

## MINUTES

### WEST MANCHESTER TOWNSHIP AUTHORITY

October 27, 2021

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 27, 2021 at 8:07 pm. Mr. Bentzel, Mr. Woodmansee, Mr. Williams, and Mr. Hamme were present. Also attending were Ms. Diana Young, Engineer; Mr. John Baranski, Solicitor; and Mr. John Horvatinovic, WMTA.

#### MINUTES:

A **MOTION** was made by Mr. Hamme and seconded by Mr. Williams to approve the minutes of September 29, 2021 as presented. Motion passed unanimously.

#### PUBLIC COMMENT, QUESTIONS:

There were no public comments or questions.

#### TREASURER'S REPORT:

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

<b>Checking Account Balance:</b>	<b>9/1/21</b>	<b>\$430,714.51</b>
Receipts:		
Cellular Tower Rental		\$ 11,248.16
Water Revenue		\$ 5,733.45
Penalty		\$ 395.44
Interest		\$ 36.20
<b>Total Income:</b>		<b>\$ 17,413.25</b>
<b>Expenses:</b>		<b>\$ 41,141.24</b>
<b>Checking Account Balance:</b>	<b>9/30/21</b>	<b>\$384,982.54</b>
<b>Escrow Funds Held:</b>		<b>\$ 19,431.45</b>
<b>Available Balance:</b>		<b>\$365,551.09</b>
<b>Capital Reserve Fund:</b>		
<b>PLGIT Beginning Balance:</b>	<b>9/1/21</b>	<b>\$1,112,039.83</b>
Interest		\$ 15.17
<b>PLGIT Ending Balance:</b>	<b>9/30/21</b>	<b>\$1,112,039.83</b>

Mr. Bentzel asked Mr. Woodmansee if he knew why natural usage was twice as high as last year. Mr. Woodmansee suggested that it was because there was an error made when inputting the budget into Quickbooks and all expenses were being doubled on paper. Mr. Woodmansee said that he thought that the gas usage was actually about the same as last year. A **MOTION** was made by Mr. Williams and seconded by Mr. Hamme to approve the Treasurer's report as presented. Motion carried unanimously.

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

Mr. Horvatinovic stated that the tank which will be painted is being drained by usage, and when it is low enough and the painter is close to starting the job, the final gallons will be dumped to allow him to work.

He stated that for an unknown reason a fairly large number of apparently correct bills have been returned to the Authority.

All yearly testing has been completed with no problems.

The well #6 meter is malfunctioning and is being repaired.

The spreadsheet with shut-off locations continues to be worked on and should be completed in 2-3 months. He said that he and Mr. Smith may be able to actually import a picture showing the exact location of the valve may be able to be inputted into each property file.

Mr. Horvatinovich stated that a resident had asked permission to hunt deer in archery season on Water Authority property. A **Motion** was made by Mr. Woodmansee and seconded by Mr. Williams to not allow either deer hunting or archery practice on Authority property. Motion carried unanimously.

#### **ENGINEER'S REPORT:**

Ms. Young noted that Verizon still had not posted the necessary bond/escrow to perform work on their antennas attached to the Locust Lane elevated tank. No action was taken on the request by Verizon to install new antennas on the tank.

Ms. Young stated that all new electrical settings are now in place and as soon as they are tested by Authority staff Buchart-Horn will apply for arc flash labels and I. B. Able will apply them.

Buchart-Horn is working on the draft of the emergency response plan. John will be interviewed soon and the draft would be complete and then submitted to the Board for review.

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

Attorney Baranski stated that he talked with a representative of Clearwire who asked why the Authority thought that Clearwire was responsible for taking all equipment of the tank. Attorney Baranski told him that it was in section 6 of the lease.

#### **UNFINISHED BUSINESS:**

##### **Discussion topics:**

Meeting Room improvements: Mr. Williams that the "minor adjustments" to the plan actually turned into 70 hours of more work by Mr. Snyder. Mr. Snyder also said that he had submitted the plans to the Township

for a building permit. Mr. Williams had just received the plans and will review the changes and report back to the Board at the next meeting. A **MOTION** was made by Mr. Williams and seconded by Mr. Bentzel to table action on the building renovations until Mr. Williams can review them. Motion was carried unanimously.

Transition Planning: Mr. Bentzel stated that will be riding with Mr. Smith for a day to gain a better feel for what tasks Mr. Smith did in a normal day. Following that, he would “shadow” Mr. Horvatinovich as well to gain more insight into his job duties,.

Hydrant Agreement: Mr. Bentzel pointed out that the yearly meter rental agreement with the Township runs out on December 31, 2021. He suggested that the requested rate for the next year be increased because of the long period of time since the last increase. The board will be reviewing the question at its next meeting..

**NEW BUSINESS:** There was no New Business.

**OTHER BUSINESS:**

The Board reviewed the pumping records and water usage for the month. The monthly water usage for September was the lowest usage on record.

Bills were reviewed and Mr. Williams made a **MOTION** to approve payment of bills totaling \$78,981.88. The motion was seconded by Mr. Hamme. Motion carried unanimously.

**ADJOURNMENT:**

**MOTION** to adjourn made by Mr. Williams and seconded by Mr. Hamme. Motion carried unanimously. Meeting was adjourned at 10:15 PM.

Respectfully submitted,

W. Lee Woodmansee, Secretary