

MINUTES

WEST MANCHESTER TOWNSHIP AUTHORITY

March 16, 2023

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 March 16, 2023 at 7:00 pm. Mr. Bentzel, Mr. Thomassy, Ms. Smith and Mr. Woodmansee were present in the office as were Mr. Horvatinovic, WMTA , Ms. Young, Engineer, and Atty. Baranski. Mr. Williams attended through ZOOM.

PUBLIC COMMENT, QUESTIONS:

There were no public comments

MINUTES:

A **MOTION** was made by Mr. Thomassy and seconded by Ms. Smith to approve the minutes of the February meeting as presented. Motion passed 5-0.

TREASURER'S REPORT:

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

Checking Account Balance:	2/1/23	\$636,148.51
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Receipts:

Cellular Tower Rental	\$ 11,707.96
Water Revenue	\$ 108,201.80
Penalty	\$ 1,174.89
Interest	\$ 89.56

Total Income:	\$ 121,174.20
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Expenses:	\$ 90,796.70
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Checking Account Balance:	2/28/23	\$647,676.53
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Escrow Funds Held:	\$ 19,421.07
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Available Balance:	\$628,255.46
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Capital Reserve Fund:

PLGIT Beginning Balance:	2/1/23	\$824,856.85
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Interest	\$ 3085.90
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PLGIT Ending Balance:	2/28/23	\$827,942.75
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Mr. Thomassy stated that he has made necessary changes to the Authority's PLGIT account so that he can move money into the best possible type of investment for Authority funds. He has received and reviewed

the list of items needed by the Auditors and he, Judy, John, and Wendy have specific tasks in preparation of the audit.

He asked questions of the Board and Manager regarding the follow-up to accounts receivables

He also stated that PLGIT now requires an agreement with the Authority before we can purchase CDs and he will be working on getting that documentation completed.

PNC Bank agreements and signature cards are ready for adoption and signature.

He has reviewed and is providing a list to the Board of new equipment needed in the office.

Attorney Baranski asked if staff could provide a specific list of the items in the escrow fund so that the Board could take action to move appropriate funds in the general operating fund.

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

MANAGER'S REPORT:

The new Authority truck is now in the Authority's possession. The old truck will be kept until all aspects of the purchase and readying the new truck are definitely completed.

The Consumer Confidence Report will be posted on the website by March 31.

Annual DEP primary and sub-facility reports are being double-checked before submission to DEP.

LAWCO calibrated meters on wells 2 and 9. Meters for wells 3,4, and 5 have been removed and taken by LAWCO to their office to be also calibrated.

An inspection by the SRBC was held on February 23rd to check record keeping procedures for submission of pumping reports and water level data to them.

Mr. Horvatinovic provided an oral report, with list, of the 8 sections of 4" mains that he found in the system. He will be using BFPE to perform a flow test on two fire hydrants on these 4" lines.

ENGINEER'S REPORT:

Ms. Young stated that B-H is assisting with the permit renewal for Well #8.

She is reviewing the plans submitted by AT&T's engineers to modify their installation on the Locust Lane tank. The plans have been approved subject to provision of additional information on the structural analysis of the proposed work.

The contractor for the tank rehab has still not delivered some required material to the Authority, but most punch list items are completed.

SOLICITOR'S REPORT:

Attorney Baranski distributed the revised Rules and Regulations for the water system. They have been updated and modified to remove unnecessary and/or redundant sample letters.

MOTION was made by Mr. Woodmansee and seconded by Mr. Bentzel to approve revised and updated “Rules and Regulations” for the Shiloh Water System. Motion approved 5-0.

V. UNFINISHED BUSINESS:

a. DISCUSSION TOPICS:

- i. Transition Planning: Chairman Bentzel stated that the Billing printing and mailing procedures have been reviewed with Mr. Horvatinovic.
- ii. Possible stream re-location project: The Engineer reported that there were no additional activities on the project.
- iii. Equipment changes in Office: Mr. Thomassy reviewed a revised list of equipment, software, and services that he is recommending to update the procedures and work flow in the office. **MOTION** by Mr. Thomassy, second by Mr. Williams to approve the purchase of equipment, software, and services as outlined in the revised letter submitted to the Board, after making sure that the printer can print the Authority’s sewer bills. Motion approved 5-0.
- iv. Use of Shiloh Water.org in office: Mr. Bentzel described the process that our website company emailed to everyone regarding how to use “Shilohwater.org” as the formal address for the Authority’s emails. Mr. Horvatinovic will work with Mr. Smith to set the office up with the new address.
- v. Agreement with PLGIT to allow purchases of CDs. Mr. Thomassy described to process of purchasing Certificates of Deposit through PLGIT. PLGIT has changed their procedures to require an agreement with each member prior to purchasing CDs. **MOTION** by Mr. Woodmansee, second by Mr. Thomassy to authorize the Treasurer to purchase CDs through the PLGIT program. Motion approved 5-0.

- b. LOCUST LANE ANTENNA MODIFICATOINS REQUEST BY VERIZON:** Motion to approve, disapprove, or table plans by Verizon to modify their antennas on the Locust Lane Tank and to approve escrow fund(s) for the project. There was no action.

VI. NEW BUSINESS

- a. **MOTION TO AUTHORIZE THE AUTHORITY CHAIR AND TREASURER TO EXECUTE CHANGES IN PNC BANK ACCOUNTS:** A **MOTION** was made by Mr. Williams and seconded by Mr. Bentzel to authorize the Authority Chair and Treasurer to open and close bank accounts with PNC bank as needed. Motion approved 5-0.
- b. **MOTION TO AUTHORIZE BOARD MEMBERS TO BE SIGNATORIES ON AUTHORITY CHECKS AT PNC BANK:** A **MOTION** was made by Mr. Woodmansee and seconded by Mr. Thomassy to authorize all Authority Board members to sign PNC checks. Motion approved 5-0.

VII. OTHER BUSINESS:

- a. TRUCK DISPOSITION:** The Board discussed the process to sell the “old” Authority Pick-up truck. It was pointed out that the truck would have to be advertised for sale and that the sale should not go forward until the new truck is fully brought into service.
- b.** The Board reviewed the pumping records and water usage for the previous month.
- c. PAYMENT OF BILLS:** Bills were reviewed and a **MOTION** was made by Mr. Thomassy and seconded by Ms. Smith to approve bills totaling \$80,961.60. The motion was approved 5-0.

ADJOURNMENT:

Motion to adjourn by Mr. Bentzel and seconded by Mr. Williams. Smith. Motion was approved 5-0.

Meeting was adjourned at 8:30 PM.

Respectfully submitted,

W. Lee Woodmansee, Secretary