

MINUTES

WEST MANCHESTER TOWNSHIP AUTHORITY

July 28, 2021

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 July 28, 2021 at 8:05 pm. Mr. Bentzel, Mr. Williams, Mr. Woodmansee, Mr. Javitt, and Mr. Hamme were present. Also attending were Ms. Diana Young, Engineer (via Zoom); Mr. Charles Rausch, Acting Solicitor; and Mr. Steve Smith and Mr. John Horvatinovic, WMTA.

MINUTES:

A **MOTION** was made by Mr. Hamme and seconded by Mr. Williams to approve the minutes of June 30, 2021 as presented. Motion carried unanimously. A **MOTION** was made by Mr. Williams and seconded by Mr. Javitt to approve the notes of the Facilities Tour of July 26, 2021 as presented. Motion carried unanimously.

PUBLIC COMMENT, QUESTIONS:

There were no public comments or questions

TREASURER'S REPORT:

Mr. Javitt read the Treasurer's report:

Checking Account Balance:	6/1/21	\$432,022.48
Receipts:		
Cellular Tower Rental		\$ 7,971.77
Water Revenue		\$ 14,458.52
Penalty		\$ 1,159.73
Interest		\$ 309.33
Salvage		\$ 250.00
Total Income:		\$ 75,212.24
Expenses:		\$ 24,149.35
Checking Account Balance:	6/30/21	\$368,190.84
Escrow Funds Held:		\$ 18,853.69
Available Balance:		\$349,337.15
Capital Reserve Fund:		
PLGIT Beginning Balance:	6/1/21	\$1,111,976.96
Interest		\$ 14.81
PLGIT Ending Balance:	5/30/21	\$1,111,991.77

Mr. Javitt questioned the cash flow of the Authority, stating that the payment of the bills to paint the tank exterior would have to come from the reserve fund. Mr. Woodmansee pointed out that PLGIT paperwork would have to be amended to allow Mr. Javitt to make necessary fund transfers. Mr. Javitt also stated that the 2020 Audit was complete and asked for Board approval. A **Motion** was made to approve the 2020 Audit by Mr. Williams and seconded by Mr. Hamme. Motion carried unanimously.

Mr. Javitt also pointed out that the Board should begin considering the transition which will take place when Ms. Eyler decides to retire and suggested that we begin talking to her and planning for an orderly transition at the time when she chooses to leave. He stated that he would like to have input into that process because of the bookkeeping duties which are part of the position. The Board discussed the transition for Ms. Eyler as well as Mr. Horvatinovic who has also reached the age where retirement becomes more likely. Mr. Bentzel stated that he would discuss the topic with staff on the following Friday and would report back to the Board at the next meeting. Board members were in agreement that they were gathering information on staff's retirement plans for planning purposes and not requesting that they retire.

A **MOTION** was made by Mr. Williams and seconded by Mr. Hamme to approve the Treasurer's report as presented. Motion carried unanimously.

MANAGER'S REPORT:

Mr. Horvatinovic gave his report. He stated that the two trees on Authority property had been removed but has had no luck reaching the owner of the adjacent land to remove their dangerous tree.

Reichert Well Drilling, VFD Mfg., and I. B. Abel were present on July 9 to start the new pump at Well #7. After some adjustments, the new pump seemed to work fine.

I.B. Abel will be at Well #9 on July 29 to finish wiring the new disconnect equipment.

Gingerich Construction added a valve to the fire hydrant at Trimmer School.

Gingerich Construction also replaced a hydrant the day of the meeting on Carlisle Rd, near Winding, which was destroyed in an auto accident.

The unauthorized entry system still needs to be set up at Well 7 and has not yet been activated, pending a determination as to the best way to set it up.

Telephonic bids were requested of three bidders to perform 5 valve replacements this year and all bids have been received.

Steve Smith has almost completed the inspection of all hydrants in the system. All the remaining hydrants have valves.

Only 3 customers had overdue bills that met the Authority's limit for action for collection. Mr. Horvatinovic was working on them.

ENGINEER'S REPORT:

Ms. Young noted that Verizon still had not posted the necessary bond/escrow to perform work on their antennas attached to the Locust Lane elevated tank. No action was taken on the request by Verizon to install new antennas on the tank.

I.B. Abel has completed their electrical work on the well sites soon and Buchart Horn will soon follow up with the final arc flash study and labeling.

Ms. Young said she would soon be requesting a schedule for the outside rehab work on the Deerford Way tank from the tank rehab contractor.

SOLICITOR'S REPORT:

In Attorney Baranski's absence, Attorney Rausch stated that we were still waiting for a response from the owner of the antennas on the Trimmer standpipe after we filed a notice of default.

UNFINISHED BUSINESS:

Discussion topics: All discussion topics had been discussed at other points in the meeting.

No action was taken on the request by AT&T to modify their antenna array on the Locust Lane Tank because of their failure to submit an escrow deposit.

NEW BUSINESS:

Water valve improvement project: Manager Horvatinovic presented three bids for the installation of valves at 5 Hydrants which presently had no valves. Bidders and their bids are as follows:

Gingerich Landscaping and Construction: Bid: \$19,600.00.

Stewart and Tate Construction: Bid: \$40,890.00.

R L Livingston, Inc: Bid: \$57,980.00.

Motion was made by Mr. Williams and seconded by Mr. Javitt to award the contract to install 5 new meter valves to Gingerich Landscaping and Excavating at a price of \$19,600. Motion carried unanimously.

OTHER BUSINESS:

Mr. Williams stated that Mr. Snyder had submitted the building permit application to the Township for the new meeting room and was waiting for the approval. Mr. Javitt pointed out that a discussion with the acting Solicitor had revealed that the upper limit on bids that required the bids to be separated by function was \$4000.

Mr. Bentzel asked if the Authority needed to hire a contractor to clean and perhaps paint fire hydrants throughout the service area. He asked the board members to take special note of hydrants prior to the next meeting. Mr. Horvatinovic said that he would check on cost and availability of a contractor and report back at the next meeting

Appreciation Dinner: Mr. Hamme reported that the Authority's Appreciation Dinner would be held at the Wyndham Gardens on November 6, 2021 at 5 PM.

Reports: The board reviewed the monthly water usage reports and noted that the usage for July was at the lowest water usage since records had been kept.

PAYMENT OF BILLS:

The Board reviewed the bills presented for payment. **MOTION** was made by Mr. Hamme and seconded by Mr. Javitt to pay bills totaling \$48,241.61. The motion carried unanimously.

ADJOURNMENT:

MOTION to adjourn made by Mr. Hamme and seconded by Mr. Williams. Motion carried unanimously. Meeting was adjourned at 9:35 PM.

Respectfully submitted,

W. Lee Woodmansee, Secretary