

MINUTES

WEST MANCHESTER TOWNSHIP AUTHORITY

May 18, 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 May 18 2023 at 7:00 pm. Mr. Bentzel, Mr. Thomassy, Ms. Smith, Mr. Williams and Mr. Woodmansee were present in the office as were Mr. Horvatinovic, WMTA and Ms. Young, Engineer. Atty. Baranski attended via Zoom

PUBLIC COMMENT, QUESTIONS: There were no public comments

MINUTES:

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

TREASURER'S REPORT:

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

Checking Account Balance:	4/1/23	\$ 604,686.99
Receipts:		
Cellular Tower Rental		\$ 8,303.13
Water Revenue		\$ 75,416.85
Penalty		\$ 417.32
Interest		\$ 36.64
Total Income:		\$ 84,253.94
Expenses:		\$ 63,914.63
Checking Account Balance:	4/30/23	\$ 646,811.61
Escrow Funds Held:		\$ 18,107.29
Available Balance:		\$ 628,704.32
Capital Reserve Fund:		
PLGIT Beginning Balance:	4/1/23	\$ 830,628.15
Interest		\$ 6,404.46
PLGIT Ending Balance:	4/30/23	\$ 837,032.61

Mr. Thomassy stated that the list of items requested by the Auditors has been submitted and he feels that the Auditors have all they need to complete the Audit.

Mr. Williams asked if the increase in interest earned by the Reserve Fund was because of the changes being made by Mr. Thomassy or because of general increase in interest rates. Mr. Thomassy stated that it was mostly because of the increase in interest rates.

The Board discussed the question of whether or not all changes in investments in the Reserve Fund had to be done by Board action or by the Treasurer moving funds in reaction to changes in interest rates in different investments. The consensus of the Board, and with concurrence by the Solicitor, was that the Treasurer should make investments as necessary to assure of the best returns.

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:

The last items to finish the tank painting project should be completed soon, thus totally completing the project.

The office alarm was re-adjusted by Control Systems 21.

Old records are being gathered for the purpose of their proper destruction.

Wells 6 and 8 were discussed with some odd problems or readings occurring.

The Consumer Confidence Report has been posted on the website in conformance with State laws.

The next hydrant to be replaced would be at 2025 Spring St.

SOC water samples were taken the previous week at all wells for required submission to DEP

ENGINEER'S REPORT:

Ms. Young stated that she had received, reviewed, and approved plans to modify the AT&T installation of antennas at the Locust Lane tank.

Ms. Young distributed a proposal to develop construction drawings and bid documents for possible replacement of two 4" lines and enlargement of the contact tank if funding suddenly becomes available. Estimated price is \$86,800.

SOLICITOR'S REPORT:

Attorney Baranski stated that if the value of the truck is less than \$2,000, it can be sold through negotiation rather than through a formal bid process.

There is still no schedule set by the court for the legal action against Clearwire and its owners. He expects the schedule to be sent soon.

V. UNFINISHED BUSINESS:

a. DISCUSSION TOPICS:

- i. Transition Planning: No new information.
- ii. Status of office equipment procedural changes and audit process: Mr. Thomassy reported that the proposed printer has been tested with our current billing forms to assure that they can be printed by the new printer. Mr. Thomassy described the leasing v. purchase of the new printer and explained the proposal from DOCEO in depth. **Motion** was made by Mr. Williams and seconded by Mr. Bentzel to lease the printer rather than purchase it. Motion approved 5-0. **Motion** was made by Mr. Bentzel and seconded by Mr. Woodmansee to purchase the rest of the office equipment recommended by Mr. Thomassy. Motion approved 5-0.
- iii. Records review and disposal. Ms. Smith asked if the records can be destroyed by methods other than shredding. After a discussion of the possibilities, Mr. Baranski recommended that shredding be the destruction process.
- iv. Possible building modifications: Mr. Williams described a meeting that Mr. Woodmansee and he had with a contractor who already provides services to the Authority. The contractor will provide a range of possible costs and project scope and Mr. Williams will return to the Board with a possible scope and process for the project.
- v. Truck disposition: Mr. Horvatinovic had no update.
- vi. Private use of Authority property: Mr. Woodmansee stated that he was going to request action at the next meeting to not allow private use of Authority property.

- b. LOCUST LANE ANTENNA MODIFICATIONS REQUEST BY VERIZON** There was no action and Ms. Young suggested that their project not continue to be an agenda item until Verizon returns with specific plans.

VI. NEW BUSINESS:

- a. 2024 RATE INCREASE:** Mr. Bentzel discussed the planned rate increase for calendar year 2024. Mr. Woodmansee stated that he would send out paperwork describing the planned increase to all members. Mr. Bentzel reviewed the timeline for implementation of the increase and the amount of the increase.

VII. OTHER BUSINESS:

- a. REVIEW OF PUMPING RECORDS:** The Board reviewed the pumping records and water usage for the previous month.
- b. 2023 FACILITIES TOUR:** Mr. Bentzel reminded the Board that this year's Facilities Tour was scheduled for June 19 at 6 pm.

- c. **VOLUNTEER APPRECIATION DINNER:** Mr. Bentzel said he would check with the Wyndham Gardens regarding the possibility of the annual dinner being held there again.
- d. **PAYMENT OF BILLS:** Bills were reviewed and a **MOTION** was made by Mr. Thomassy and seconded by Ms. Smith to approve bills totaling \$49,292.63. The motion was approved 5-0.

ADJOURNMENT:

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

Meeting was adjourned at 8:35 PM.

Respectfully submitted,

W. Lee Woodmansee, Secretary