

MINUTES

WEST MANCHESTER TOWNSHIP AUTHORITY

June 20, 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 June 20, 2024 at 7:00 pm. Mr. Bentzel, Mr. Thomassy, Mr. Woodmansee, Mr. Williams, and Ms. Smith were present, as were Mr. Horvatinovic, WMTA and Atty. Baranski. Ms. Young, Engineer, participated through Zoom.

PUBLIC COMMENT, QUESTIONS: There were no public comments. Chairman Bentzel read a letter from the family of Scott Thomassy thanking the Board for the Whitecomb’s fruit basket upon the passing of his mother.

MINUTES: Minutes of May 16, 2024 meeting were reviewed.

A **MOTION** was made by Mr. Williams and seconded by Mr. Thomassy to approve the minutes of May 16, 2024 as presented. **MOTION** passed 5-0.

TREASURER’S REPORT:

Mr. Thomassy reviewed the May, 2024 Monthly Financial report. He pointed out that he had modified the report and would be making additional changes to provide better and more specific information regarding our monthly “snapshot” of the Authority’s financial position.

Cash:

| | | | |
|----------------------------------|----------------|---------------|----------------------|
| Checking Account Balance: | 4/30/24 | | \$ 761,239.69 |
| Account Balances | 5/31/24 | | |
| PNC Money Market | | \$ 779,932.05 | |
| PNC Checking | | \$ 19,731.14 | \$ 799,663.19 |
| Escrow Funds | | | \$ 79,359.33 |
| Available Balance | 5/31/24 | | \$ 720,303.86 |

Capital Reserve Fund

| | | | |
|----------------------|----------------|-----------|----------------------|
| PLGIT Balance | 4/30/24 | | \$ 882,632.83 |
| Interest | | \$ 378.01 | |
| Purchases | | \$ -- | |
| Fees | | \$ -- | \$ 378.01 |
| PLGIT Balance | 5/31/24 | | \$ 883,010.84 |

May 2024 Profit/Loss

Income:

| | | |
|----------------------------|----------------|---------------------|
| Cellular Tower Rental | \$ 8,476.35 | |
| Water Revenue | \$ 113,860.55 | |
| Penalty | \$ 1,548.61 | |
| Interest | \$ 58.46 | |
| Total Income: | | \$ 123,943.97 |
| Total Expenses: | | \$ 104,522.56 |
| Net Income/(Loss) : | 5/31/24 | \$ 19,421.41 |

Mr. Thomassy stated that he would continue to “tweak” the report form to make sure that it provided the Board with all the monthly information that it needed.

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

MANAGER’S REPORT:

- 1) Mr. Horvatinovic stated that the new meter reader did an excellent job and that she seemed happy with the work.
- 2) The hydrant on Sunset Lane was replaced at a cost of \$14,268 – all of which was billed to the insurance company.
- 3) PFA samples were submitted with few problems.
- 4) Mr. Horvatinovic has received the lead service line inventory forms from DEP. Mr. Horvatinovic is developing a plan by which each homeowner would be asked to send a picture of the service line into their house and submit the picture to the Authority. Also included in the information gathering will be a mass mailing and articles on the Township’s Face Book page and its website.
- 5) DEP examined most of the records and facilities on May 31. Many small items need to be addressed and a final report will be sent to the Authority from DEP, but there were no big problems.

ENGINEER’S REPORT:

- 1) Work continues on the SRBC permit and should be completed in July.
- 2) The mapping for the possible future work has been done.
- 3) AT&T has proposed modifications to its equipment on the Locust Lane tank. BH is waiting for the bonding from AT&T to allow them to continue.
- 4) Equipment has been selected for new equipment on Well #6.
- 5) A meeting was held with The Township and its Engineer to set boundaries and levels of weed spraying in the proposed flood prevention project near 3 of our wells. BH stressed that the Township will be liable for any chemicals that might appear in the water drawn from the nearby wells.

SOLICITOR’S REPORT:

- 1) Attorney Baranski reiterated that AT&T will be submitting bonds for his review prior to work being done on the Locust Lane tank.
- 2) He stated that the Ridings Way project is considered completed and any additional work that is needed will be done by the Township, not the contractor.

UNFINISHED BUSINESS:

a. DISCUSSION TOPICS:

- i. **Transition Planning:** Mr. Bentzel stated that "SOPs" are being reviewed and updated.
- ii. **Records review and disposal:** Chairman Bentzel told Mr. Horvatinovic to hold off on destroying records at the Incinerator until the cooler weather in the Fall.
- iii. **Building modifications.** Mr. Williams solicited ideas for what part(s) of the office should be reviewed and plans developed for upgrading. Board members listed the sidewalk area and handicapped entrances; all the windows on the office; and better lighting on the east end of the building. It was also agreed that the specifics will be reviewed at the annual facilities inspection in July.
- iv. **Lead and Copper Rule Revisions:** Discussed in the Manager's report.
- v. **Staff Training:** Mr. Woodmansee stated that PMMI will only be offering Budget Management this year. Once the schedule is developed, Mr. Smith and Mr. Horvatinovic will be scheduled to take the course. Other programs will probably be offered later and Mr. Woodmansee will report back to the Board on their relevance and scheduling.

NEW BUSINESS:

There was no new business.

OTHER BUSINESS:

REVIEW OF PUMPING RECORDS: Pumping records were presented and reviewed. Mr. Bentzel was surprised by the sudden reduction and then increase in water being pumped, Mr. Horvatinovic described the reasons for the apparent problem and stated that there was no real problem.

FACILITIES TOUR: Mr. Bentzel reminded Board members of the annual tour on July 15.

PAYMENT OF JUNE BILLS: Bills received since the last meeting were reviewed and a **MOTION** was made by Mr. Williams and seconded by Ms. Smith to approve bills through June 20, 2024 totaling \$91,478.38. The motion was approved 5-0.

ADJOURNMENT:

Chairman Bentzel adjourned the meeting at 8:07 PM.

Respectfully submitted,

W. Lee Woodmansee, Secretary