

MINUTES

WEST MANCHESTER TOWNSHIP AUTHORITY

January 18, 2024

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 18, 2024 at 7:00 pm. Mr. Bentzel, Mr. Thomassy, Mr. Woodmansee, and Mr. Williams were present in the office as were Mr. Horvatinovic, WMTA and Ms. Young, Engineer and Atty. Baranski. Ms. Smith was present through ZOOM.

PUBLIC COMMENT, QUESTIONS: There were no public comments

MINUTES OF December 21, 2023 and January 15, 2024 Reorganization meeting:

A **MOTION** was made by Mr. Thomassy and seconded by Mr. Williams to approve the minutes of the December 21, 2023 meeting as presented. **MOTION** passed 5-0.

A **MOTION** was made by Mr. Williams and seconded by Mr. Bentzel to approve the minutes of the January 15, 2024 Reorganization meeting as presented. **MOTION** passed 5-0.

TREASURER'S REPORT:

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

Checking Account Balance:	12/1/23	\$ 629,433.12
Receipts:		
Cellular Tower Rental		\$ 8,476.35
Water Revenue		\$ 12,221.09
Penalty		\$ 1,012.62
Interest		\$ 205.67
Total Income:		\$ 21,915.73
Expenses:		\$ 71,333.23
Checking Account Balance:	12/31/23	\$ 602,376.48
Escrow Funds Held:		\$ 79,174.58
Available Balance:		\$ 523,201.90
Capital Reserve Fund:		
PLGIT Beginning Balance:	12/1/23	\$ 855,818.15
Interest		\$ 2,098.48

PLGIT Ending Balance:

12/31/23

\$ 857,916.63

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:

There has been no contact from K&K Painting regarding the unfinished items on the 2mg standpipe.

The old Pick-up has been delivered to Tom Green and is in his possession.

Mr. Horvatinovic has found a new meter reader who will begin at the next reading.

New rates have been installed into the billing program.

Trimmer Elementary wants to widen the road shared by the school and the Authority to allow for a loop in picking up and dropping off children. He will keep the Board apprised as the project progresses.

The first PFA samples were delivered to the lab on January 9. One sample was submitted and results should be returned in about 4 weeks.

The Pa. Rural Water Association offers continuing ed. Credits. The Manager and Asst. Manager need a total of 53 credits between them for the current cycle.

\$12,698 in termination notices have been sent to customers for the quarter and \$9,100 has been collected.

ENGINEER'S REPORT:

Diana Young reported that:

- 1) BH is gathering the information needed for the General Permit for Well 8.
- 2) BH had received no new information regard the completion of the Ridings Way tank project.
- 3) Glyphosate was planned to be used by the Township on their to curb weeds on the wild meadow at wells 7 & 8. Glyphosate is a regulated drinking water contaminant. BH recommends that NO chemicals be used in the area of the wells.
- 4) BH continues to develop the specs for the replacement of undersized lines in case grant funds become available. Part of the project includes the addition of a larger chlorine contact tank and a site visit with the Manager would be needed to size the final tank size.
- 5) A site visit is needed at well 6 to collect information for the pump replacement.

SOLICITOR'S REPORT:

Attorney Baranski re-stated that the Sprint/T-Mobile lease will expire at the end of 2024. He also updated the Board on the action being taken against T-Mobile/Sprint for the cancellation of lease payments on the old Clearwire lease. A trial date has not been set to hear our suit.

UNFINISHED BUSINESS:

- a. **DISCUSSION TOPICS:**

- i. **Transition Planning:** The board discussed the availability of financial management and other management training for Mr. Smith.
- ii. **Records review and disposal:** There were no additional records ready for destruction.
- iii. **Building modifications.** Mr. Williams stated that the Authority would need a building permit to have the electrical work done on the new meeting room.
- iv. **Truck disposition:** Completed.
- v. **Lead and Copper Rule Revisions:** Mr. Horvatinovic had no update.
- vi. **Payroll Outsourcing:** Mr. Thomassy stated that he has received very good recommendations for the payroll firm; the cost is extremely low compared to other firms; and he recommends using the service..

NEW BUSINESS

- a. **ACTION ON FINAL PAYMENT AND REQUIRED WORK TO COMPLETE THE RIDINGS WAY TANK REHAB PROJECT: MOTION** by Mr. Williams, second by Mr. Thomassy to authorize the Solicitor to notify the contractor that he has 30 days to complete the work on the tank or the Authority will keep all retainage funds and the funds set aside for finishing the project. Motion approved 5-0.
- b. **CONTRACT PROPOSAL BY KEYSTONE PAYROLL TO PERFORM PAYROLL MANAGEMENT FOR THE AUTHORITY: MOTION** by Mr. Thomassy, second by Mr. Williams to contract with Keystone Payroll to perform all payroll management at a cost of \$200 for set-up and \$36 per payroll. Motion approved 5-0.
- c. **T-MOBILE LEASE EXTENSION ON LOCUST LANE TANK: MOTION** by Mr. Woodmansee and seconded by Mr. Thomassy to make a counter offer to T-Mobile including a lease extension of 25 years with an increase to \$2750/month; keeping the 3% increase each year; and adding language that, if the antennas have to be moved for tank painting, the move will be done at T-Mobile's expense; and all new or moved equipment must be painted to match the existing color of the tank. The motion was approved 5-0.

OTHER BUSINESS:

REVIEW OF PUMPING RECORDS: Pumping records were presented and reviewed. There were no unusual figures beyond noting that the ground water level continues to improve.

PAYMENT OF JANUARY BILLS: Bills received in January were reviewed and a **MOTION** was made by Mr. Williams and seconded by Mr. Thomassy to approve bills through January 18 totaling \$46,839.10. The motion was approved 5-0.

ADJOURNMENT:

Chairman Bentzel adjourned the meeting at 8:25 PM.

Respectfully submitted,

W. Lee Woodmansee, Secretary