

**WHITEMARSH TOWNSHIP AUTHORITY
MINUTES OF THE MEETING
April 18, 2018**

CALL TO ORDER:

The Meeting of the Board of the Whitemarsh Township Authority on April 18, 2018, was called to order by Chairman Timothy Ferris 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:

Timothy Ferris – Chairman
Jonathan Riesberg – Vice Chairman
Jeannette Quiris – Secretary
Jeff Mitchell - Treasurer
Jori Broad – Assistant Secretary/Treasurer

Also in Attendance:

Michael Clarke, Esquire – Rudolph Clarke, LLC
Alexander M. Glassman, Esquire - Rudolph Clarke, LLC
Allen Mason, P.E. – Carroll Engineering Corp.
Brent Wagner – Executive Director
Kyle Detweiler - Finance Director
Robert Tagert - Operations Manager

PUBLIC COMMENT:

None.

CONFIRMED APPOINTMENTS:

Cathy Seiler, CPA, of Brinker Simpson & Company, LLC presented the 2017 financial audit of the Authority. Ms. Seiler highlighted specific areas of the audit, made recommendations for improving internal controls, complimented the staff on the job they are doing and answered all questions the Board posed to her. A motion was made by Mr. Ferris and seconded by Mr. Riesberg to accept the audited 2017 financial statement, carried 5-0.

APPROVAL OF MEETING MINUTES:

A motion was made by Mr. Ferris and seconded by Ms. Quiris to approve the Minutes of the February 21, 2018 meeting of the Board, the motion carried 5-0.

RATIFICATION OF BILL LIST

A motion was made by Ms. Quiris and seconded by Mr. Riesberg to ratify the bill list for the month of March 2018, the motion carried 5-0.

STAFF REPORTS

ENGINEER'S REPORT:

Motion to Issue a Notice of Intent to Award for Liquid Chlorine Contract – Mr. Mason reported that after discussions with staff regarding other available alternatives for completing this project, it was decided that the best option for the Authority would be using an outside contractor. As such, a motion was made by Ms. Quiris and seconded by Mr. Ferris to issue a Notice of Intent to Award this Contract to the lowest bidder, Blooming Glen Contractors, with a bid amount of \$141,080.00, carried 5-0.

Root Control Contract – Mr. Mason reported that the contractor has requested that the Authority jet out the lines which are going to be retreated for root regrowth to remove any grease in the lines which would hinder the process. Retreatment is scheduled for the first week in July.

PQ Corporation – Mr. Mason reported that he forward to the Authority on March 30 his comments regarding the Quarterly Wastewater Analysis Report.

Annual Wasteload Management (Chapter 94) Report – Mr. Mason reported that he forwarded the Authority's annual report to the DEP at the end of March.

Whitemarsh Station – Mr. Mason reported that he is still doing building sewer inspections as requested. To date, 22 homes have been connected. This project is almost complete as only one more home needs to be connected.

Mr. Mason reported on a concept plan to build a new Authority office next to the plant. If the Authority wants to move forward with this idea, Mr. Mason would prepare a formal sketch plan which would contain greater detail for the Township's engineer to review.

WASTEWATER MANAGER'S REPORT:

Mr. Tagert reported that he had a contractor come in to work on the sludge press as it has had very little maintenance over the past few years. Scrapers were replaced and the press is running very well now.

Mr. Tagert also reported that we switched our polymer. We are using a lot less of it now which in turn will save the Authority money.

Mr. Tagert reported that during the Nor'easter which occurred in the beginning of March, the Authority lost power at the plant and at 18 of our 21 pump stations. No major issues occurred because of this power loss except at Pump Station #2 which experienced loss of power, generator failure and communications line failure. Emergency pumping was started as soon as staff was made aware of the situation and power was eventually restored. Mr. Tagert complimented the staff on the excellent job they did responding to and alleviating the situation.

Mr. Tagert reported that wet testing for the Authority's permit is scheduled for next week.

Mr. Tagert reported that he arranged for confined space training for all of his staff. Mr. Tagert also reported that he sent out some of the Authority's confined space equipment to the manufacturer for recertification and that each employee has been issued their own confined space harness.

