

MINUTES

WEST MANCHESTER TOWNSHIP AUTHORITY

April 20, 2023

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 20, 2023 at 7:00 pm. Mr. Bentzel, Mr. Thomassy, Ms. Smith, Mr. Williams and Mr. Woodmansee were present in the office as were Mr. Horvatinovic, WMTA, Ms. Young, Engineer, and Atty. Baranski

PUBLIC COMMENT, QUESTIONS:

There were no public comments

MINUTES:

A **MOTION** was made by Mr. Williams and seconded by Mr. Thomassy to approve the minutes of the March meeting as presented. Mr. Thomassy asked if the statement in the minutes regarding CD investments was sufficient to enable Mr. Thomassy to process CDs with PLGIT. Attorney Baranski assured him that it was sufficient. Motion passed 5-0.

TREASURER'S REPORT:

Mr. Thomassy reviewed the March, 2023 Monthly Balance report.

Checking Account Balance:	3/1/23	\$ 647,676.53
Receipts:		
Cellular Tower Rental	\$	4,898.30
Water Revenue	\$	9,922.12
Penalty	\$	804.59
Interest	\$	68.62
Total Income:	\$	15,693.63
Expenses:	\$	63,914.63
Checking Account Balance:	3/31/23	\$ 604,686.99
Escrow Funds Held:	\$	18,473.83
Available Balance:		\$ 586,213.16
Capital Reserve Fund:		
PLGIT Beginning Balance:	3/1/23	\$ 827,942.75
Interest	\$	2,685.40
PLGIT Ending Balance:	3/31/23	\$ 830,628.15

Mr. Thomassy stated that the list of specific equipment needed for the Office update had to be updated and, as a result, changes have yet to be initiated.

Questions by the Auditors regarding differences in budgeted figures in the 2022 budget v. the actual amount spent are being addressed with a work session being held just prior to the regular meeting to review the request with Mr. Woodmansee and Mr. Horvatinovic.

Attorney Baranski asked if staff could provide a specific list of the items in the escrow fund to be transferred to the general operating fund.

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:

The old truck has been inspected and can be disposed of. Attorney Baranski suggested that Mr. Horvatinovic get informal quotes to see if it needs to be advertised for sale. He described the equipment value which would require telephonic bids and said that if the truck's value met that figure, it would have to be sold through competitive bidding. Mr. Horvatinovic stated that he would follow the process appropriate to the expected sales price of the truck.

The Consumer Confidence Report has been posted on the website in conformance with State laws.

Pressure testing has been done on the two lengths of 4" pipes that are proposed to be replaced (Maple Rd. and Spring St.) if funding was received. Test results were distributed. The hydrant at the Fire House produced 465 gpm and Spring St. produced 425 gpm.

Mr. Horvatinovic suggested that a larger mixing tank at wells 4 & 5 also be included as a possible project to be funded.

The use of Shilohwater.org for emails and advertising has been set up by the website firm.

The renewal application invoice from SRBC for Well 8 has been received. It will be \$7092.00.

Mr. Horvatinovic stated that he had attended a "lead and copper rule" training session in Harrisburg and was in the process of reviewing old minutes to see what past rules or actions had been taken regarding the use of lead pipes in the past.

ENGINEER'S REPORT:

Ms. Young stated that there had been no progress on the proposed floodplain management project.

She has made recommendation to AT&T for changing their equipment on the Locust Lane water tank and is waiting for those revised plans.

She reported that the final few items on the Ridings Way tank repainting project have still not been corrected and the Authority continues to hold escrow funds for the work.

SOLICITOR'S REPORT:

There has been no schedule by the court for the legal action against Clearwire and its owners. Attorney Baranski expects the schedule to be sent soon.

V. UNFINISHED BUSINESS:

a. DISCUSSION TOPICS:

- i. Transition Planning: No new information.
- ii. Status of office equipment procedural changes and audit process: Mr. Thomassy reported that DOCEO will be checking proposed printer and if it will run our billing cardstock. A work session was held with Mr. Horvatinovic and Mr. Woodmansee prior to the meeting to review audit questions.
- iii. Status of records disposition: Ms. Smith reviewed possible destruction processes and Mr. Horvatinovic described current locations where records are stored.
- iv. Possible building modifications: Mr. Williams described changes proposed to the garage and a process to be used to create a meeting room and afterwards "spruce up" the office, repair windows, and perhaps upgrade the bathrooms.
- v. Outsourcing payroll: Mr. Thomassy reported that he has not yet developed the final plan for outsourcing payroll, but is recommending outsourcing and should have the information for action at the next meeting.
- vi. Engineering for water lines to be developed for possible grant funding: Engineer Young stated that she could be working on plans to create "shovel ready" projects should funds become available if the Board desires. A **MOTION** was made by Mr. Woodmansee and seconded by Mr. Williams to have the Engineer begin work to develop plans to upgrade the Linden Road and Maple Street west pipes as well as enlarging the Well 4 & 5 mixing tank. Motion approved 5-0. Ms. Young will develop engineering plan estimates for the projects.
- vii. Transfer of escrow funds to General Fund: After discussion and with advice from Mr. Baranski, a **MOTION** was made by Mr. Bentzel and seconded by Mr. Thomassy to transfer \$15,292, representing unused water line deposits made by Kensington Manor, from the escrow fund to the General Fund. Motion approved 5-0.

- b. LOCUST LANE ANTENNA MODIFICATIONS REQUEST BY VERIZON** There was no action and Ms. Young suggested that their project not continue to be an agenda item until Verizon returns with specific plans.

VI. NEW BUSINESS: None.

VII. OTHER BUSINESS:

- a. REVIEW OF PUMPING RECORDS:** The Board reviewed the pumping records and water usage for the previous month.

b. PAYMENT OF BILLS: Bills were reviewed and a **MOTION** was made by Mr. Thomassy and seconded by Ms. Smith to approve bills totaling \$68,416.48. The motion was approved 5-0.

ADJOURNMENT:

Motion to adjourn by Mr. Williams and seconded by Mr. Woodmansee. Motion was approved 5-0.

Meeting was adjourned at 8:35 PM.

Respectfully submitted,

W. Lee Woodmansee, Secretary