

## MINUTES

### WEST MANCHESTER TOWNSHIP AUTHORITY

August 18, 2022

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 18, 2022 at 7:00 pm. Mr. Bentzel, Mr. Williams, Mr. Hamme, and Mr. Woodmansee were present as were Mr. Horvatinovic, WMTA; Ms. Young, Engineer; and Atty. John Baranski, Solicitor. Mr. Javitts was absent.

#### PUBLIC COMMENT, QUESTIONS:

Donald Davis, a Water System customer, was present to ask questions of the Board. He stated that he owned a number of rental properties within the water system and has a few occasions where tenants have moved with unpaid water bills and he would like to work with the Authority to make sure that he renters were held responsible for the bills.

Chairman Bentzel stated that the Board was in the process of reviewing its "Rules and Regulations" and would use this opportunity to also review the best way to bill rental situations in the system so as to be fair to both landlords and tenants.

#### MINUTES:

A **MOTION** was made by Mr. Williams and seconded by Mr. Hamme to approve the minutes of July 21, 2022 as presented. Motion passed 4-0.

#### TREASURER'S REPORT:

Mr. Bentzel read the Treasurer's report in Mr. Javitt's absence:

<b>Checking Account Balance:</b>	<b>7/1/22</b>	<b>\$500,052.32</b>
<b>Receipts:</b>		
Cellular Tower Rental	\$	8,134.99
Water Revenue	\$	82,818.96
Penalty	\$	739.26
Interest	\$	41.40
Fuel Tax Refund	\$	279.59
<b>Total Income:</b>	<b>\$</b>	<b>92,014.20</b>
<b>Expenses:</b>	<b>\$</b>	<b>48,292.79</b>
<b>Checking Account Balance:</b>	<b>7/31/22</b>	<b>\$544,026.43</b>
<b>Escrow Funds Held:</b>	<b>\$</b>	<b>18,292.28</b>
<b>Available Balance:</b>		<b>\$525,734.15</b>
<b>Capital Reserve Fund:</b>		

<b>PLGIT Beginning Balance:</b>	<b>7/1/22</b>	<b>\$813,121.97</b>
Interest		\$ 966.99
<b>PLGIT Ending Balance:</b>	<b>7/31/22</b>	<b>\$814,088.96</b>

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

**MANAGER'S REPORT:**

Mr. Horvatinovic stated that the 2MG standpipe is now full and operational.

He was in discussion with two possible water meter readers.

Hanover Building Systems has completed the structural repairs to the pole building.

The lead and copper water sampling that is done every three years was tested and there were no violations. Asbestos testing is currently being done and no traces have been found to date.

The company doing the hydrant cleaning and possible painting has begun the process of power washing our hydrants.

There is a problem with Freedom Systems, our billing vendor, in that the list of overdue customers and 10 day notices can't be printed.

A billing question has arisen on a Sparrow Dr. property where the owner died during bankruptcy proceedings.

The Sensaphone phone dialer for Wells 1 & 2 has not yet been installed, pending an explanation of costs from the supplier.

**ENGINEER'S REPORT:**

Ms. Young stated that, as Mr. Horvatinovic stated, the water tank painting is complete and the tank has been filled. There are still some punch list items to be completed, but they do not affect the use of the tank. Verizon has not provided a bond and the T-Mobile work on their antennas has not yet been completed.

**SOLICITOR'S REPORT:**

Attorney Baranski told Mr. Horvatinovic not to turn on the water for the Sparrow Dr property until the bill is paid in full.

Attorney Baranski is still trying to find Mr. Lyons who bought the Clearwire phone equipment at a Sherriff's sale to serve notice. Notices will be made in newspapers to satisfy the notice requirements.

The Solicitor will take the meeting management requirements that the Board has been working on and develop a resolution for passage at the September meeting.

The Solicitor will also review the requirements for the Records Retention Act and provide a resolution for adoption at the next meeting which will allow the Authority to destroy old records.

The Solicitor will also review his files for the Authority's "Rules and Regulations" for the next meeting and make suggestions for the questions raised by Mr. Davis at the present meeting.

#### **UNFINISHED BUSINESS:**

##### **a. DISCUSSION TOPICS:**

Garage repair project: Project is complete.

Curb Stop ID Project: Mr. Horvatinovic is revising the plans for the project.

Trimmer Standpipe legal action: No additional action is possible at this time.

Transition Planning: Chairman Bentzel stated that he is developing "Operating Procedures" for several processes undertaken by staff and will present them soon.

Meeting Procedures: See Solicitor's report.

Water Rules and Regulations: See Solicitor's report.

Sale of equipment: Mr. Horvatinovic stated that he had received an offer of \$8500 for the Tractor, Mower, Snow Blower, and accessories from York Tractor, Inc. Attorney Baranski explained that the equipment had to be sold through a sealed bid process because of the value of the equipment. Mr. Horvatinovic stated that he would work on that process.

A **MOTION** was made by Mr. Williams and seconded by Mr. Hamme to authorize the preparation and advertising of the bids to sell the excess equipment, with bids to be opened at the September meeting. Motion was approved 4-0.

Records retention and disposal: See Solicitor's report.

**b. LOCUST LANE ANTENNA MODIFICATIONS REQUEST:** There was no action taken on the Verizon equipment modification because Verizon has not responded to our request for information and a bond.

#### **NEW BUSINESS:**

**a. DEERFORD WAY TANK PAINTING:** Nothing beyond the report in the Manager and Engineer's report.

#### **OTHER BUSINESS:**

The Board discussed the dates for the annual Appreciation Dinner. It will be held this year at the Wyndham Gardens on November 12<sup>th</sup>.

The Board reviewed the pumping records and water usage for the previous month. Mr. Horvatinovic pointed out the spike in water pumped caused by the filling of the Ridings Way tank.

- a. **PAYMENT OF BILLS:** Bills were reviewed and a **MOTION** was made by Mr. Williams and seconded by Mr. Hamme to approve bills totaling \$44,305.57. The motion passed 4-0.

**ADJOURNMENT:**

**Motion** to adjourn by Mr. Williams and seconded by Mr. Hamme. Motion approved 4-0.

Meeting was adjourned at 8:45 PM.

Respectfully submitted,

W. Lee Woodmansee, Secretary