

January 27, 2021

The regular monthly meeting of the West Manchester Township Authority was held virtually via Zoom on January 27, 2020 at 8:00 pm. The meeting was also broadcast on the West Manchester Township Authority-Shiloh Water System Facebook page. Mr. Bentzel, Mr. Javitt, Mr. Williams, Mr. Hamme, and Mr. Woodmansee were present. Also attending were Ms. Diana Young, Engineer; Mr. John Baranski, Solicitor; Mr. John Horvatinovic and Mr. Steve Smith, WMTA.

Mr. James Bentzel, Jr., Chairman opened the meeting at 8:02 pm.

On a **MOTION** by Mr. Williams and seconded by Mr. Hamme, the minutes from the December 16, 2020 Authority meeting were approved as presented. Motion carried unanimously.

On a **MOTION** by Mr. Hamme and seconded by Mr. Bentzel, the minutes from the Reorganization meeting of January 4, 2021 were approved as presented. Motion carried unanimously.

Engineer's Report:

Ms. Young noted that the refurbishment of the Deerford Way tank would begin in April 2021 with no additional cost to the Authority. She also pointed out that improvements to the electrical equipment at two pump locations would need coordination with PPL. Responding to a question, she said that the final modifications should not be too expensive.

Chairman Bentzel asked Mr. Woodmansee for a progress report on the revised website. Woodmansee stated that DD should have the site completed soon, perhaps by the next meeting.

Mr. Williams described the planned improvements to the admin building. Williams stated that he had received an update from the project engineer on 1/21/2021 and he should deliver the plans on February 28. Williams then described the items not covered by the contract with the engineer. These items were the bid advertising; answering all bidders' questions; and all permitting. He was asked to work with the Engineer to determine how to complete those duties. Williams then said that he would try to have the plans delivered on February 24 so that Authority members could review them before the meeting.

Manager's Report:

Mr. Horvatinovic described a problem at well #7 in which large quantities of manganese laden water would spill into the water system when it was restarted after a period of rest. He stated that the system needed a way to assure that the well could only be brought back into the system manually to avoid this spill. The Board discussed various reporting mechanisms with him and the Engineer. Mr. Horvatinovic said he would report back at the next meeting and expected to have a final recommendation at that time.

Mr. Smith has identified 76 hydrants without shut off valves. Of those hydrants, 49 were installed between 1951 and 1959 with only 5 of them having a shutoff. He also found one hydrant that was leaking and that hydrant had been repaired.

A spreadsheet continues to be developed which will record curb stop, valves, hydrants and main dimensions for each address in the system

The meters at well #1 and well #8 are due for their 5 year calibration near the end of February. The Authority has a calibrated meter set to replace the meter at well #1, but well #8 will be off line while the calibration takes place.

Mr. Horvatinovic described his attempts at collecting delinquent bills to avoid water shutoffs for customers and reviewed the total delinquencies. Total due as of January 27, 2021 was \$129,423. Last quarter, at the same time, the total was \$153,060. He reported collecting \$1400 soon after the December snowstorm when more customers were at home.

Treasurer's Report:

Mr. Javitt gave the Treasurer's report:

Checking Account Balance:	12/1/20	\$575974.77
Receipts:		
Cellular Tower Rental		\$ 9,657.48
Water Revenue		\$ 13,594.55
Penalty		\$ 979.57
Interest		\$ 145.92
Refund		\$ (67.77)
Total Income:		\$ 24,309.75
Expenses:		\$ 41,767.95
Checking Account Balance:	12/31/20	\$558,516.57
Escrow Funds Held:		\$ 17,712.35
Available Balance:		\$540,804.22
Capital Reserve Fund:		
PLGIT Beginning Balance:	12/1/20	\$1,107,788.89
Interest		\$ 4,107.95
Purchases		
Fees		
PLGIT Ending Balance:	12/31/20	\$1,111,896.84

On a **MOTION** by Mr. Williams and seconded by Mr. Woodmansee, the Treasurer's report was approved as presented. Motion carried unanimously.

Engineer Young reported that Verizon wanted to make antenna changes to their installation on the Locust Lane tank. The new antennas would be heavier than the existing antennas and a structural analysis would be needed and escrow funds would have to be set up for both engineer review fees and for any damages done to the tank during the installation. Solicitor Baransky said that he would check on the escrow requirements for work on our tanks and report back at the next meeting.

On a **MOTION** by Mr. Woodmansee, seconded by Mr. Williams, and passed unanimously, Verizon 's plans were tabled until the appropriate escrow package(s) and structural analysis were provided.

Attorney Baranski brought a legal question to the Board's attention. Clearwire, which has equipment attached to the Brenda Road standpipe, was delinquent in its taxes and the equipment was sold at a Sheriff's sale to an Edward Lyons of Philadelphia. Mr. Lyons then served legal papers to the Authority and Clearwire accusing both parties of blocking his access to his property. Attorney Baranski had only recently received the paperwork and would be responding to the plaintiff. Mr. Woodmansee stated that a sheriff's sale had narrowly been averted approximately 5 years before. The Authority had been contacted and had to make introductions between the taxing bodies and Clearwire representatives so that the sheriff sale could be averted at that time.

NEW BUSINESS

Chairman Bentzel raised the topic of the yearly amount that the Township pays per hydrant for hydrant maintenance and water use for fires. The amount is currently \$95/hydrant and the contract is up at the end of the current year. **MOTION** by Mr. Javitt, seconded by Mr. Williams, to keep the yearly hydrant rate at \$95 per year, per hydrant. Motion carried unanimously.

Chairman Bentzel informed the Board that he had met with the staff on the previous Monday. Staff mentioned that the brake lines in the Pickup truck needed to be replaced and Ms. Eyer stated that she had occasional problems with the check scanner when multiple checks go through at the same time.

Chairman Bentzel also pointed out that Steve Smith was using his personal cell phone for Authority business without recompense. The Board agreed that he should be somehow reimbursed for the use of his phone and the topic would be on the next meeting agenda for discussion and action. Mr. Smith also has been certified as a water operator and Mr. Bentzel suggested that the Board consider an increase in salary because of the certification. Mr. Woodmansee agreed and Mr. Bentzel suggested that this topic also be on the next meeting agenda.

Mr. Woodmansee informed the Board that he had been reviewing the process for destroying old records and would be developing the resolutions that the Board needed to adopt to formalize the process of records destruction. Woodmansee stated that it would be good to destroy the records rather than moving them into the new storage room being planned.

PAYMENT OF BILLS

The Board reviewed all the bills presented for payment. On a **MOTION** by Mr. Woodmansee and seconded by Mr. Williams, the bills, totaling \$45,958.11 were approved for payment.

MOTION to adjourn made by Mr. Hamme and seconded by Mr. Javitt. Motion carried unanimously.

Respectfully submitted,

Lee Woodmansee, Secretary