

**WHITEMARSH TOWNSHIP AUTHORITY
MINUTES OF THE MEETING
April 21, 2021**

CALL TO ORDER:

The Meeting of the Board of the Whitemarsh Township Authority on April 21, 2021, was called to order by Chairman Timothy Ferris at 7:00 p.m. and held via video conferencing. This change in location was announced by placing a Notice on the front door at the Whitemarsh Township Building, 616 Germantown Pike, Lafayette Hill, Pennsylvania and also by a Notice posted on the Authority's website.

PLEDGE OF ALLEGIANCE

IN ATTENDANCE:

Board Members Present:

Timothy Ferris – Chairman
Jonathan Riesberg – Vice Chairman
Jeannette Quirus - Secretary
Jori Broad – Treasurer (excused absence)
Gene Swider – Assistant Secretary/Treasurer (excused absence)

Also in Attendance:

Michael Clarke, Esquire – Rudolph Clarke, LLC
Allen Mason, P.E. – Carroll Engineering Corp.
Brent Wagner – Executive Director
Tom Bonjo – Operations Manager
Kyle Detweiler - Finance Director

PUBLIC COMMENT:

None.

CONFIRMED APPOINTMENTS:

Cathy N. Seiler, CPA, Brinker Simpson & Company, LLC

Ms. Seiler presented to the Board the 2020 Audit and Financial Statement and answered any and all questions posed to her from the Board members. Ms. Seiler was pleased as to how smoothly the audit went and complimented Mr. Detweiler for all of his help in getting information to her in a timely manner. Ms. Seiler had a few recommendations including that the Authority implement a lock box for check payments and closing out escrow accounts where the projects have been completed.

Motion to Accept the 2020 Audit and Financial Statement – A motion was made by Mr. Ferris and seconded by Mr. Riesberg to accept the 2020 Audit and Financial Statement as prepared by Cathy N. Seiler, CPA of Brinker Simpson & Company, LLC, carried 3-0.

APPROVAL OF MEETING MINUTES:

A motion was made by Mr. Ferris and seconded by Ms. Quirus to approve the Minutes of the March 17, 2021 meeting of the Board, the motion carried 3-0.

STAFF REPORTS

ENGINEER’S REPORT:

Motion to Pay Application for Payment No. 9 (Contract 20-1E) – A motion was made by Mr. Ferris and seconded by Mr. Riesberg to pay Application for Payment No. 9 (Contract 20-1E) in the amount of \$112,685.96 to Lenni Electric Corporation, carried 3-0.

Motion to Pay Application for Payment No. 10 (Contract 20-1G) – A motion was made by Mr. Ferris and seconded by Mr. Riesberg to pay Application for Payment No. 10 (Contract 20-1G) in the amount of \$130,735.20 to McCarthy Construction, Inc., carried 3-0.

Motion to Pay Application for Payment No. 4 (Contract 20-1M) – A motion was made by Mr. Ferris and seconded by Mr. Riesberg to pay Application for Payment No. 4 (Contract 20-1M) in the amount of \$20,115.00 to Hirschberg Mechanical, carried 3-0.

Motion to Pay Application for Payment No. 4 (Contract 20-1P) – A motion was made by Mr. Ferris and seconded by Mr. Riesberg to pay Application for Payment No. 4 (Contract 20-1P) in the amount of \$12,285.00 to Hirschberg Mechanical, carried 3-0.

Sludge Dewatering Facilities – Mr. Mason reported that bids were opened for the mechanical contract on April 7 and Rogers Mechanical Company was the low bidder. Documents submitted by the contractor were forwarded to the Authority’s Solicitor’s office for review and everything seems to be in order. As such, a motion was made by Mr. Ferris and seconded by Ms. Quirus to Issue a Notice of Intent to Award the Mechanical Contract to Rogers Mechanical Company, carried 3-0.

Ridge Pike Widening Project – Mr. Mason reported that the Authority staff has found and exposed manhole covers that had been paved over for years. With this discovery along with a field survey, it was determined that an additional 850 linear feet of sanitary sewer will have to be replaced at a cost of approximately \$200,000.

