

**WHITEMARSH TOWNSHIP AUTHORITY
MINUTES OF THE MEETING
April 20, 2016**

CALL TO ORDER:

The Meeting of the Board of the Whitemarsh Township Authority on April 20, 2016, was called to order by Chairperson 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, Chairperson
Carolyn Hanel
Jonathan Riesberg
Jeff Mitchell

Also in Attendance:

Michael Sullivan, Private Utility Enterprises, Inc. – Authority Management Consultant
Alexander M. Glassman, Esquire - Rudolph Clarke, LLC
Allen Mason, P.E. – Carroll Engineering Corp.
Kyle Detweiler, Director of Finance of WTA
Lorenzo Cuoci, Operations Manager

PUBLIC COMMENT:

None.

CONFIRMED APPOINTMENTS:

Howard Woods, Jr. of Howard J. Woods, Jr. & Assoc., LLC gave a brief overview of his rate analysis and answered any questions posed to him by the Board. Mr. Woods' analysis consists of a five year plan to adjust sewer rates for the purpose of meeting the operating expenses of the Authority, including meeting its debt service coverage requirements and funding all capital improvements. Mr. Clarke posed a question regarding the possibility of switching residential customers to a consumption based charge. After a detailed discussion, it was determined by Mr. Woods that a fixed flat rate is the best way for the Authority to bill its residential customers at the present time.

APPROVAL OF MEETING MINUTES:

A motion was made by Ms. Hanel and seconded by Mr. Riesberg to approve the Minutes of the March 16, 2016 meeting of the Board, the motion carried 4-0.

STAFF REPORTS

ENGINEER'S REPORT:

Pump Stations 5A and 7 – Mr. Mason reported that Blooming Glen Contractors has started construction on both of these pump stations. Mr. Mason also stated that he forwarded to the Authority for its consideration the electrical contractor’s application for payment no. 1, the general construction contractor’s application for payment no. 4 and a change order for the general construction contract.

Applewood Drive/Brook Lane Sewer Replacement Project – Mr. Mason reported that the contractor was on site earlier this week and did some lawn restoration. Mr. Mason stated he received a telephone call from the contractor tonight advising him that they would be on site tomorrow to continue the lawn restoration as well as the other punch list items. If the contractor fails to show up, the Authority is considering declaring Out of Site Infrastructure, Inc. in default and going after their bond.

PCB Minimization Plan and Monitoring – Mr. Mason reported that he is taking samples from pump stations 1, 2 and 3, as well as the treatment plant to try to figure out where the PCBs are coming from.

Sewer Root Control Contract – Mr. Mason reported that he has not heard from the contractor as of this date. Mr. Mason will reach out to the contractor shortly to ask him to get started and get a schedule from him.

Annual Wasteload Management (Chapter 94) Report – Mr. Mason reported that the Authority is well below the flow limits at the treatment plant so no upgrades to capacity are needed at this time.

Wissahickon TMDL – Mr. Mason reported that three out of the four treatment plants involved are in agreement on how to address the TMDL issue but if the DEP has its way, it will be shelved for 15 years with respect to the treatment plants.

Water Pollution Control Center Process Control – Mr. Mason reported that the nitrification at the treatment plant is improving but there is still some work to be done regarding the process control changes. A contractor will be needed to fix the electrical issues.

PA DEP Notice of Violation – Mr. Mason reported that he has responded to the DEP inspector regarding a couple of issues. He will follow up with the inspector sometime this week.

Fairway Road/Joshua Knoll Sanitary Sewer Replacement Project – Mr. Mason reported that bids were opened for this project on April 6, 2016. Mr. Mason is recommending that the Authority issue a Notice of Intent to Award to PACT One, LLC.

PQ Corporation – Mr. Mason reported that he had forwarded the results of PQ’s quarterly wastewater analysis to the Authority and informed us that they are operating within the limits.

The Reserve at Creekside – Mr. Mason reported that construction is continuing and to date 49 townhomes have been connected.

