

## MINUTES

### WEST MANCHESTER TOWNSHIP AUTHORITY

October 20, 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 October 20, 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. Hamme and seconded by Mr. Williams to approve the minutes of September 15, 2022 as presented. Motion passed 4-0.

#### TREASURER'S REPORT:

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

<b>Checking Account Balance:</b>	<b>9/1/22</b>	<b>\$553,209.11</b>
<b>Receipts:</b>		
Cellular Tower Rental		\$ 8,139.59
Water Revenue		\$ 14,116.47
Penalty		\$ 1,220.81
Interest		\$ 268.99
<b>Total Income:</b>		<b>\$ 32,115.86</b>
<b>Expenses:</b>		<b>\$ 36,719.09</b>
<b>Checking Account Balance:</b>	<b>9/30/22</b>	<b>\$571,137.71</b>
<b>Escrow Funds Held:</b>		<b>\$ 17,928.60</b>
<b>Available Balance:</b>		<b>\$553,209.11</b>
<b>Capital Reserve Fund:</b>		
<b>PLGIT Beginning Balance:</b>	<b>9/1/22</b>	<b>\$817,098.09</b>
Interest		\$ 2,043.93
<b>PLGIT Ending Balance:</b>	<b>9/30/22</b>	<b>\$817,098.09</b>

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

#### **MANAGER'S REPORT:**

Mr. Horvatinovic notified the Board that the Township would be installing a new sewer line on Haviland Rd. The installation would require a new sewer line and a new sewer service which would cross each of the Authority's existing transite water services. The engineer was asked to review the plans to determine if the Authority should replace the entire transite pipe in the area of the new water line.

Mr. Horvatinovic stated that he had met with engineers who are planning a creek re-location in the area of wells 7 & 8. Ms. Young stated that the original plans would have the creek pass through the well #7 pumphouse. She expressed surprise that the engineers would have planned a relocation that would affect the well and relocate the creek across Authority property without any notification to the Authority.

D3NB has provided an estimate of \$2500 for cleaning the first 80 feet of the Trimmer standpipe.

The problem with Freedom Systems, our billing vendor, continues. Mr. Horvatinovic has developed a "work around" and 10 day notices continue to be mailed out.

The excess equipment has been picked up by the high bidder.

#### **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 described the planned "floodplain restoration" project; reviewed the proposed plans with the Board; checked with PADEP regarding any possible permit issues; and is reviewing the water main crossings of the new creek location. She will report back with the information that she develops with her inquiries.

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

#### **SOLICITOR'S REPORT:**

Attorney Baranski reviewed a number of regulations being readied for adoption. He distributed draft resolutions for the "Meeting Rules and Regulations" and for the "Records Retention Procedures." Once approved, the Records Retention process would require another resolution stipulating what records we will be actually destroying.

He reported that there has been no change in our lawsuit with Clearwire over unpaid rental payments.

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.

**UNFINISHED BUSINESS:**

**a. DISCUSSION TOPICS:**

Transition Planning: Chairman Bentzel stated that the “Pump House Operations Manual” is being reviewed by Mr. Horvatinovic and Mr. Smith.

Possible billing process modifications: Attorney Baranski reiterated that the Rules and Regulations required all water usage bills to be submitted to the property owner for payment, not to any renters.

**NEW BUSINESS:**

**a. APPROVAL OF “MEETING RULES AND REGULATIONS” AND “RECORDS RETENTION PROCEDURES”.**

**Motion** was made by Mr. Woodmansee and seconded by Mr. Williams to table the “Meeting Rules and Regulations” and “Records Retention” resolutions until the November, 2022 meeting. Motion passed 4-0.

**b. LOCUST LANE ANTENNA MODIFICATIONS REQUEST:** There was no action taken on the Verizon equipment modification because Verizon has not responded to our request for information and a bond.

**OTHER BUSINESS:**

Chairman Bentzel announced that \$100 memorial donations had been made in honor of the passing of Rodney Schrum, a long-time employee, and Norma Null, mother of Sam Null, a long-time Authority Board member.

The Board reviewed the pumping records and water usage for the previous month.

**a. PAYMENT OF BILLS:** Bills were reviewed and a **MOTION** was made by Mr. Hamme and seconded by Mr. Williams to approve bills totaling \$175,226.92. The motion passed 4-0.

**ADJOURNMENT:**

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

Meeting was adjourned at 8:45 PM.

Respectfully submitted,

W. Lee Woodmansee, Secretary