Spring Mill Fire Company – Mr. Mason reported that the fire company would like its siren relocated to the plant’s property at 2015 Joshua Road. Mr. Mason had a meeting yesterday with the fire company and Township representatives to discuss this issue. The Fire Marshall stated that he would like the siren kept closer to the fire company. Mr. Mason will update the Board with any subsequent developments.

Sunnybrook Golf Club – Mr. Mason reported that he reviewed and made comments on the plans submitted by the Golf Club. The Golf Club recently submitted revised plans for Mr. Mason’s review.

WASTEWATER MANAGER’S REPORT:

See Manager’s Report.

SOLICITOR’S REPORT:

Motion to Approve Contract for Professional Services – A motion was made by Mr. Ferris and seconded by Ms. Quirus to approve a Contract for Professional Services between the Authority and DP Spring Mill Developers, LLC, carried 3-0.

Motion to Approve Resolution No. 2021-05 – A motion was made by Mr. Ferris and seconded by Ms. Quirus to approve and adopt Resolution No. 2021-05 which extends payment deadlines for the spring 2021 billing cycle, carried 3-0.

Administration Building Update – Mr. Clarke discussed with the Board a potential moving out date to give to the landlord at the present administration building. After discussion, It was decided that June 30 will be the last day for administrative staff at the present administration building.

Liening of Delinquent Accounts – A discussion ensued amongst the Board regarding whether liening of delinquent accounts should be reinstated, as this process was temporarily put on hold due to financial hardships related to Covid. After much discussion, it was decided that the liening process can be reinstated. As such, a motion was made by Mr. Ferris and seconded by Ms. Quirus to direct Authority staff and Solicitor to begin liening delinquent accounts, consistent with Authority policies, carried 3-0.

EXECUTIVE SESSION:

The Board met in Executive Session to discuss personnel matters.

MANAGER'S REPORT:

Mr. Wagner reported that the plant is operating well and was in compliance for the month of March and so far April is looking good.

Mr. Wagner reported that he spoke to the County this evening regarding the Ridge Pike widening project and informed them that we are still doing a review of our sewer lines and are formulating a plan.

Mr. Wagner reported that we received the second and last load of the trickling filter media two weeks ago and it was installed immediately by staff. By doing this in-house, it saved the Authority approximately \$4,500.

Mr. Bonjo reported that on April 14 there was a force main break at Pump Station #4. Blooming Glen was called and arrived within the hour. Franc Environmental was also called. DEP came out the next day and was impressed on how quickly and efficiently this issue was resolved. Mr. Bonjo also stated there was a homeowner concerned about some tire marks on his lawn from the trucks driving on it as there is an easement on his property. WTA staff went out the next day and made improvements to the area of the lawn affected by the trucks.

Mr. Bonjo reported that staff has been doing a lot of painting of the inside of the pump stations. In the summer, they will focus on getting the outside of the pump stations painted.

FINANCIAL REPORT:

Mr. Detweiler reported on the Authority's revenue and expenditure numbers for the month.

Mr. Detweiler reported that the spring residential billing was picked up at our office by Mailroom Systems on March 23. Unfortunately between Mailroom Systems and the post office, it took between 10 to 14 days for the bills to be delivered to our residents.

Mr. Detweiler reported to the Board that he will be speaking with Vist Bank regarding their lock box option and will get pricing.

Mr. Detweiler reported that the Authority introduced a new on-line payment system called Invoice Cloud to its residents coinciding with our spring billing. Customers seem to be taking advantage of the many different options this new service provides.

Mr. Detweiler discussed with the Board the recommendation of our IT person and Harris Computer Systems to purchase new upgraded computers and a server coinciding with the move to the new office building as the present computers do not have enough memory to operate efficiently. Mr. Detweiler asked for approval of the Board for the purchase of new computers and a server at a cost of approximately \$4,000.00. The Board gave its approval for this purchase.

Approval of Monthly Expenditures – A motion was made by Mr. Ferris and seconded by Ms. Quirus to pay the expenditures and bills as presented in the amount of \$514,688.55, carried 3-0.

ADJOURNMENT:

A motion to adjourn the meeting at 8:20 p.m. was made by Mr. Ferris and seconded by Ms. Quirus, carried 3-0.

Minutes Prepared by Dottie Winterbottom