McNeil – East Valley Green Road Force Main – Mr. Mason reported that he just received the sewer plans today from McNeil which he will be reviewing. Mr. Mason also stated that he has sent the PennDOT Highway Occupancy Permit Application to PennDOT.

Oaks at Lafayette Hill – Mr. Mason reported that work is proceeding on the gravity sewer.

Cold Point Commercial (CVS) – Mr. Mason reported that he forwarded his comments relating to available sewer capacity to the Authority on April 4.

Whitemarsh Station – Mr. Mason reported that he has found the sewer work acceptable and are making connections as needed.

Whitemarsh Continuing Care Retirement Community – Mr. Mason reported that he has forwarded his comments regarding the land development plans and the PA DEP Planning Module Mailer to the Authority on April 6.

Application for Payment No. 4 to Blooming Glen Contractors, Inc. – A motion was made by Ms. Hanel and seconded by Mr. Riesberg to approve Application for Payment No. 4 to Blooming Glen Contractors, Inc. for Contract 15-3, General Construction, in the amount of \$104,205.79, carried 4-0.

Application for Payment No. 1 to BSI Electrical Contractors – A motion was made by Ms. Hanel and seconded by Mr. Mitchell to approve Application for Payment No. 1 to BSI Electrical Contractors for Contract 15-4, Electrical Construction, in the amount of \$53,549.00, carried 4-0.

Notice of Intent to Award – A motion was made by Mr. Mitchell and seconded by Mr. Riesberg to approve a Notice of Intent to Award PACT One, LLC with the contract for the Fairway Road & Joshua Hill Sanitary Sewer Replacement Project, carried 4-0.

Motion to Declare Out of Site Infrastructure, Inc. in Default – A motion was made by Ms. Hanel and seconded by Mr. Riesberg to declare Out of Site Infrastructure, Inc. in default and authorize the Authority’s solicitor and engineer to take all necessary actions to alert the bonding company, carried 4-0.

WASTEWATER MANAGER’S REPORT:

Lorenzo Cuoci reported that everything is going smoothly at the plant and he is very happy with the performance of the sewer personnel. Mr. Cuoci stated that the ammonia issue is under control and he has plans to televise and jet the system in the next few weeks. Mr. Cuoci is continuing with his weekly toolbox safety talks and the sewer personnel will be getting trained on the new air packs by the Fire Marshall in the upcoming weeks. Mr. Cuoci also stated that the new truck is being properly outfitted and that all of the sewer trucks have the appropriate blue stripes and Authority logo on them.

Mr. Cuoci also reported that he and Mr. Sullivan hosted an environmental science class from PW High School and showed them around the treatment plant.

Mr. Sullivan brought up the possibility of the need for a new flush truck which is already in the capital budget for the year. Mr. Sullivan and Mr. Cuoci will be looking at a truck in the upcoming weeks and will bring pictures and detailed information to the Board for their consideration at an upcoming meeting.

SOLICITOR’S REPORT:

Springfield Update – Mr. Clarke reported that Mr. Mason has been in contact with BCW&S in an attempt to get this matter resolved but they are referring this matter over to their solicitor’s office. There has been some progress as there is a resolution with BCW&S moving forward. In regard to the check the Authority is holding in an amount in excess of \$600,000, Mr. Clarke will be working on getting this check released to Springfield Township as this money is due to Springfield on a totally unrelated issue.

Lien Update - Mr. Clarke reported that their office has filed the liens requested of them by the Authority staff. As a result of the filing of these liens, the Authority is seeing an increase in the payment of outstanding balances of delinquent accounts.

Mr. Clarke also addressed the Board concerning an issue that took place on the morning of the board meeting. A residential customer of the Authority, Juan Espinoza, who resides at 4145 Kottler Drive, Lafayette Hill, called Mr. Clarke's office to discuss the lien notice that he received in the mail. Mr. Espinoza called the office four different times and spoke to various staff members of Rudolph Clarke LLC. While discussing the lien and his delinquent account with Eileen Cherry of Mr. Clarke's office, he became very irate and used profanity during the conversation. Ms. Cherry handled the situation in a professional manner until the phone call ended. Mr. Espinoza then proceeded to call the staff at the Authority offices and spoke to Kyle Detweiler. Mr. Espinoza complained about the customer service he received from Rudolph Clarke LLC and continued to use profanity in his telephone conversation with Mr. Detweiler. Mr. Detweiler also handled the situation with professionalism until the phone call ended.

