

**MINUTES**

**WEST MANCHESTER TOWNSHIP AUTHORITY**

**August 15, 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 August 15, 2024 at 7:00 pm. Mr. Bentzel, Mr. Thomassy, Mr. Woodmansee, Mr. Williams, were present, as were Mr. Horvatinovic, WMTA, Ms. Young, Engineer, and Atty. Baranski. Ms. Smith had notified the Chair that she was not able to attend the meeting.

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

**MINUTES:** Minutes of July 18, 2024 meeting were reviewed.

A **MOTION** was made by Mr. Williams and seconded by Mr. Thomassy to approve the minutes of July 18, 2024 presented. **MOTION** passed 4-0.

**TREASURER’S REPORT:**

Mr. Thomassy reviewed the July, 2024 Monthly Financial report.

**Cash:**

<b>Checking Account Balance:</b>	<b>7/1/24</b>		<b>\$757,342.82</b>
Account Balances	7/31/24		
PNC Money Market		\$ 790,763.14	
PNC Checking		\$ 33,937.00	\$ 824,700.14
Escrow Funds			\$ 63,813.10
<b>Available Balance</b>	<b>7/31/24</b>		<b>\$ 760,887.04</b>

**Capital Reserve Fund**

PLGIT Balance	6/30/24		\$ 883,378.25
Interest		\$ 2,654.51	
Purchases		\$ --	
Fees		\$ --	\$ 2,654.51
<b>PLGIT Balance</b>	<b>7/31/24</b>		<b>\$ 886,032.76</b>

**July 2024 Profit/Loss**

Income:

Cellular Tower Rental	\$ 8,476.35
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Water Revenue	\$	98,839.94
Penalty	\$	1,368.83
Interest	\$	100.70
Damage Refund	\$	14,268.50

Total Income: \$ 123,054.32

Total Expenses: \$ 71,502.02

**Net Income/(Loss) : 7/31/24 \$ 51,552.30**

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

**MANAGER'S REPORT:**

- 1) Mr. Horvatinovic stated that he had signed up for two courses towards amassing sufficient credits to renew his operator's license.
- 2) Mr. Horvatinovic stated that the response from customers following the request for customer information on service lines on the last bill was quite good. Mr. Bentzel has written a letter which will be mailed the following day to about 2030 customers asking for specific information/pictures on service lines. He had also segregated repair records from about 1991 which will also be placed in the inventory.
- 3) He announced that the Authority has a new meter reader for the new quarter. Aidan Gingerich is the new employee and it is expected that all paperwork will be completed so that he can begin reading meters around August 23<sup>rd</sup>.
- 4) We have not yet received the Authority's inspection report from DEP because of technical issues on their end.

**ENGINEER'S REPORT:**

- 1) Work on the SRBC permit is complete and has been submitted.
- 2) We continue to wait for AT&T's escrow deposit for changes to their antennas on the Locust Lane tank.
- 3) Preliminary construction plans have been drafted and will be reviewed with Mr. Horvatinovic.
- 4) Equipment has been selected for modifications to Well #6.
- 5) Ms. Young continues to meet with Township staff and their engineers regarding the flood plain project. Easement documents for each well site were reviewed by the board and a discussion was held regarding the status of the easements and what Authority requirements would need to be included in the easements. Board members expressed concern regarding possible pollution in our wells from weed spraying.

**SOLICITOR'S REPORT:**

Mr. Baranski reported that there was no change on the AT&T work with a deposit still needed and that he will be reviewing the easement agreements for the Little Conewago flood plain project.

**UNFINISHED BUSINESS:**

a. **DISCUSSION TOPICS:**

- i. **Transition Planning:** No report.
- ii. **Building modifications.** Mr. Williams has received a good quote from a trusted contractor for possible improvements to the front of the office building and garage. There will be two phases – one on the windows, etc. on the office and a second for external site improvements to sidewalks, etc. In reviewing the work to be done on the building, a hole was found in the roof which required an emergency repair of the roof.
- iii. **Lead and Copper Rule Revisions:** Discussed in the Manager’s report.
- iv. **Staff Training:** Mr. Woodmansee stated that the schedule for 2024 PMMI courses was released and the budgeting programs begin immediately and both John and Steve are swamped with work and can’t attend the classes. He will continue to search for budgeting classes that better fit into the Authority’s schedule.

**NEW BUSINESS:**

- a. **AT&T modifications for Locust Lane antennas:** Motion by Mr. Williams and seconded by Mr. Thomassy to table action until surety has been submitted. Motion adopted 4-0.
- b. **INVENTORY OF LEAD CONNECTIONS:** Motion by Mr. Woodmansee and seconded by Mr. Williams to table any action until more information is known to the Authority. Motion adopted 4-0.
- c. **AUTHORITY PHONE SYSTEM:** No action taken.
- d. **FLOOD PLAIN PROJECT:** Motion by Mr. Bentzel and seconded by Mr. Thomassy to table action on flood plain project easements until questions on use of herbicides are settled. Motion adopted 4-0.

**OTHER BUSINESS:**

**APPRECIATION DINNER:** Mr. Bentzel stated that he was working on the appreciation dinner and suggested 3 dates for the event. Board members will respond with their availability.

**REVIEW OF PUMPING RECORDS:** Pumping records were presented and reviewed. It was noted that recent wet weather had allowed some recharge of water levels since in the past month.

**PAYMENT OF AUGUST BILLS:** Bills received since the last meeting were reviewed and a **MOTION** was made by Mr. Williams and seconded by Mr. Thomassy to approve bills through August 15, 2024 totaling \$59,765.84. The motion was approved 4-0.

**ADJOURNMENT:**

Chairman Bentzel adjourned the meeting at 8:12 PM.

Respectfully submitted,

W. Lee Woodmansee, Secretary