

West Manchester Township Minutes
1/4/2021

The 2021 Reorganization meeting of the West Manchester Township Authority opened on January 4, 2020, at 7:00 PM, via Zoom from the Authority Office with all members present: Bentzel, Hamme, Williams, Woodmansee and Javitt.

Dale Hamme made a motion to nominate James Bentzel as Chairman of the Board. The motion was seconded by Eugene Williams. Motion passed unanimously.

Motion by Woodmansee, seconded by Williams to nominate Hamme as Vice-Chairman; Javitts as Treasurer; Woodmansee as Secretary; and Williams as Assistant Secretary/Treasurer. Motion passed unanimously.

Motion by Hamme, seconded by Woodmansee to modify Authority salaries and wages as follows: 2% increase for John Horvatinovich, Steve Smith, and Judy Eyler; no increase for meter readers with their rates remaining at 53 cents per meter read; and a rate of \$20/hr. for any occasional labor. Motion passed unanimously.

Motion by Woodmansee, seconded by Javitts to set the work week; time off and leave policy; and all other personnel policies as dictated by the West Manchester Township Authority Employee Policy dated January 1, 2020. Motion passed unanimously.

Motion by Bentzel, seconded by Hamme to appoint Buchart-Horn, Inc. as Authority Engineer for the year 2021. Motion passed unanimously.

Motion by Bentzel, seconded by Hamme to appoint Blakey, Yost and Rausch as Authority Solicitor. Motion passed unanimously.

Motion by Javitts, seconded by Hamme to name PNC Bank as depository for Water Revenue Funds. Motion passed unanimously.

Motion by Woodmansee, seconded by Bentzel to name Reinsel, Kuntz, and Leshner as Authority Auditors. Motion passed unanimously.

Motion by Hamme, seconded by Bentzel to reimburse employee and director mileage at the IRS approved rate of 56 cents per mile. Motion passed unanimously.

The Board discussed Goals made for 2020 and agreed to keep the 2020 goals in place since none were completed. The goals are and the person(s) managing the goal are as follows:

1. Completion of locating valve boxes for each house in the water system using GPS locations and physical measurements (Mr. Horvatinovich);
2. Construction of new meeting room and office remodeling (Mr. Williams);
3. Review and update Water Rules and Regulations (Mr. Hamme and Mr. Williams);
4. Review and updating work instructions for water treatment/distribution tasks (Mr. Smith);
5. Create and reviewing work instructions for administrative tasks (Mr. Horvatinovic);

6. Develop plan for multi-year installation and/or replacement of all shut-off valves and fire hydrants for older hydrants not having shut off valves (Horvatinovic);
7. Complete revisions to the Authority web site; (Woodmansee)

The Authority was re-chartered in 2000. Charter term is 50 years.

Mr. Horvatinovic's Water Certification expires 3/31/2022.

Mr. Smith's Water Operator Certification expires 9/30/2021

Cellular Lease Anniversaries this year:

1 Shentel- September 2021-3% increase;

2 AT&T- November 2021- 3% increase;

3 Clearwire- no increase in 2021

4 Verizon- 15% increase in July 2021

Motion by Hamme, seconded by Williams to adjourn the meeting. Motion passed unanimously. The reorganization meeting was adjourned at 7:42 p.m.

Respectfully submitted

W. Lee Woodmansee,

Secretary