

MINUTES

WEST MANCHESTER TOWNSHIP AUTHORITY

June 30, 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 June 30, 2021 at 8:20 pm. Mr. Bentzel, Mr. Williams, Mr. Woodmansee and Mr. Hamme were present. Also attending were Ms. Diana Young, Engineer; Mr. John Baranski, Solicitor; and Mr. John Horvatinovic, WMTA. Mr. Javitt was on vacation and the Authority's ZOOM system was not working.

The Board meeting's opening was delayed because of a presentation by Johnathan Snyder on the progress of the plans to modify a section of the garage into a new meeting room. He reviewed the plans; answered all questions; made minor modifications based on Board comments; and stated that application should be made within the month.

MINUTES:

A **MOTION** was made by Mr. Williams to approve the minutes of May 26, 2021 with a correction. Mr. Williams said that he thought that the Board had approved the installation of 5 hydrant valves at the May meeting. A discussion of the valve replacement project followed with Mr. Horvatinovic, Ms. Young, Mr. Baranski and Mr. Williams clarifying a bidding process that could be developed that would allow Mr. Horvatinovic to easily gather bids for the 5 valve replacements. After the bidding was clarified, Mr. Williams modified his motion to approve the minutes as presented and Mr. Hamme seconded the motion. Motion carried unanimously.

PUBLIC COMMENT, QUESTIONS:

There were no public comments or questions

TREASURER'S REPORT:

Mr. Woodmansee read the Treasurer's report in Mr. Javitt's absence:

Checking Account Balance:	5/1/21	\$468,079.56
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Receipts:

Cellular Tower Rental	\$ 2,232.35
Water Revenue	\$ 72,111.48
Penalty	\$ 809.14
Interest	\$ 59.27

Total Income:	\$ 75,212.24
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Expenses:	\$ 102,351.85
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Checking Account Balance:	5/30/21	\$432,022.48
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Escrow Funds Held:	\$ 18,971.62
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Available Balance:		\$413,050.86
Capital Reserve Fund:		
PLGIT Beginning Balance:	5/1/21	\$1,111,961.85
Interest		\$ 15.11
Purchases		
Fees		
PLGIT Ending Balance:	5/30/21	\$1,111,976.96

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

Mr. Bentzel asked if the 2020 audit was complete. Mr. Woodmansee stated that there was one item outstanding – the executed copy of the 457 retirement plan. The executed copy signed by Mr. Bentzel has not been found. Mr. Woodmansee stated that the original, unsigned document was available and presented it to the Chair for execution. After signature, Mr. Horvatinovic was asked to send a copy to the Auditors.

MANAGER’S REPORT:

Mr. Horvatinovic gave his report. He described the lack of progress in getting trees by the office parking lot removed by the owner of the adjacent land and the fact that there was a now dead tree, also at the office, on Authority property which had to be removed by the Authority.

Reichert Well Drilling had repaired the wiring in the new pump at well #7, but will wait until both Reichert and VFD Mfg. can be in attendance to start the pump.

The 2MG standpipe was filled at the end of May. Bacteria and VOV tests were taken on June 3 and the tank was back in operation on June 16.

Gingerich Excavation replaced the fire hydrant and added a valve at 2491 Cedar Rd. The next hydrant valve to be installed will be at 2222 Loucks Rd.

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.

The 2020 Consumer Confidence Report was completed, posted on our web site; posted on the Township’s web site; and certified with DEP on June 25.

The “Risk and Resilience Report” was certified on June 29.

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

Total due from all customers on June 30 is only \$18,802.00, while the total last month was \$34,958.00.

ENGINEER'S REPORT:

Ms. Young noted that Verizon still has 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.

Buchart-Horn has completed the draft report of the "Risk and Resilience Assessment and Emergency Response Plan" and Ms. Young asked that the Board members provide her with any comments that they may have.

SOLICITOR'S REPORT:

Attorney Baranski stated that unless the Board tells him otherwise, he will tell Clearwire to remove all their equipment from our standpipe; make lease payments to the day when all equipment is gone; and repair all damage to the tank. The Board had no comment.

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:

Risk and Resilience Report: Engineer Young described the Risk and Resilience Report which had been distributed to the Board, stating that it did not have to be approved, only that notification had to be made to the federal government by the end of June, 2021 and that notification had been done.

OTHER BUSINESS:

Billing Landlords: Mr. Horvatinovic stated that he receives a number of calls from landlords asking if their tenant(s) had paid their water bills. Those landlords had specifically asked that the Authority send the bills directly to the tenant, yet continue to call the office to determine if the tenant had actually paid the bill. He asked if it could become mandatory that all bills could be sent to the property owner so that they would not call the office. Solicitor Baranski suggested that the bills be sent to whatever address the property owner requests and that sending the bill be considered notice and anyone calling for a bill total should be told to simply check their bill.

Appreciation Dinner: Mr. Hamme gave several possible dates to the Board for its Appreciation Dinner. After discussion, it was agreed to try to arrange the dinner on November 6 with a second choice being November 13, 2021.

Reports: Mr. Horvatinovic pointed out that there had been a spike in water use because of the hot weather in the week before the meeting, otherwise the usage would have been near the historical low for the month of June in the system.

PAYMENT OF BILLS:

The Board reviewed the bills presented for payment. **MOTION** made by Mr. Williams and seconded by Mr. Hamme to pay bills totaling \$157,444.02. 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