

**MINUTES**

**WEST MANCHESTER TOWNSHIP AUTHORITY**

**February 20, 2025**

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 20, 2025 at 7:00 pm. by Chairman Bentzel. Present were Mr. Bentzel, Mr. Thomassy, Mr. Williams Ms. Smith and Mr. Woodmansee, as well as Mr. Horvatinovic, WMTA, Atty. Baranski, Solicitor and Ms. Young, Engineer.

**PUBLIC COMMENT, QUESTIONS:** Jeffrey Shank approached the Board to request water service at his property on Taxville Rd. His property contains 13 acres and he is not planning on subdividing. He is in the process of getting all approvals for the construction of his house. The Board described the developments being planned for the area and what water lines would need to be planned and constructed. Mr. Shank stated that he would need water by the end of 2025. The Board told him that they would keep him informed of the on-going planning for the area.

**MINUTES:** Minutes of the two January 16, 2025 meetings were reviewed.

A **MOTION** was made by Mr. Williams and seconded by Ms. Smith to approve the minutes of the Reorganization Meeting of January 16, 2025 as presented. **MOTION** was approved 5-0.

A **MOTION** was made by Mr. Williams and seconded by Mr. Woodmansee to approve the minutes of the regular meeting of January 16, 2025 as presented. **MOTION** was approved 5-0.

**TREASURER’S REPORT:**

Mr. Thomassy reviewed the January, 2025 Monthly Financial Report.

**Cash:**

<b>Checking Account Balance:</b>	<b>1/01/25</b>		<b>\$1,000,657.60</b>
Account Balances	<b>1/31/25</b>		
PNC Money Market		\$ 1,026,518.13	
PNC Checking		\$ 25,000.00	\$1,051,518.13
Escrow Funds			\$ 68,661.18
<b>Available Balance</b>	<b>1/31/25</b>		<b>\$ 982,856.95</b>

**Capital Reserve Fund**

PLGIT Balance	<b>1/01/25</b>		<b>\$ 894,998.62</b>
Interest			<b>\$9,137.82</b>

Purchases	--	
Fees	--	\$9,137.82
<b>PLGIT Balance</b>	<b>1/31/25</b>	<b>\$ 904,136.44</b>

**JANUARY 2025 Profit/Loss**

**Income:**

Cellular Tower Rental	\$	8,892.25	
Water Revenue	\$	96,226.73	
Penalty	\$	877.27	
Interest	\$	55.70	
Total Income:			\$ 106,051.95
Total Expenses:			\$ 47,189.90
<b>Net Income/(Loss) :</b>	<b>1/31/25</b>		<b>\$ 58,862.05</b>

Mr. Thomassy stated that the 2024 Audit process would begin soon

**MOTION** was made by Ms. Smith and seconded by Mr. Williams to approve the Treasurer’s report as presented. **MOTION** was approved 5-0.

**MANAGER’S REPORT:**

- 1) Freedom Billing Systems, the new billing system software owner, will meet with Authority staff in the following week
- 2) The Generator at Well #1 failed run last week. Winter Welding will inspect it next week.
- 3) Application form for Mr. Horvatinovic’s license has been submitted. No date yet for Mr. Smith’s needed classes.
- 4) Meters are being read, but readers are having trouble with the handheld Samsung Tablets. Different tablets are being reviewed/evaluated.
- 5) New well 9 pump is working well.

**ENGINEER’S REPORT:**

- 1) Ms. Young stated that the SRBC permit application was submitted in August 2024.
- 2) Preliminary water main replacements drawings are done and await final review by the Manager.
- 3) The permit for replacement of the pump at Well 6 and the chlorine contact tank at Wells 4/5 was submitted and DEP questions are being reviewed.
- 4) Plans for proposed replacement of undersized mains are waiting review by Mr. Horvatinovic

**SOLICITOR’S REPORT:**

Attorney Baranski has completed the easement for one of the wells involved in the flood management project of the Township. He continues to work on the second easement.

## UNFINISHED BUSINESS:

### a. DISCUSSION TOPICS:

- i. **Transition Planning:** Mr. Bentzel met with staff to review SOPs for ACH transfers.
- ii. **Building Modifications:** Mr. Williams and Ms. Smith will be reviewing work to be done on the lawn and sidewalk in front of the building.
- iii. **Records destruction:** Mr. Horvatinovic sees no problems with getting records destroyed by May 31.
- iv. **Staff Training:** Mr. Woodmansee stated that there was no change in possible courses for the staff, but they usually become available in the spring.
- v. **Lead Service Inventory:** Mr. Horvatinovic reported that there has been no reply from DEP on additional comments he made on the inventory.
- vi. **Plans for Water System expansion project(s):** Mr. Woodmansee reported that there was no new information from the development on Taxville Rd and that he and Mr. Williams had walked Mr. Shank's property to review possible future pipe installation locations

## NEW BUSINESS:

- a. **INVENTORY OF LEAD CONNECTIONS:** There was no action on the Inventory of lead connections.
- b. **FLOOD PLAIN PROJECTS OFF THORNBRIDGE RD:** Attorney Baranski stated that the Township had not yet provided final drafts of environmental safeguards for the proposed easement at wells 7 & 8, but did provide satisfactory language for well #6. He provided an easement agreement for this previously approved easement and recommended Authority execution. The document was executed.
- c. **WATER SERVICE AREA EXPANSION:** There was no action taken on Mr. Shank's water service request.
- d. **SHAFFER'S LAWN CARE MAINTENANCE AGREEMENT EXTENSION: MOTION** by Mr. Williams and second by Mr. Thomassy to extend the current lawn care maintenance agreement for 3 additional years. **MOTION** was approved 5-0.
- e. **POSSIBLE GRANT OPPORTUNITIES:** Ms. Young pointed out that some State funds may become available for the project for which we have developed plans. **Motion** by Mr. Bentzel, second by Mr. Thomassy to have Ms. Young pursue possible funding programs from the State for 4" line upgrades as described in the plans previously developed by B-H.

## OTHER BUSINESS:

**REVIEW OF PUMPING RECORDS:** Pumping records were presented and reviewed

**PAYMENT OF JANUARY/FEBRUARY BILLS:** Bills received since the last meeting were reviewed. **MOTION** was made by Mr. Williams and seconded by Ms. Smith to approve bills through February 20, 2025 totaling \$98,770.60. **MOTION** was approved 5-0.

**ADJOURNMENT:**

The meeting was adjourned at 9:07 pm by Chairman Bentzel.

Respectfully submitted,

W. Lee Woodmansee, Secretary