Motion to Execute Contract for Professional Services for 737 Spring Mill Avenue – A motion was made by Ms. Hanel and seconded by Mr. Riesberg to execute the Contract for Professional Services between the Authority and DJB Properties, LLC, concerning property located at 737 Spring Mill Avenue, carried 4-0.

Motion to Adopt Resolution No. 2016-02 – A motion was made by Ms. Hanel and seconded by Mr. Riesberg to adopt Resolution No. 2016-02 which would allow the Authority to modify public sanitary sewer rates for the next five years, carried 4-0.

MANAGER'S REPORT:

Mr. Sullivan reported that he has spoken with the contractor handling the clarifier repairs and the contractor implied that we should have the first clarifier drive by the end of April and stated that the second clarifier drive is on order.

Mr. Sullivan also reported that he received a request from Toll Brothers to increase the buffered area around the treatment plant. Mr. Sullivan will obtain additional information and look for authorization of this request at the next board meeting.

Mr. Sullivan reminded the board members that if any of them have not yet submitted their Ethics forms they will need to do so as soon as possible.

Mr. Sullivan also let the board members know that the PMAA Region One Spring Meeting is coming up and if anyone would like to attend, please let the Authority staff know and they will register you.

Mr. Sullivan also reported on an on-going issue with a homeowner on Joshua Road regarding his lateral. The homeowner is asking the Authority for some help in resolving the issue. The Authority has asked the contractor who had done work at the property to correct some mistakes that were made during his work on the lateral. The contractor has fully complied with the request and made the corrections. The Authority believes the other issues the homeowner is experiencing are unrelated to the work performed by this contractor and no other services will be provided by the Authority.

Mr. Sullivan presented to the board a proposal obtained from Theresa Katalinas of Katalinas Communications for creating a newsletter for the Authority to be mailed out to residents on a quarterly or

semi-annual basis. Carolyn Hanel also stated that she spoke with a different company regarding the creation of an Authority newsletter that is funded entirely by ads so there is no cost to the Authority besides postage. The board will review the materials and make a decision about whether to proceed with either of these options.

Lastly, Mr. Sullivan informed the board that there needs to be an extensive discussion at an upcoming board meeting regarding whether it is the responsibility of the homeowner or the Authority to fix lateral issues within the right of way. Mr. Sullivan stated that he does not believe it is clearly defined in the Rules and Regulations as to who should be responsible. Mr. Sullivan said he will gather information and some cost implications for the board to discuss and hopefully create a more defined policy that will be included in the Rules and Regulations by the end of the year.

FINANCIAL REPORT:

Mr. Detweiler reported that Bucks County Water and Sewer had mistakenly sent out sewer bills to 272 residents that the Authority currently bill in accordance with an agreement between us and Springfield Township. After realizing their mistake, Bucks County Water and Sewer sent out letters to those customers who received their bill, explaining the mistake and rectifying the situation.

Mr. Detweiler also reported that we are getting a good response in regard to filing the liens and customers are paying off their delinquent accounts.

Mr. Detweiler also stated that everything is on track and ready to go in regard to printing out the residential bills tomorrow. Commercial water readings will be requested from Aqua during the second week in May.

Approval of Monthly Expenditures – A motion was made by Ms. Hanel and seconded by Mr. Riesberg to pay the expenditures and bills for April 2016 as presented in the amount of \$402,318.52, carried 4-0.

ADJOURNMENT:

A motion to adjourn the meeting at 8:15 p.m. was made by Ms. Hanel and seconded by Mr. Mitchell, carried 4-0.

Minutes Prepared by Dottie Winterbottom