

MINUTES

WEST MANCHESTER TOWNSHIP AUTHORITY

December 21, 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 December 18, 2023 at 7:00 pm. Mr. Bentzel, Mr. Thomassy, Mr. Woodmansee, Mr. Williams, and Ms. Smith were present as were Mr. Horvatinovic, WMTA and Ms. Young, Engineer. Atty. Baranski was present through ZOOM.

PUBLIC COMMENT, QUESTIONS: There were no public comments

MINUTES OF November 16, 2023:

A **MOTION** was made by Mr. Williams and seconded by Ms. Smith to approve the minutes of the November 16, 2023 meeting as presented. MOTION passed 5-0.

TREASURER’S REPORT:

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

Checking Account Balance: **11/1/23** **\$ 620,746.68**

Receipts:

Cellular Tower Rental	\$ 8,476.35
Water Revenue	\$ 108,729.65
Penalty	\$ 1,315.77
Interest	\$ 52.13
Insurance Refund	\$ 3,449.50

Total Income: **\$ 122,023.40**

Expenses: **\$ 90,780.69**

Checking Account Balance: **11/30/23** **\$ 629,433.42**

Escrow Funds Held: **\$ 79,174.58**

Available Balance: **\$ 550,258.84**

Capital Reserve Fund:

PLGIT Beginning Balance: **11/1/23** **\$ 853,797.48**

Interest **\$ 2,020.67**

PLGIT Ending Balance:

10/30/23

\$ 855,818.15

Mr. Thomassy pointed out that the report is a snapshot in time and that the beginning monthly balance plus the revenues, minus the expenditures does NOT equal the checking account balance listed on the report because of the sources of the information in the Authority's books. He stated that he was working with Ms. Eycler to modify the sources of the information so that it WOULD add up.

Mr. Thomassy also stated that the transfer of excess funds into the Capital Reserve fund would occur soon and that Wendy Brauer would probably be moving to Florida soon and would not be able to do payroll or provide much other assistance to Judy.

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

MANAGER'S REPORT:

No change on the Ridings Way tank.

The transducer on well #7 has stopped working and will be looked at by Control Systems 21.

Radiological and nitrate test are well under DEP requirements. PFA testing will begin in January, 2024. The cost to the Authority will be \$2400 per quarter.

The question of posting pictures of meter readers on-line and the sale of old and useless hydrants was raised.

SOLICITOR'S REPORT:

Attorney Baranski stated that the Sprint/T-Mobile lease will expire at the end of 2024 and he has received a proposed new lease from the Lessee. He will bring it to the next meeting. He stated that it appeared to be simply the current lease extended forward in time with no changes and suggested that it might be a good chance to gain additional funds..

ENGINEER'S REPORT:

Ms. Young stated that Buchart-Horn had begun the process of gathering information for the SRBC permit for well #8. She had no additional information regarding the completion of the Ridings Way tank. Ms. Young expressed concern regarding the use of Glyphosate, a regulated drinking water contaminant, to retard plant growth near wells 7 & 8. She expects the survey work for the water main replacements to be completed in January; she thinks a discussion is necessary regarding the proposed installation of a chlorine contact tank rather than piping at wells 4 & 5; and a site visit would be needed to collect information for a pump replacement at well #6.

UNFINISHED BUSINESS:

There was no unfinished business.

DISCUSSION TOPICS:

- i. **Transition Planning:** Mr. Woodmansee asked if the Authority can look into training or Mr. Smith and suggested topics of financial management, personnel management and other management training.
- ii. **Records review and disposal:** There was no update.
- iii. **Building modifications:** Mr. Williams stated that he expected the work to begin in late January or February. He will be checking into the permits that the Township may require for the project. Mr. Woodmansee asked if a new light on the end of the building facing the parking lot could be added to the project. Mr. Williams pointed out that the contract had been awarded and any additional lighting would have to be done outside the contract.
- iv. **Truck disposition:** Mr. Horvatinovic stated that he expected the truck transfer to be completed by the next meeting.
- v. **Lead and Copper Rule Revisions:** Mr. Horvatinovic had no update.
- vi. **Payroll Outsourcing:** Mr. Thomassy distributed a proposal from Keystone Payroll for the Board's review. He stated that they were highly recommended by Wendy Brauer and were more inexpensive than he had expected.

NEW BUSINESS

2024 OPERATING BUDGET: Mr. Thomassy went through the draft budget which had been presented at the previous meeting and stated that the draft had been adjusted to reflect the rate increase going into effect in the first quarter of 2024; additional costs for engineering on the projects being "put on the shelf"; costs of the meeting room renovation; higher costs because of the new testing requirements; and an increased amount for emergency repairs based on the past year's experience.

Motion by Mr. Bentzel, seconded by Mr. Williams, to adopt the 2024 Operating Budget with \$1,066,000 in revenues and \$893,000 in expenditures. Motion was approved 5-0.

2024 CAPITAL BUDGET: Mr. Thomassy reviewed the 2024 budget proposed at the previous meeting. There were no substantial changes from the draft. **Motion** by Mr. Williams, second by Mr. Woodmansee, to adopt the proposed 2024 Capital Budget as presented. It was approved 5-0.

OTHER BUSINESS:

REVIEW OF PUMPING RECORDS: Pumping records were presented and reviewed. It was noted that December continued the trend of pumping an all-time low amount of water to customers. Members also noted that ground water levels had rebounded from the summer lows and were in a safe level.

PAYMENT OF DECEMBER BILLS: Bills received in December were reviewed and a **MOTION** was made by Mr. Williams and seconded by Ms. Smith to approve bills through December 21 totaling \$75,427.99. The motion was approved 5-0.

ADJOURNMENT:

Chairman Bentzel adjourned the meeting at 9:05 PM.

Respectfully submitted,

W. Lee Woodmansee, Secretary