

**WHITEMARSH TOWNSHIP AUTHORITY  
MINUTES OF THE MEETING  
April 15, 2015**

**CALL TO ORDER:**

The Meeting of the Board of the Whitemarsh Township Authority on April 15, 2015, was called to order by Chairperson Carolyn Hanel at 7:00 p.m. at the Whitemarsh Township Meeting Room, 616 Germantown Pike, Lafayette Hill, Pennsylvania.

**PLEDGE OF ALLEGIANCE**

**IN ATTENDANCE:**

*Board Members Present:*

Carolyn Hanel, Chairperson  
Jonathan Riesberg  
Tim Ferris

*Also in Attendance:*

Michael Clarke, Esquire – Rudolph Clarke, LLC  
Alexander M. Glassman, Esquire - Rudolph Clarke, LLC  
Allen Mason, P.E. – Carroll Engineering Corp.  
Patrick Sarro, Wastewater Manager  
Dottie Winterbottom, Authority Office Administrator

**PUBLIC COMMENT:**

None.

**APPROVAL OF MEETING MINUTES:**

A motion was made by Mr. Ferris and seconded by Mr. Riesberg to approve the Minutes of the March 18, 2015 meeting of the Board, the motion carried 3-0.

**STAFF REPORTS**

**ENGINEER'S REPORT:**

**Treatment Plant Upgrade** – Mr. Mason reported that he forwarded an updated punch list to the contractor and he will begin work on the items shortly.

**Joshua Road Force Main Project** – Mr. Mason reported that this project is basically complete. The only remaining item is the pavement restoration which he anticipates will be completed in about a month.

**Pump Station #5** – Mr. Mason reported that there was a review of the electrical systems at Pump Station #5 and everything was working properly. There are a few punch list items remaining but this project is very close to being complete.

**Creekside Commons** – Mr. Mason reported that the site contractor has suspended the sanitary sewer construction for the time being.

**Home Properties (1101 E. Hector Street)** – Mr. Mason reported that the PennDOT permit is still open for this project. Notice was given to the contractor regarding a submittal required to close out the permit.

**Motion to Pay Eastern Construction and Electric** – A motion was made by Mr. Ferris and seconded by Mr. Riesberg to pay Eastern Construction and Electric, Inc.'s Payment Application #6 for Contract 13-2, Mechanical – WPCC Upgrade, in the amount of \$6,135.10, carried 3-0.

**Motion to Prepare Bid Procurement** – A motion was made by Mr. Ferris and seconded by Mr. Riesberg to allow Carroll Engineering Corp. to prepare a bid for procurement of gas, chlorine and sulfur dioxide for a one, two or three year contract, carried 3-0.

**Motion to Award Bid for the Applewood Drive/Brook Lane Sewer Replacement Project** – A motion was made by Mr. Ferris and seconded by Mr. Riesberg to accept the bid of Out of Site Infrastructure, Inc. for the Applewood Drive and Brook Lane sewer replacement project at the end of the thirty day review period and also authorizes Michael Sullivan, Manager to execute all necessary documents on the Authority's behalf, carried 3-0.

**WASTEWATER MANAGER'S REPORT:**

Mr. Sarro reported a sewer employee recently became a fully licensed operator.

Mr. Sarro also reported that the Authority was over the limit for ammonia in March on DMR due to the cold weather.

**SOLICITOR'S REPORT:**

**Springfield Matter** – Mr. Glassman reported that he and Mr. Mason are drafting an Agreement between the Authority and Springfield Township which states that the Authority will be receiving a credit of just under \$400,000 in back fees and also states that Springfield Township will renegotiate with the Authority should Springfield Township ever renegotiate with the City of Philadelphia.

**Davis Matter** – Mr. Glassman was informed by opposing counsel that Mr. Davis has recently passed away. The Authority will wait a while until the Estate gets settled and then will try to negotiate a settlement amount.

**Cutler Matter** – Mr. Glassman reported that the Authority was recently contacted to get payoff amounts for the three remaining parcels so hopefully the Authority will receive its assessment amounts if the properties sell or refinance.

**Phipps Station Group, LLC** – A motion was made by Mr. Ferris and seconded by Mr. Riesberg to execute the Contract for Professional Services between the Authority and Phipps Stations Group, LLC concerning properties located at 5130 and 5136 Butler Pike, carried 3-0.

**Oaks at Lafayette Hill (Deed)** – A motion was made by Mr. Ferris and seconded by Mr. Riesberg to execute the Deed between the Authority and PennDOT concerning North Cedar Group Road, carried 3-0.

**Oaks at Lafayette Hill (Deed of Easement)** – A motion was made by Mr. Ferris and seconded by Mr. Riesberg to execute the Deed of Easement between the Authority and Toll Pa XIV, L.P., carried 3-0.

**6262 Henry Lane** – A motion was made by Mr. Ferris and seconded by Mr. Riesberg to execute the Sewage Grinder Pump Operations and Maintenance Agreement between the Authority and Carl and Karen Buchholz concerning real property located at 6262 Henry Lane, carried 3-0.

**Revised Rules and Regulations** – A motion was made by Mr. Riesberg and seconded by Mr. Ferris to adopt Resolution No. 2015-2 regarding revised Rules and Regulations, carried 3-0

**Revised Personnel Policy Manual** – A motion was made by Mr. Riesberg and seconded by Mr. Ferris to adopt Resolution No. 2015-3 regarding updates to the cell phone and social media policies in the Personnel Policy Manual, carried 3-0.

**MANAGER'S REPORT:**

**Commercial Rate Study** – Mr. Clarke discussed and entertained questions from board members regarding the commercial rate study. He stated that Mr. Sullivan was going to make personal visits to some of the property owners who will be significantly impacted by the new rate structure. Mr. Clarke also stated that the new commercial rate structure will be put on the agenda next month for approval.

**Remote Scanner** – A motion was made by Mr. Ferris and seconded by Mr. Riesberg to enter into an Agreement between Vist Bank and the Authority to obtain a remote scanner which will allow the Authority to deposit checks through the internet, carried 3-0.

**Harris Software Upgrade** – Ms. Winterbottom discussed the benefits of possibly upgrading our billing software to include e-billing and giving customers the ability to view their accounts electronically. No action was taken at this time. This upgrade will be discussed further at the next board meeting.

**FINANCIAL REPORT:**

**Approval of Monthly Expenditures** – A motion was made by Mr. Ferris and seconded by Mr. Riesberg to pay the expenditures and bills as presented in the amount of \$173,431.52, carried 3-0.

**ADJOURNMENT:**

A motion to adjourn the meeting at 7:50 p.m. was made by Mr. Ferris and seconded by Mr. Riesberg, carried 3-0.

*Minutes Prepared by Dottie Winterbottom*