

**MINUTES**

**WEST MANCHESTER TOWNSHIP AUTHORITY**

**May 16, 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 May 16, 2024 at 7:00 pm. Mr. Bentzel, Mr. Thomassy, Mr. Woodmansee, Mr. Williams, and Ms. Smith were present, as were Mr. Horvatinovic, WMTA and Ms. Young, Engineer and Atty. Baranski.

**PUBLIC COMMENT, QUESTIONS:** There were no public comments.

**MINUTES:** Minutes of April 18, 2024 meeting were reviewed.

A **MOTION** was made by Mr. Williams and seconded by Ms. Smith to approve the minutes of April 18, 2024 as presented. **MOTION** passed 5-0.

**TREASURER’S REPORT:**

Mr. Thomassy reviewed the April, 2024 Monthly Balance report.

**Checking Account Balance: 4/1/24 \$ 661,047.33**

**Receipts:**

Cellular Tower Rental	\$ 8,476.35
Water Revenue	\$ 97,578.06
Penalty	\$ 600.97
Interest	\$ 35.37
Fire Hydrant fees	\$ 25,100.00

**Total Income: \$ 131,790.75**

**Expenses: \$ 61,887.43**

**Checking Account Balance: 4/30/24 \$ 761,239.69**

**Escrow Funds Held: \$ 79,359.33**

**Available Balance: \$ 681,880.36**

**Capital Reserve Fund:**

**PLGIT Beginning Balance: 4/1/24 \$ 871,882.43**

Interest \$ 10,750.40

**PLGIT Ending Balance: 4/30/2024 \$ 882,632.83**

Mr. Thomassy described the status of changes made to the Authority's accounts with PNC and PLGIT. He stated that the "sweeps" process has been set up at PNC and resulted in an extra \$1375 in interest revenue over the past month. In addition, changes have been made in investing processes which shows up as \$10,750.40 during the past month.

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

**MANAGER'S REPORT:**

- 1) Mr. Horvatinovic stated that a new meter reader has been hired.
- 2) No word from K&K.
- 3) PFAs sampling continues to be difficult with 2 sites left to test. It is unsure if the testing company or the Authority staff has tainted the samples.
- 4) The damaged hydrant on Sunset Lane is estimated to cost \$16,648. The repairs will be made simultaneously with the addition of the valve for the hydrant.
- 5) An extended conversation was held regarding the forms to be completed for all water users in the system to assure that there are no services with lead. Mr. Horvatinovic again stated that there are no lead services in the system but that it will be a lot of work to convince DEP of that fact.
- 6) DEP will be examining all our facilities and records on May 24.
- 7) Dead trees have been removed behind the office.

**ENGINEER'S REPORT:**

- 1) Ms. Young will be meeting with "LandStudies" to discuss the flood plain management project and its implications our three of our wells in the project area.
- 2) The mapping for the possible future work has been done.
- 3) Size of the pump to be installed in well #6 is in question. She and Mr. Horvatinovic will try to nail down the proper size.

**SOLICITOR'S REPORT:**

- 1) The lease extension with T-Mobile on the Locust Lane tank is on the agenda for action.
- 2) He recommended notifying the contractor doing the work on the Riding's Way tank that the project is completed and the Authority will use funds remaining to be paid to complete the small items that remain.

**UNFINISHED BUSINESS:**

a. **DISCUSSION TOPICS:**

- i. **Transition Planning:** Mr. Bentzel is working to complete the various "SOPs" which are being completed in planning for future system management. He also described the possibility of him helping with minor work such as adding chlorine if there are sudden personnel shortages with staff. Attorney Baranski agreed that there is no problem with him doing it in an emergency.
- ii. **Records review and disposal:** There were no additional records ready for destruction.

- iii. **Building modifications.** The Board members agreed that the continued final touches being added to the meeting room are a great addition to complete the project.
- iv. **Lead and Copper Rule Revisions:** Discussed in the Manager's report.
- v. **Staff Training:** Mr. Woodmansee stated that he will try to have proposed training programs for Mr. Smith and Mr. Horvatinovic by the next meeting.
- vi.

#### **NEW BUSINESS:**

- a. **AGREEMENT TO ACCEPT BID FOR THE PURCHASE OF ELECTRICITY: MOTION** by Mr. Bentzel, second by Mr. Thomassy to execute an agreement with AEP Retail Energy to supply electricity for a 36 month period upon completion of the current, existing contract.
- b. **AGREEMENT TO EXTEND THE EXISTING 25 YEAR LEASE WITH T-MOBILE FOR THE USE OF THE LOCUST LANE WATER TANK: MOTION** was made by Mr. Bentzel and seconded by Mr. Williams to extend the current lease with T-Mobile for an additional 5 terms of 5 years each totaling 25 years with an increase in lease payments; additional language added regarding requirements to move antennas at T-Mobile's cost when tank painting is being done; and with language requiring that all new equipment be painted the same color as the tank.

#### **OTHER BUSINESS:**

**REVIEW OF PUMPING RECORDS:** Pumping records were presented and reviewed.

**FACILITIES TOUR:** Mr. Bentzel suggested July 15 at 6 PM for the annual tour. The rest of the Board agreed to the time and date.

**PAYMENT OF MARCH BILLS:** Bills received since the last meeting were reviewed and a **MOTION** was made by Mr. Thomassy and seconded by Ms. Smith to approve bills through May 16 totaling \$76,521.84. The motion was approved 5-0.

#### **ADJOURNMENT:**

Chairman Bentzel adjourned the meeting at 8:30 PM.

Respectfully submitted,

W. Lee Woodmansee, Secretary