

**WHITEMARSH TOWNSHIP AUTHORITY  
MINUTES OF THE MEETING  
APRIL 16, 2014**

**CALL TO ORDER:**

The Meeting of the Board of the Whitemarsh Township Authority on April 16, 2014, was called to order by Chairperson Carolyn Hanel at 7:05 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  
Timothy Ferris, Vice-Chairperson  
Jeff Mitchell, Secretary  
Jonathan Riesberg  
Jerold Glick

*Also in Attendance:*

Michael Sullivan, Private Utility Enterprises, Inc. - Authority Management Consultant  
Allen Mason, Carroll Engineering – Authority Engineer  
Michael Clarke, Rudolph & Clarke, LLC  
Dana Etkowicz, Rudolph & Clarke, LLC  
Christopher Gibbons, Concord Public Financial Advisors  
Stephanie Sprenkle, Obermayer Law Firm  
Patrick Sarro, Sewer Manager

**PUBLIC COMMENT:**

None.

**CHRISTOPHER GIBBONS OF CONCORD PUBLIC FINANCE RE: AUTHORITY'S REFINANCE**

Mr. Gibbons prepared a one page document which gave a breakdown of the proposal of Univest Bank for the Authority's \$10,000,000.00 loan for a 25 year term, which he discussed and explained to the Board. Should the Board agree to it, the closing on the loan would be by the end of April. Ms. Sprenkle distributed signature pages to the Board members and then collected them to be held in escrow until loan is finalized.

Mr. Glick was questioning and had some concern over the term "Contingent Liability" as it related to the subject of Indebtedness in the Loan Agreement. After much discussion, it was decided that the term Contingent Liability is standard language that banks use to protect themselves and this wording should not prevent the Authority from moving forward with the loan.

There was a Motion made by Mr. Ferris and seconded by Mr. Mitchell to approve Resolution No. 2014-04 to authorize the borrowing with Univest Bank. Chairwomen Hanel called for a roll call vote on the resolution with all members voting aye to pass the resolution.

### **APPROVAL OF MEETING MINUTES:**

There was a Ferris – Riesberg motion to approve the Minutes of the March 19 meeting of the Board, the motion carried with a 5-0 vote.

### **STAFF REPORTS**

#### **ENGINEER’S REPORT:**

##### **Additions:**

**134 Plymouth** – Mr. Mason advised that arrangements have been made to do testing. Toll Brothers wanted to test it in situ before bringing it on the dirt.

**1101 Hector Street/Home Properties** – Mr. Mason advised that PennDot was on site to review the paving requirements. The job will not be finished for another month or so.

**Conshohocken Brewing Company** – Mr. Mason received revised documents from the Brewery concerning the Brewery’s Informal Planning Modular Mailer. If everything looks to be in order, he will forward the documents to the Township for their execution.

**Treatment Plant** – Mr. Mason advised that there were electrical codes issues that were discovered by the contractors. There were two options presented to fix these issues. It was decided that the cheaper of the options was sufficient to meet the Authority’s needs. The cost would be approximately \$39,000.

Mr. Mason advised that there were small electrical fires at Stations 8A, 2 and 5A. After bringing in a maintenance engineer to look at Station 5, it was determined that the generator was extremely old and replacement parts are unavailable. Pump Station 7 is also in need of pump replacement. Mr. Mason will get a proposal from an electrical engineer for replacement of generators at Pump Stations 5 and 7 and will bring it to next month’s Board meeting.

#### **WASTEWATER MANAGER’S REPORT:**

Mr. Sarro reported that there was back-up at two houses on Joshua Road and is being looked at by their insurance companies.

Mr. Sarro also reported that he and his men will be TVing, root cutting and jetting all of the lines in the Township for the next 5 years as part of an ongoing maintenance program.

#### **SOLICITOR’S REPORT:**

**General/Legal** – Mr. Clarke reported that the Davis litigation, Springfield Township billing issue, Springrise Associates litigation and Cutler litigation is moving forward.

**Conshohocken Brewing Company** – Mr. Clarke reported that Conshohocken Brewing Company returned their Sewage Disposal Agreement, along with their tapping fee check.

Mr. Clarke stated, that in regard to questions that Laurie Hagey has been getting concerning delinquent accounts when an account holder is not the owner of the building, his office is working to come up with a clear cut policy to deal with this issue. The solicitor's office is putting together a draft of an operating procedure policy which should be ready to review at the next Board meeting.

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

Mr. Sullivan reported that the transition has gone very well, and that Mrs. Hagey and Mrs. Winterbottom have been working diligently, especially in the area of customer service. The first billing of residential accounts has gone out without any problems and the Authority is getting ready to send out the commercial bills within the next couple of weeks.

Mr. Sullivan also stated that the Operating Financial Statement has been revised per the Board's request.

Ms. Hanel questioned the 10% percent remaining in the budget for Office Supplies per the Operating Financial Statement and Mr. Sullivan explained that we're over-budget because of the transition and some unexpected expenses.

#### **SEPARATION AGREEMENT:**

Mr. Sullivan and Mr. Clarke were in discussions with the Township regarding the Separation Agreement. It will be discussed at the next Board meeting.

#### **RATE STUDY:**

It was discussed that, in addition to the proposal from Carroll Engineering, the Board would like to see two additional proposals before deciding on how to move forward with the Rate Study.

#### **BOARD ACTION:**

**Motion to Pay LB Industries** - A motion was made by Mr. Ferris and seconded by Mr. Mitchell to pay LB Industries Payment Application #5 for Contract 13-1, General Construction – WPCC Project, in the amount of \$269,237.95, unanimously carried.

**Motion to Pay BSI** - A motion was made by Mr. Ferris and seconded by Mr. Riesberg to pay BSI's Payment Application #3 for Contract 13-3, Electrical – WPCC Project, in the amount of \$55,800.00, unanimously carried.

**Approval of Monthly Expenditures** – a motion was made by Mr. Reisberg and seconded by Mr. Ferris to pay the bills as presented in the amount of \$573,538.18, unanimously carried.

#### **CHANGE ORDERS:**

**BSI Electrical Contractors** – A motion was made by Mr. Ferris and seconded by Mr. Riesberg to approve a work change order for Work Directive #1 from BSI in the amount of \$34,772.00 for providing temporary overhead service and to install permanent underground electrical service, unanimously carried.

**LB Industries** – A motion was made by Mr. Ferris and seconded by Mr. Riesberg to authorize change order #2 to remove previously abandoned piping from hot water heating system in the amount of \$2,250.80, unanimously carried.

**ADJOURNMENT:**

A motion to adjourn the meeting at 9:50 p.m. was made by Mr. Glick and unanimously carried.

*Minutes Prepared by Dottie Winterbottom*

*Amended by Michael Sullivan*