEW BUSINESS:

- a. **WATER SERVICE AREA EXPANSION:** A **MOTION** was made by Mr. Thomassy and seconded by Mr. Woodmansee to direct the Engineer to develop a sketch plan to serve the area at Baker and Taxville Rds where a subdivision has been submitted and where Jeffrey Shank has requested water service; to direct staff to begin developing a "questionnaire" to determine if water lines can/should be extended to existing developed properties served by individual wells; and to direct staff to develop a list of properties to receive the questionnaire to determine if owners of existing houses in the area of the new developments are interested in connecting to new water lines if they were extended in the area. The motion was approved 4-0.
- b. **OFFER TO PURCHASE AUTHORITY'S TELECOM LEASES:** Mr. Woodmansee described a phone conversation and a letter submitted on behalf of a firm that wants to purchase the three telecom leases on the Authority's facilities. He presented an offer that the firm had sent. Attorney Baranski suggested that the Board authorize him to determine the legal effects of such a sale on our ability to use our tank(s) and determine if the offer was the last, best offer. **MOTION** by Mr. Thomassy and seconded by Mr. Williams to authorize the Solicitor to determine more specific information

about the offer and its ramifications and return to the Board with additional information. Motion was approved 4-0.

- c. **APPROVAL OF GRANT APPLICATION TO THE STATE OF PENNSYLVANIA:** A **MOTION** was made by Mr. Thomassy and seconded by Ms. Smith to approve the submission of a grant application to the State of Pennsylvania; approve Resolution 2025-1, directing the Chairman of the Board to execute the necessary agreement; and to authorize the Chairman to execute final commitment and ownership letter(s) for the Engineer's submission to the State on the Board's behalf.

**OTHER BUSINESS:**

**REVIEW OF PUMPING RECORDS:** Pumping records were presented and reviewed

**PAYMENT OF MARCH BILLS:** Bills received since the last meeting were reviewed. **MOTION** was made by Mr. Woodmansee and seconded by Ms. Smith to approve bills through April 17, 2025 totaling \$80,845.09. **MOTION** was approved 4-0.

**ADJOURNMENT:**

The meeting was adjourned at 8:37 pm by Vice-Chairman Williams.

Respectfully submitted,

W. Lee Woodmansee, Secretary