

MINUTES

WEST MANCHESTER TOWNSHIP AUTHORITY

January 16, 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 January 16, 2025 at 7:05 pm. by Chairman Bentzel. Present were Mr. Bentzel, Mr. Thomassy, and Mr. Woodmansee, as well as Mr. Horvatinovic, WMTA, and Ms. Young, Engineer. Members Williams and Smith participated through Zoom, as did Atty. Baranski, Solicitor.

PUBLIC COMMENT, QUESTIONS: There were none.

MINUTES: Minutes of the December 19, 2024 meeting were reviewed.

A **MOTION** was made by Mr. Thomassy and seconded by Mr. Williams to approve the minutes of December 19, 2024 as presented. **MOTION** was approved 5-0.

TREASURER’S REPORT:

Mr. Thomassy reviewed the December, 2024 Monthly Financial Report.

Cash:

Checking Account Balance:	12/01/24		\$1,032,088.05
Account Balances	12/31/24		
PNC Money Market		\$ 975,657.60	
PNC Checking		\$ 25,000.00	\$1,000,657.60
Escrow Funds			\$ 69,092.04
Available Balance	12/31/24		\$ 931,565.56

Capital Reserve Fund

PLGIT Balance	12/01/24		\$ 893,892.30
Interest		\$1,106.32	
Purchases		--	
Fees		--	\$ 1,106.32
PLGIT Balance	12/31/24		\$ 894,998.62

DECEMBER 2024 Profit/Loss

Income:

Cellular Tower Rental	\$ 8,892.25
Water Revenue	\$ 14,636.30

Penalty	\$	1,430.95
Interest	\$	276.60

Total Income:		\$ 25,236.40
Total Expenses:		\$ 72,842.14
Net Income/(Loss) :	12/31/24	\$ (47,605.74)

Mr. Thomassy stated that the 2024 Audit process would begin in March and the Auditors would be using our new meeting room as their on-site location. Their on-site work should make the Audit process more efficient.

MOTION was made by Mr. Woodmansee 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 company performing our water billing, will be unveiling a new billing system as a result of its acquisition by a new company named **G-Works**.
- 2) Hydrants at Cedar/Derry and Esbenshade/Birch will be replaced as soon as Gingerich has the time. Both are not working properly.
- 3) Mr. Horvatinovic continues to make minor corrections to the Lead inventory re: addresses, categorization, etc.
- 4) Mr. Horvatinovic distributed PFA test results. Ms. Young expressed concern because the results are high enough to require some specific testing with additional equipment. She expressed concern that the tests may show that long term water processing may be required. In the meantime, we will be observing the process being used by Dover Township on PFAs and learn by watching their process.

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 has been submitted.

SOLICITOR'S REPORT:

Mr. Baranski continues to work on the easements for the Thornbridge Rd. flood management project as it affects our well sites.

UNFINISHED BUSINESS:

a. DISCUSSION TOPICS:

- i. **Transition Planning:** Mr. Bentzel and Mr. Horvatinovic have been working on new SOPS for various recurring processes.
- ii. **Building Modifications:** No change

- 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 he continues to make small changes on the inventory.
- vi. **Plans for Water System expansion project(s):** A discussion was held regarding planned and probable new subdivisions which may require line extensions. It was agreed that the Township needs to be more forthcoming on proposed new projects to make us aware of planning that the Authority needs to undertake. Ms. Young volunteered to talk to the Engineering firm working on the Washington project and Mr. Bentzel will talk to West Manchester Township about improving lines of communication.

NEW BUSINESS:

- a. **INVENTORY OF LEAD CONNECTIONS:** There was no action on the Inventory of lead connections.
- b. **2025 OPERATING BUDGET:** Mr. Thomassy described the changes made from the first draft of the operating budget. **MOTION** by Mr. Woodmansee, seconded by Mr. Bentzel to adopt the 2025 Operating Budget as presented by the Treasurer. **MOTION** approved 5-0.
- c. **2025 CAPITAL BUDGET:** **MOTION** by Mr. Bentzel, seconded by Mr. Williams to adopt the 2025 Capital Budget as presented by the Treasurer. **MOTION** was approved 5-0.
- d. **FLOOD PLAIN PROJECTS OFF THORNBRIDGE RD:** Attorney Baranski stated that the Township had not yet provided final drafts of the proposed easement and action could not be taken.
- e. **WATER SERVICE AREA EXPANSION:** There was no action.

OTHER BUSINESS:

REVIEW OF PUMPING RECORDS: Pumping records were presented and reviewed

PAYMENT OF NOVEMBER/DECEMBER BILLS: Bills received since the last meeting were reviewed.

MOTION was made by Mr. Thomassy and seconded by Mr. Woodmansee to approve bills through January 16, 2025 totaling \$57,577.81. **MOTION** was approved 5-0.

ADJOURNMENT:

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

Respectfully submitted,

W. Lee Woodmansee, Secretary