

**MINUTES**

**WEST MANCHESTER TOWNSHIP AUTHORITY**

**April 18, 2024**

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 18, 2024 at 7:00 pm. Mr. Bentzel, Mr. Thomassy, Mr. Woodmansee, Mr. Williams, and Ms. Smith were present in the office, as were Mr. Horvatinovic, WMTA and Ms. Young, Engineer. Atty. Baranski participated through Zoom.

**PUBLIC COMMENT, QUESTIONS:** **Cliff Laughman**, Township Fire Chief, was in attendance to discuss the flushing regimen for Authority hydrants. He explained that the Township was trying to improve its insurance rating for fire protection and one of the metrics that insurers use is having a maintenance process/plan for hydrants, meaning “exercising” and flushing them on a regular basis. The Board agreed that developing a process for “exercising” hydrants on a regular basis would not be a problem and asked John Horvatinovic to work with Mr. Laughman to develop such a schedule.

**MINUTES OF March 21, 2024** meeting were reviewed:

A **MOTION** was made by Mr. Thomassy and seconded by Ms. Smith to approve the minutes of March 21, 2024 as presented. **MOTION** passed 5-0.

**TREASURER’S REPORT:**

Mr. Thomassy reviewed the March, 2024 Monthly Balance report.

**Checking Account Balance:** **3/1/24** **\$ 707,684.45**

**Receipts:**

Cellular Tower Rental	\$ 8,476.36
Water Revenue	\$ 13,169.85
Penalty	\$ 1,146.79
Interest	\$ 183.36

**Total Income:** **\$ 22,976.35**

**Expenses:** **\$ 66,865.80**

**Checking Account Balance:** **3/31/24** **\$ 661,047.33**

**Escrow Funds Held:** **\$ 79,359.33**

**Available Balance:** **\$ 581,688.00**

**Capital Reserve Fund:**

**PLGIT Beginning Balance:** **3/1/24** **\$ 868,846.02**

Interest

\$ 3,036.41

**PLGIT Ending Balance:**

**3/31/2024**

**\$ 871,882.43**

Mr. Thomassy described the status of changes being made to the Authority's accounts with PNC and PLGIT. He stated that the "sweeps" process has been set up at PNC so as to gain a higher rate of interest from the funds remaining in the Authority's regular accounts at days end. In addition, funds at PLGIT now include the use of short term CDs to increase the interest earnings. He also reported that the new payroll system is up and running.

**MOTION** was made by Mr. Williams and seconded by Mr. Bentzel to approve the Treasurer's report as presented. Motion was approved 5-0.

**MANAGER'S REPORT:**

- 1) Mr. Horvatinovic stated that a new meter reader has been hired.
- 2) No word from K&K.
- 3) Consumer Confidence report is being written.
- 4) Next PFAs sampling will be done in the next two weeks.
- 5) A police report has been received on the damaged hydrant on Sunset Lane and he has talked to the insurance co. about the damage.
- 6) DEP has sent yet another updated lead service line inventory spreadsheet for use in our study.

**ENGINEER'S REPORT:**

- 1) Ms. Young has been meeting with the project engineer regarding the Little Conewago flood prevention project and the chemicals being planned for use.
- 2) Work on the SRBC permit extension continues.

**SOLICITOR'S REPORT:**

- 1) The lease extension with T-Mobile on the Locust Lane tank is on the agenda for action.
- 2) He recommended notifying the contractor doing the work on the Riding's Way tank that the project is completed and the Authority will use funds remaining to be paid to complete the small items that remain.

**UNFINISHED BUSINESS:**

a. **DISCUSSION TOPICS:**

- i. **Transition Planning:** The board discussed training for Mr. Horvatinovic and Mr. Smith.
- ii. **Records review and disposal:** There were no additional records ready for destruction.
- iii. **Building modifications.** The Board members agreed that the continued final touches being added to the meeting room are a great addition to complete the project.
- iv. **Lead and Copper Rule Revisions:** Discussed in the Manager's report.
- v. **Payroll Outsourcing:** Project completed.
- vi.

**NEW BUSINESS:**

- a. **AGREEMENT TO ACCEPT BID FOR THE PURCHASE OF ELECTRICITY: MOTION** by Mr. Bentzel, second by Mr. Thomassy to execute an agreement with AEP Retail Energy to supply electricity for a 36 month period upon completion of the current, existing contract.
  
- b. **AGREEMENT TO EXTEND THE EXISTING 25 YEAR LEASE WITH T-MOBILE FOR THE USE OF THE LOCUST LANE WATER TANK: MOTION** was made by Mr. Bentzel and seconded by Mr. Williams to extend the current lease with T-Mobile for an additional 5 terms of 5 years each totaling 25 years with an increase in lease payments; additional language added regarding requirements to move antennas at T-Mobile's cost when tank painting is being done; and with language requiring that all new equipment be painted the same color as the tank.

**OTHER BUSINESS:**

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

**PAYMENT OF MARCH BILLS:** Bills received in March were reviewed and a **MOTION** was made by Mr. Woodmansee and seconded by Mr. Thomassy to approve bills through March 21 totaling \$60,734.96. The motion was approved 5-0.

**ADJOURNMENT:**

Chairman Bentzel adjourned the meeting at 8:55 PM.

Respectfully submitted,

W. Lee Woodmansee, Secretary