

MINUTES

WEST MANCHESTER TOWNSHIP AUTHORITY

November 17, 2022

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 November 17, 2022 at 7:00 pm. Mr. Bentzel, Mr. Williams, Mr. Hamme, and Mr. Woodmansee were present as were Mr. Horvatinovic, WMTA; Ms. Young, Engineer; and Atty. Baranski, Solicitor. Mr. Javitt was absent.

PUBLIC COMMENT, QUESTIONS:

There were no public comments

MINUTES:

A **MOTION** was made by Mr. Williams and seconded by Mr. Hamme to approve the minutes of October 20, 2022 as presented. Motion passed 4-0.

TREASURER'S REPORT:

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

Checking Account Balance:	10/1/22	\$571,137.71
Receipts:		
Cellular Tower Rental	\$	8,203.97
Water Revenue	\$	68,831.94
Penalty	\$	327.48
Interest	\$	15.64
WMT Hydrant Collections	\$	23,845.00
Total Income:	\$	101,224.03
Expenses:	\$	169,062.40
Checking Account Balance:	10/31/22	\$510,115.87
Escrow Funds Held:	\$	17,500.87
Available Balance:		\$492,615.00
Capital Reserve Fund:		
PLGIT Beginning Balance:	10/1/22	\$817,098.09
Interest	\$	1,536.45
PLGIT Ending Balance:	10/31/22	\$818,634.54

A **MOTION** was made by Mr. Hamme and seconded by Mr. Williams to approve the Treasurer's report as presented. Motion passed 4-0.

MANAGER'S REPORT:

The Samsung tablets that are being used for entering metered flows are not working properly. One of the meter readers will be using an "iPad mini" during the next meter reading period to see if that brand works better.

Mr. Horvatinovic has received information that new trucks of the type that the Authority needs are now available from "Co-Stars", the State municipal purchasing service. He will be submitting paperwork describing the truck needed to determine availability and cost.

The problem with Freedom Systems, our billing vendor, has been corrected, but neither Mr. Horvatinovic nor Freedom Systems did anything to actually correct it.

There was another fire call in the service area which the Authority was NOT told about in a timely manner. Mr. Williams will discuss the problem with the Fire Chief.

Mr. Horvatinovic described the progress being made on the Haviland Rd. sewer line installation and its effect on our water line in the street.

ENGINEER'S REPORT:

Ms. Young stated that the contractor re-habilitating the Ridings Way tank has completed all work with the exception of a few items valued at \$5,700 and for which the Authority is holding the funds.

Ms. Young updated the Board on the planned "floodplain restoration" project. She has not received much additional information. The Board was quite exercised about the lack of information for a project which would have a major effect on the Authority's property. Chairman Bentzel stated that he would contact the Board of Supervisors regarding our concerns.

Ms. Young described possible project funding made possible by "COVID monies" and possible projects were discussed.

Ms. Young reported that AT&T is expected to be submitting plans and escrow fees for changes to their antennas on the Locust Lane elevated tank.

SOLICITOR'S REPORT:

Attorney Baranski reviewed the following: 1) The 2022 Draft of the Authority Rules and Regulations; 2) the 2022, fully updated version of the "Delinquency policy, Lien Policy, and Shut-Off Procedures" for the Authority; 3) the current "Rate Schedule" which is section 6 of the "Rules and Regulations"; and 4) the "Termination of Water Service" procedures. A discussion regarding possible changes for these rules ensued with specific comments and proposed changes being discussed. Attorney Baranski stated that he would incorporate the requested changes; check for accuracy and consistency prior to the next meeting; and would have them ready for adoption.

He also stated that January would be the earliest for any court hearing regarding the payments due from Clearwire/T-Mobile.

UNFINISHED BUSINESS:

a. DISCUSSION TOPICS:

Transition Planning: Chairman Bentzel stated that the Billing printing and mailing procedures will soon be reviewed by Mr. Bentzel, Mr. Horvatinovic and Mr. Smith.

2023 Operating and Capital Budgets: Mr. Woodmansee reviewed his first draft of the 2023 budget with the Board. He explained that the 2022 revenues would probably be lower than anticipated because the new rate schedule went into effect in the second quarter, rather than the first quarter as planned in the budget. He said he would have more detailed information sent to the Board members prior to the December meeting.

NEW BUSINESS:

a. RESOLUTION 2022-1, MEETING RULES AND ATTENDANCE POLICIES.

Motion was made by Mr. Williams and seconded by Mr. Hamme to approve Resolution 2022-1, A Resolution Memorializing the Meeting Rules and Attendance Policies of the West Manchester Township Authority. Motion passed 4-0.

b. RESOLUTION 2022-2, THE INTENT OF THE WEST MANCHESTER TOWNSHIP AUTHORITY TO FOLLOW SCHEDULES AND PROCEDURES AS SET FORTH IN PENNSYLVANIA MUNICIPAL RECORDS MANUAL.

Motion was made by Mr. Williams and seconded by Mr. Hamme to approve Resolution 2022-2, adopting the procedures outlined in the Pennsylvania Municipal Records Manual for disposition of the Authority's records. Motion passed 4-0.

OTHER BUSINESS:

The Board reviewed the pumping records and water usage for the previous month. Mr. Woodmansee noted that for about the last 4 months, there had been a sizable uptick in the amount of water pumped. Mr. Horvatinovic stated that the unaccounted for water was level at about 7%.

- a. PAYMENT OF BILLS:** Bills were reviewed and a **MOTION** was made by Mr. Hamme and seconded by Mr. Williams to approve bills totaling \$35,097.50. The motion passed 4-0.

ADJOURNMENT:

Motion to adjourn by Mr. Williams and seconded by Mr. Hamme. Motion passed 4-0.

Meeting was adjourned at 9:20 PM.

Respectfully submitted,

W. Lee Woodmansee, Secretary