

MINUTES

WEST MANCHESTER TOWNSHIP AUTHORITY

February 16, 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 February 16, 2023 at 7:00 pm. Mr. Bentzel, Mr. Williams, Mr. Thomassy, Ms. Smith and Mr. Woodmansee were present as were Mr. Horvatinovic, WMTA and Ms. Young, Engineer. Atty. Baranski attended through ZOOM.

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 January meeting as presented. Motion passed 5-0.

TREASURER'S REPORT:

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

Checking Account Balance:	12/1/22	\$612,312.56
Receipts:		
Cellular Tower Rental	\$	8,303.13
Water Revenue	\$	13,947.12
Penalty	\$	1,140.88
Interest	\$	216.27
WMT Hydrant Collections	\$	1,255.00
Total Income:	\$	24,862.40
Expenses:	\$	75,640.79
Checking Account Balance:	12/31/22	\$554,665.94
Escrow Funds Held:	\$	19,551.93
Available Balance:		\$535,114.01
Capital Reserve Fund:		
PLGIT Beginning Balance:	12/1/22	\$819,103.89
Interest	\$	543.06
PLGIT Ending Balance:	12/31/22	\$819,646.95

Mr. Thomassy stated that most of his time is being spent working on preparing for the annual audit. He stated that new signature cards needed to be completed to allow the new members to sign checks. He is now able to work on investments through PLGIT and had a meeting with Wendy Brauer, financial consultant, to review the accounting system and review possible changes in the office equipment and workflow. **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 new Authority truck is now in Maryland and is expected to be delivered soon.

Mr. Horvatinovic reported that he is searching the files for the paperwork that gives us the right to have Well #8 at its present location in anticipation of the Flood Management Project being planned for the area around wells 7 & 8.

Mr. Horvatinovic described the Haviland Rd. sewer line installation. The line is complete and Mr. Smith watched the lateral installations that crossed our service lines and was satisfied with the contractor's work.

A basic list of existing 4" transite water lines was presented by Mr. Horvatinovic. A discussion followed regarding the information needed to acquire more information regarding the list to allow for ranking the sections of pipe and then turn it over to the Engineer to develop a project package which the Authority can submit for funding should "infrastructure funds" become available.

ENGINEER'S REPORT:

Ms. Young stated that AT&T has submitted plans and required bonding and application fees to modify the AT&T telecom equipment on the Locust Lane tank. She will be processing the paperwork before giving them the go-ahead.

SOLICITOR'S REPORT:

Attorney Baranski stated that the revised "Rules and Regulations" are complete. They will be presented to the staff and Board for final review and expects that they can be approved at the next meeting. He also stated that they need not be in Resolution form.

UNFINISHED BUSINESS:

a. DISCUSSION TOPICS:

Transition Planning: Chairman Bentzel stated that the Billing printing and mailing procedures have not yet been reviewed with Mr. Horvatinovic and Mr. Smith.

Equipment changes in the office: The proposed changes in equipment and procedures will be updated, but probably not finalized until the Audit is out of the way.

Mr. Woodmansee brought up the disposition of old Authority records. Ms. Smith had volunteered to assist in the project and a discussion ensued about the process to follow. Mr. Woodmansee agreed to review the State requirements with Ms. Smith and Mr. Horvatinovic, while the Board agreed that a shredding company should be brought in to actually dispose of the records when they have been segregated.

Mr. Woodmansee brought up the question of “official” office hours that could be provided on our web site and other paperwork. Mr. Horvatinovic stated that he had already set up “regular” hours with the caveat that visitors should always call ahead because there is usually only one person in the office.

- b. LOCUST LANE ANTENNA MODIFICATIONS BY VERIZON.** Verizon has yet to submit plans/escrow payments for this project.

NEW BUSINESS:

Atty. Baranski will be providing “Rules and Regs” before the next meeting with the goal of adopting them at the meeting.

OTHER BUSINESS:

The Board reviewed the pumping records and water usage for the previous month.

- a. PAYMENT OF BILLS:** Bills were reviewed and a **MOTION** was made by Mr. Williams and seconded by Mr. Woodmansee to approve bills totaling \$ _____. The motion was approved 5-0.

ADJOURNMENT:

Motion to adjourn by Mr. Thomassy and seconded by Ms. Smith. Motion was approved 5-0.

Meeting was adjourned at 8:10 PM.

Respectfully submitted,

W. Lee Woodmansee, Secretary