

**April 28, 2021**

The regular monthly meeting of the West Manchester Township Authority was called to order and held virtually via Zoom on April 28, 2021 at 8:08 pm. The meeting was also broadcast on the West Manchester Township Authority-Shiloh Water System Facebook page. Mr. Bentzel, and Mr. Hamme were present in the Authority offices while Mr. Williams and Mr. Woodmansee participated vis ZOOM. Mr. Javitts was called out of town for his business and was not in attendance. Also attending were Ms. Diana Young, Engineer; Mr. John Baranski, Solicitor; Mr. John Horvatinovic and Mr. Steve Smith, WMTA and Mr. Brian Funkhouser of Buchart-Horn.

A **MOTION** was made by Mr. Williams and seconded by Mr. Hamme to approve the minutes of the March 31, 2021 Authority meeting. Motion carried unanimously.

**Treasurer's Report:**

Mr. Woodmansee gave the Treasurer's report in Mr. Javitt's absence:

<b>Checking Account Balance:</b>	<b>3/1/21</b>	<b>\$625,557.85</b>
Receipts:		
Cellular Tower Rental		\$ 7,641.77
Water Revenue		\$ 7,257.22
Penalty		\$ 537.89
Interest		\$ 58.47
<b>Total Income:</b>		<b>\$ 38,735.96</b>
<b>Expenses:</b>		<b>\$ 38,735.96</b>
<b>Checking Account Balance:</b>	<b>3/31/21</b>	<b>\$603,602.75</b>
<b>Escrow Funds Held:</b>		<b>\$ 21,944.12</b>
<b>Available Balance:</b>		<b>\$581,658.63</b>
<b>Capital Reserve Fund:</b>		
<b>PLGIT Beginning Balance:</b>	<b>3/1/21</b>	<b>\$1,111,930.48</b>
Interest		\$ 15.74
Purchases		
Fees		
<b>PLGIT Ending Balance:</b>	<b>3/31/21</b>	<b>\$1,111,946.22</b>

A **MOTION** was made by Mr. Williams and seconded by Mr. Hamme to approve the Treasurer's report as presented. Motion carried unanimously.

**Manager's Report:**

Mr. Horvatinovic gave his report. He described the lack of progress in getting trees by the parking lot removed by the owner of the adjacent land; the hard drive is planned to be updated on May 4; and that Justin Wentzel has been hired to read meters at the end of May. Horvatinovic provided a complete list of 77 hydrants, with addresses, to the Board which have no shut-off valves. Reichert Well Drilling arrived on the morning of the meeting to begin installation of the new pump and motor for Well #7 which should be completed on April 29th. Lawco has installed new meters in wells # 1 and 8 with the next meter calibrations due in March 2023 when 6 meters are due.

I.B. Abel also arrived on the morning of April 28 to install the outside disconnect at Well #9 and complete the installation of all labels on the electrical components required by the Arc Flash study.

The 2MG standpipe was completely empty at 9 am on April 3 and was available for the interior blasting and painting of the tank. The last few thousand gallons of water had to be drained down the street to the next storm water catch basin which was done with no problems.

Gingerich Excavation completed system repairs at 2424 Kotur Ave; 2485 Middle St., 1952 Church Rd., and 2267 Maple Rd. during the month of April.

Horvatinovic reported that County Control has agreed to contact the two Authority employees if there is a fire in West Manchester Township while the tank is empty and being repaired.

The new "Sensaphone" monitoring system has been installed on Well 7 and it is in operation. Staff is still determining how to best use all the features that it can provide to the system.

Steve Smith continues to inspect the 60 hydrants that were installed in the system from 1970 to 1990. All but two (2) have valves in place. There are only 98 hydrants still to be inspected and all are equipped with valves.

A discussion followed about adding valves. Mr. Williams suggested that we do 5 hydrants at a time and a total of 10 in the year once we see how the first five installations go. He pointed out that the budget included 10 installations. Solicitor Baranski explained the bidding requirements as they related to the size of the project. Projects between \$11,500 and \$21,300 needed three telephone bids and full bidding requirements are required for projects exceeding \$21,300. It was determined that an average valve installation, with the Authority supplying all parts, should be about \$3000 per site. **MOTION** was made by Mr. Woodmansee, and seconded by Mr. Williams to authorize the Manager to receive 3 telephonic bids for the first 5 valve installations; with hydrants to be replaced only if necessary; and with all parts being supplied by the Authority. Motion approved unanimously.

#### **Engineer's Report:**

Ms. Young noted that Verizon still has not posted the necessary bond/escrow to perform work on their antennas attached to the Locust Lane elevated tank. No action was taken on the request by Verizon to install new antennas on the tank.

I.B Abel is completing the electric equipment upgrades the week of the 26<sup>th</sup> of March and Buchart Horn will follow up with the final arc flash study when that work is completed.

Ms. Young stated that the contractor working on the tank rehabilitation has completed the blasting and priming of the interior surfaces of the tank a few days ahead of the projected schedule. The contractor has submitted their first invoice for the project to the tune of \$166,500. Ms. Young stated that Buchart Horn recommends payment of the bill.

Buchart-Horn is continuing the work on the draft report of the “Risk and Resilience Assessment and Emergency Response Plan” and that draft should be provided to the Authority during the week of May 3<sup>rd</sup>.

**Solicitor’s Report:**

Attorney Baranski reported that notices of default have been sent to both Clearwire and the individual who acquired Clearwire’s equipment on the Sunset Lane tank.

**UNFINISHED BUSINESS:**

Discussion topics: Reports and/or discussion had been held on the Deerford Way tank rehab; the hydrant upgrade plan; Water level probe in well #6; the risk/resilience study; curb stop inventory; and the Sunset Lane Tank sheriff’s sale. Mr. Williams stated that the project engineer for the building project expects to file for permits in the next week. In response to Chairman Bentzel’s question, Mr. Woodmansee stated that the revised web site was completed and that Minutes and Agendas are being posted on a regular basis and a notice of the work on the Deerford Way tank will also be placed on the web site.

**NEW BUSINESS:**

**Steven Smith salary increase:** Chairman Bentzel stated that he had discussed Steve Smith’s salary increase for his recent certification as a Water Operator with Mr. Williams and Mr. Javitt and the group had agreed that a 5% increase was appropriate and could be supported by the budget. **MOTION** by Mr. Woodmansee and second by Mr. Hamme to award a 5% salary increase, effective immediately, to Steve Smith. The motion passed unanimously.

**OTHER BUSINESS:**

Mr. Horvatinovic told the Board that the Authority now had an unlimited cell phone plan for \$80.00/mo.

**PAYMENT OF BILLS:**

The Board reviewed the bills presented for payment. **MOTION** made by Mr. Williams and seconded by Mr. Hamme to pay bills totaling \$46,474.86. The motion carried unanimously

**ADJOURNMENT:**

**MOTION** to adjourn made by Mr. Hamme and seconded by Mr. Williams. Motion carried unanimously.

Respectfully submitted,

Lee Woodmansee, Secretary