SOLICITOR'S REPORT:

Motion to Approve Contract for Professional Services – A motion was made by Mr. Ferris and seconded by Ms. Broad to approve a Contract for Professional Services between the Authority and Craft Custom Homes, LLC, concerning property located at 1790 Butler Pike, having a tax parcel number of 49-00-01429-007, subject to receipt by the Authority of all payments required of the Developer under the terms of the Agreement for engineer, legal and administrative fees, and all other items deemed necessary by the Manager and duly executed copies of the Agreement, carried 5-0.

Motion to Approve Contract for Professional Services – A motion was made by Mr. Ferris and seconded by Ms. Quiris to approve a Contract for Professional Services between the Authority and David T. Orthwein and First Bankers Trust Services, Inc., of Quincy, Illinois, as Trustees of the David T. Orthwein Revocable Trust dated August 12, 2003 (“Developer”), concerning property located at 2129 Harts Lane, having a tax parcel number of 65-00-05329-006, subject to receipt by the Authority of all payments required of the Developer under the terms of the Agreement for engineer, legal and administrative fees, and all other items deemed necessary by the Manager and duly executed copies of the Agreement, carried 5-0.

Motion to Approve Sewage Disposal Agreement – A motion was made by Mr. Ferris and seconded by Ms. Broad to approve the Sewage Disposal Agreement between the Authority and Phipps Station Group, LLC, concerning property located at 3037 and 3047 Spring Mill Road, carried 5-0.

Motion to Adopt Resolution No. 2018-02 – A motion was made by Mr. Ferris and seconded by Mr. Riesberg to adopt Resolution No. 2018-02 which releases the balance of an escrow deposit to Matthew and Brittany Andraka for a project located as 1109 Righter Street, carried 5-0.

Mr. Ferris asked the solicitor for an update on the ACL Development matter. Mr. Glassman reported that a letter has been prepared and sent to ACL Development advising them that they have 14 days to come up with a plan to rectify the situation at 142/144 Barren Hill Road. If Mr. Glassman does not receive a response from ACL Development within the allotted time frame, legal action will commence.

MANAGER'S REPORT:

Mr. Wagner reported that tremendous strides have been made with the administrative office personnel and year end goals are already being met so he wanted to congratulate the staff on their accomplishments thus far.

Mr. Wagner also wanted to acknowledge the job the operational staff did in responding to the power outages and high flow issues which occurred on the weekend of the nor'easter in early March. All staff members came in and worked many hours to resolve the issues and get the plant and pump stations up and running as usual.

Mr. Wagner reported that he met with a representative from PECO to try to come up with a plan so nothing in the future occurs as did on the weekend of the nor'easter.

Mr. Wagner reported on the need to replace the Authority's trickling filters this calendar year, hoping we receive the State Grant we applied for to help with the cost. Mr. Wagner also reported that

staff has recently started adding alum to the trickling filters which has greatly improved our testing numbers with the DEP.

Mr. Wagner reported that he received a phone call from a representative from the DEP regarding WETT testing. In 2017, permit testing was completed correctly. In 2016, no testing was completed. In 2014 and 2015, testing was performed incorrectly. The DEP will be sending the Authority a Notice of Violation for not reporting the results. The new permit will have WETT quarterly. The DEP representative did acknowledge the progress that the plant has made over the past few months and being in compliance.

Mr. Wagner reported that he is working on a “Chain of Command” and new job descriptions for each employee.

Mr. Wagner reported that a new rate study will be done for the Authority. As such, a motion was made by Mr. Ferris and seconded by Mr. Mitchell to accept the proposal of HRG to perform a rate study analysis for the Authority for the amount of \$7,000.00, carried 5-0.

FINANCIAL REPORT:

Mr. Detweiler reported on the Financial Statement that the expenses are exactly where they should be for the quarter.

Mr. Detweiler reported that the residential bills went out in the beginning of April and that there has been an increase in credit card payments.

Mr. Detweiler reported that we have had an increase in payments on delinquent accounts due to the letters which were sent out and the shut-off notices which accompanied the residential bills.

Mr. Detweiler reported that after the penalties are applied to accounts for non-payment of the current sewer bill, staff will do a thorough analysis of our delinquent accounts before initiating the first steps in the shut-off process.

Approval of Monthly Expenditures – A motion was made by Mr. Ferris and seconded by Ms. Quiris to pay the expenditures and bills as presented in the amount of \$153,915.70, carried 5-0.

ADJOURNMENT:

A motion to adjourn the meeting at 8:45 p.m. was made by Mr. Ferris and seconded by Ms. Quiris carried 5-0.

Minutes Prepared by Dottie Winterbottom